

# **Student Handbook 2017-2018**

**Richmond School  
N56 W26530 Richmond Road  
Sussex, WI 53089  
262-538-1360**

**[www.richmond.k12.wi.us](http://www.richmond.k12.wi.us)**





**MR. JEFF WEISS, Ed.D**  
DISTRICT ADMINISTRATOR  
**MS. GENA SANTHARAM**  
PRINCIPAL/DIRECTOR OF PUPIL SERVICES

Dear Families:

Thank you for taking the time to review this handbook. It contains information about programs, procedures, expectations, and services offered at Richmond School. The staff, administration, and Board of Education welcome your participation in developing partnerships that will enhance your child's growth and achievement.

This booklet is designed to serve as a reference guide on a variety of topics essential to the effective operation of the school and district. It should be considered a living document that will grow and change over time. Since there are simply too many items to include in one handbook, you are always invited to contact school personnel with questions.

The Richmond educational community takes great pride in its school system. It is one that blends current learning theory and best practices with personal caring and an individualized approach to instruction. We are seeking to provide each and every student with a strong academic foundation while at the same time fostering their development of self-esteem, value formation, career awareness, and social responsibilities.

Partnering together, we can make a positive difference in the lives of children.

Sincerely,

Jeff Weiss, Ed.D  
District Administrator  
Richmond School District

# WELCOME TO RICHMOND SCHOOL DISTRICT

## Administration

Jeff Weiss, Ed.D District Administrator

Ms. Gena Santharam, Principal and  
Director of Pupil Services



## Board of Education

Mrs. Cindy Milgram, President

Mrs. Laura Bradin, Vice-President

Mr. Craig Vento, Treasurer

Mr. Brian O'Donnell, Clerk

Mr. Victor Frangopoulos, Member

## Important Telephone Numbers

<b>Richmond School</b>	262-538-1360
Jeff Weiss, Dist. Administrator	Ext. 175
Gena Santharam, Principal and Director of Pupil Services	Ext. 174
<b>Richmond School Board</b>	
Cindy Milgram, President	262-696-4795
Laura Bradin, Vice President	262-538-0481
Craig Vento, Treasurer	262-691-9090
Brian O'Donnell, Clerk	<a href="mailto:bodonne@richmond.k12.wi.us">bodonne@richmond.k12.wi.us</a>
Victor Frangopoulos, Member	262-538-0111
<b>Richmond Community/Support Groups</b>	
<b><u>PTOBC</u></b>	
Co-President – Hilarie Tuerk	414-688-0581 <a href="mailto:hilarie.tuerk@gmail.com">hilarie.tuerk@gmail.com</a>
Co-President – Robin Kostroski	262-271-8477 <a href="mailto:robin1@wi.rr.com">robin1@wi.rr.com</a>
Treasurer - Emily Pfeiffer	414-550-8792 <a href="mailto:eepfeiffer24@gmail.com">eepfeiffer24@gmail.com</a>
Secretary – Ericka Weber	262-442-3064 <a href="mailto:eweber1216@gmail.com">eweber1216@gmail.com</a>
Booster Club – Marie Krueger	262-408-1332 <a href="mailto:marilahakrueger@gmail.com">marilahakrueger@gmail.com</a>
<b><u>Boy Scouts</u></b>	
Cub Master-Jay Shallue	(262) 444-2097 - cell <a href="mailto:jshallue11@gmail.com">jshallue11@gmail.com</a>
<b><u>Girl Scouts</u></b>	
Erin Wessley	262-844-4942 - cell 262-533-3050 – work <a href="mailto:erinwessley1@gmail.com">erinwessley1@gmail.com</a>
<u>Town of Lisbon Fire Department</u>	262-246-6401
<u>Waukesha County Sheriff Department</u>	262-548-7125
<u>Dousman Transportation Co. (Buses)</u>	262-966-9690
<u>Arrowhead High School</u>	
District Office	262-369-3611
South Campus	262-369-3611
North Campus	262-369-3612

## **ADMISSION OF PUPILS**

Parents are required to furnish a legal birth certificate for proof of their child's birth date upon entrance into the school system.

## **AFTER-SCHOOL PROCEDURES**

Students not attending guided study hall (3:20-4:00), or participating in after-school sports (games and practices) may not wander the halls. For safety reasons, all students must be in supervised areas if they are in the building after 3:30 p.m. Students must have a pass if they are in the hallways after school for any reason. We ask that students wait in the office or front foyer for parent pick up.

## **ASSIGNMENT OF ENROLLED STUDENTS TO CLASSES/TEACHERS**

School Districts have general authority to determine grade placements and classroom assignments of students. Placement shall be based on general achievement. Consideration will be given to the mental, physical, emotional, and social maturity of the student. The considerations and procedures used to place students in class sections include:

- a balance of boys and girls
- a balance of academic ability
- a balance of ethnic diversity to promote multi-cultural understanding
- socially balanced groups to reduce peer conflicts
- equal portions from existing classes, so new friendships can be formed
- a balance of different learning styles

Parental involvement in the assignment of students to classes is limited to exceptional cases only. In order to be considered as an exceptional case, parents must submit a written request to the Principal by May 1, and must include specific reasons for the request. The request will be considered if it is for reasons related to the specific needs of the student.

## **ATHLETIC AND EXTRA CURRICULAR ELIGIBILITY**

In order to participate in sports, students are required to demonstrate development toward proficiency in each class. A student in grades 6-8 with a summative descriptor below 2 in any subject is ineligible for sports participation. Please see the Student Athletic Handbook for further information. Students identified with special needs will be determined eligible or ineligible in accordance with their Individualized Educational Plan (IEP). See the Richmond School Sports Handbook for additional details.

## **ATTENDANCE AND TRUANCY Policy #431**

- Daily Attendance
  - If a student is going to be absent or tardy, a parent or guardian is to notify the school before 9:00 a.m., on the day of the absence by calling the attendance line at (262) 538-1360 ext. 5.
- Pre-Arranged Absence: A pre-arranged absence of 2 or more days.
  - To apply for a pre-arranged absence, obtain a Pre-arranged Absence Form on line or from the main office. Absences should not exceed the requirements set by the Wisconsin State Statute 118.15.
  - Complete the form and submit to the first period teacher one full week prior to the anticipated absence. Middle school students should obtain signatures from each teacher whose class will be missed during the absence.
  - If a Pre-arranged Absence Form is not submitted to the office one week prior to the absence, students may be subject to disciplinary action.
- Excused Absences
  - Parent/guardian phones the school attendance line by 9:00 a.m. to inform the school of student's absence.
  - Student returns to school from a doctor's appointment with an excuse provided by the doctor's office.
  - Full Day Absence: A student is absent from school for the entire school day.
  - Half-Day Absence: A student is absent for more than one to less than four periods during the school day.
- Unexcused Absences—Tardy
  - All tardy absences are considered unexcused. Examples are: oversleeping, car trouble, missing the bus, running late, or homework.

- Consequences will be issued for one or more tardy absences in any given grading period/quarter. Consequences may include, but are not limited to, before-school, after-school, or Saturday detention.
- Unexcused Absences—Truancy
  - Absences for which the school has not been notified of the legal cause for the absence will result in disciplinary action, including before-school, after-school, and Saturday detention.
- Habitual Absences—Habitual Truancy
  - A student is considered a “habitual truant” if he/she is absent from school without an acceptable excuse for all or part of five or more school days per semester. Consequences for habitual truancy range are outlined in Richmond School Board Policy #431.
- Make-Up Assignments/ Examinations
  - Teachers and students will work together to make up examinations and work in accordance with the guidelines below:
    - It is the student’s responsibility, as age appropriate, to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
    - Examinations missed during an excused absence shall be taken at a time mutually agreed upon by the student and teacher. A student has one day to make up work for each day absent. The principal has discretion to extend make-up opportunities if warranted by extenuating circumstances.
    - Students with unexcused absences shall be permitted to make up major examinations (quarter, semester, or grading period) missed if course work credit is at risk. Examination make-up date(s) shall be determined at the discretion of the principal/teacher. Students in this circumstance shall be prepared to make up the exam on the day they return to school.
- Attendance for Extra-Curricular and Athletic Activities
 

Students absent from school due to illness may not participate in extra-curricular or athletic activities that day. Excused absences, such as funerals, doctor’s appointments, etc. are exceptions. Students must be in school **by 11:45 a.m. (1/2 day)** in order to participate in extra-curricular and/or athletic activities that day.

**TRUANCY**

The school district expects parents or guardians to make reasonable efforts to ensure the regular school attendance of their children. Absenteeism and tardiness are considered excessive when they significantly interfere with a student’s performance or social development.

In accordance with Wisconsin State Statute 118.15 Compulsory School Attendance:

A student is considered to be a "simple truant" when absent for part or all of a school day for which a pupil's parent or guardian has not provided a valid excuse.

A student is considered a "habitual truant" [Wisconsin State Statute 118.16(1)(a)] when absent without a valid excuse for part or all of five or more days in one semester.

**BEHAVIOR EXPECTATIONS AND RESPONSIBILITIES**

Students enrolled in the Richmond School District shall conduct themselves in a manner that protects the personal and property rights of others and consistently maintains a safe and respectful learning environment.

Richmond School District recognizes the individual and unique talents of each student. The relationships that exist between and amongst students, staff, administration, parents, and visitors require shared responsibility for safe and orderly conduct at school or at school related activities.

Richmond School District uses a multi-tiered approach to address student behaviors. PBIS (Positive Behavioral Interventions and Supports) is a broad range of proactive, systematic, and individualized strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behavior with all students (Sugai, 2007). PBIS is not a curriculum or pre-packaged program. It is a framework that guides the school community through a process of addressing the unique culture, climate, and behavioral issues within a school.

## **Richmond School-wide Expectations**

Be Respectful  
Be Responsible  
Be Safe

Students are requested to:

1. Walk in the halls and classrooms
2. Refrain from sitting on desks, tables, cabinets, and sills
3. Refrain from behaviors such as shouting and whistling in the building
4. Refrain from throwing snowballs or any other objects that could result in injury to others
5. Observe designated play areas and safety rules for apparatus that may be located in those areas
6. Be friendly, courteous, and helpful to all students and adult visitors, guests, and parents
7. Knock on doors before entering a classroom
8. Remove hats and caps in the school building

When an employee acts to help a student conduct himself properly, emphasis shall be placed on teaching student self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. A teacher is granted the right to remove a student from the classroom for disruptive behavior. In all instances necessitating disciplinary action, due process will be afforded the student.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs and drug paraphernalia. A "look-alike drug" is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of school policy.
- Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and all similar - electronic paging devices.
- Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
- Causing or attempting to cause damage to, school property or another person's personal property.
- Stealing or attempting to steal, school property or another person's personal property.
- Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

The grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite period of time. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from the classroom.
10. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
11. After school or Saturday detention, provided the student's parent(s)/guardian(s) have been notified. The student must be supervised by the detaining teacher or the Building Principal or designee.

### **BIRTHDAY TREATS**

Birthdays are exciting events for children of all ages. At school, students enjoy having their birthdays recognized, and each teacher has a unique way of celebrating these special events. Because of the increased number of young children coming to school with food allergies, and the safety risks associated with this phenomenon, we have needed to rethink the birthday treat issue. In the interest of student safety (especially the safety of young children who aren't always aware of what they can and cannot eat), we can no longer allow any students to bring edible birthday treats to school. Children are welcome to bring in non-edible items to pass out to classmates (such as stickers, pencils, erasers, etc...), and birthdays will still be recognized and celebrated in classrooms.

### **BUS ROUTES**

Refer questions to Dousman Transport at (262) 966-9690.

### **BUS TRANSPORTATION PROCEDURES**

**Students may ONLY ride home on their assigned bus route. This is due to bus capacity.**

Students who would like to depart at a different residence on their assigned bus route **must** have written parental permission from both parties. All notes must be approved by the Main Office before the end of the school day.

All transportation for any non-school related activities must be arranged by the parents i.e. play dates, birthday parties, study groups, etc.

### **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES Policy #443.5**

Students are prohibited from using or possessing any electronic communication devices (ECDs) including, but not limited to, cell phones, I-Pads, I-Pods, and others during the school day or at school sponsored activities that occur during the regular school day unless given permission by a teacher for educational purposes only. ECD's may be brought to school by a student, but must remain in the student's locker and turned off until the end of the school day. The Board of Education recognizes that there may be special circumstances that necessitate student use of ECDs, such as a medical, educational, and/or family emergency. Therefore, students with the written consent of the District Administrator may be granted permission to possess and use ECDs.

If the use or possession of an ECD is granted, the use 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

The use of an ECD in any locker room or other area in which students dress is prohibited at all times. 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.

**Rules and Regulations**

Students are prohibited from using any electronic devices, including cell phones during school hours without the pre-approval of an Administrator. If a student is found using an electronic device or cell phone without permission, it will be confiscated and held in the office for the parent to pick up. If there are recurring offenses, the item will be confiscated and held in the office for parent pick-up, in addition to Administrative consequences.

**CHANGE OF ADDRESS, EMAIL, OR TELEPHONE NUMBERS**

Parents/Guardians, please utilize the Parent Portal to make changes to your home address, home or work telephone number, cell phone, email address, or any other important information that we may need in order to contact you in case of an emergency.

**COLD WEATHER PROCEDURES**

Richmond School uses the National Weather Service to determine whether or not students should be outside for recess. This is the same system used to determine if school should be open or closed. We use the experts to determine what is safe for our students. The NWS uses three components to determine weather safety: temperature, wind chill, and exposure time. Children must always be prepared to be outside because we make the decision at 11 am from the NWS report.

You can visit the website if you would like more information.

<http://www.nws.noaa.gov/om/winter/windchill.shtml>

Richmond uses the lightest blue area of the graph which is more than 30 minutes exposure because the longest time any students spend outside is approximately 30 minutes. So we are well in the safe zone using the lightest blue (furthest to the left) section of the graph.

**EQUAL EDUCATIONAL OPPORTUNITIES Policy #411**

It is the policy of Richmond School District that its educational and extra-curricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law.

All District career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained by contacting the school's guidance office.

Richmond School District does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, by any students, or by the effect of any school policy or practice.

**EQUAL EDUCATIONAL OPPORTUNITIES-GENDER EQUITY**

No student shall, on the basis of his or her gender, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of the right, privilege, advantage, or opportunity. Inquiries should be made with the District Administrator.

**FEES**

The following is a list of fees for the current school year. All fees are per student and subject to change.

Student Fee (Grades SK-8)	\$75.00
8 <sup>th</sup> Grade Graduation Fee (current year 8 <sup>th</sup> graders only)	\$5.00

Student Fee (Junior Kindergarten)	\$37.50
Athletic Fees	
Basketball (Grades 5-8)	\$50.00
Volleyball (Grades 6-8)	\$50.00
Track (Grades 5-8)	\$50.00

8<sup>th</sup> Grade Graduation: Students with outstanding debts will not receive a diploma until full payment is received.

## **FOOD SERVICE**

### **Prices subject to change after the August Annual Board of Education Meeting**

Prices:

SK – 5 <sup>th</sup> grade Lunch	\$2.65 (includes milk)
6 <sup>th</sup> – 8 <sup>th</sup> grade Lunch	\$2.90 (includes milk)
Extra portion	\$1.60
Adult Lunch	\$3.65 (does NOT include milk)
Adult Milk	\$0.35
A la Carte Items	Range from .50 to \$2.00 (available to 6 <sup>th</sup> -8 <sup>th</sup> grade students only)

Qualification guidelines and an application form for free and reduced hot lunches/JK milk will be included in the Student Information Packet. Please review the material and submit the form during the first week of school (if you feel you qualify). These applications are kept confidential.

Richmond School uses an individual lunch account system. Each student has a unique lunch account. All hot lunch and ala carte milk purchases are deducted from this account. Students are required to keep a positive balance in this account at all times. If the account becomes negative, the student will be able to charge only one (1) lunch. If the account remains negative, the student will be given a nutritionally balanced alternative for two (2) days. If the account remains negative by the fourth day, parents will be notified to bring a lunch for their child.

The Parent Portal allows you to view your child's Lunch Account balance at any time. This gives you the opportunity to track purchases and payments all through the month. It is the parent's or guardian's responsibility to monitor and keep funds in each lunch account. If your child's lunch account reaches zero or below, a computer generated e-mail reminder will be sent.

### **E-Funds Payments**

Through a separate secure site provider called "e-Funds for Schools", you may make on-line payments for each child's Lunch Account. Use the link from our webpage to access the e-Funds payment website. You will need your student(s) ID number(s) to setup your on-line account. There is a convenience fee charged by the company for this option. You may have the funds deducted from your checking account or charged to a credit card.

## **GIFTED AND TALENTED (GT) EDUCATION PROGRAMMING OVERVIEW**

The Richmond School District utilizes the Wisconsin Response to Intervention (RtI) three-tiered model as a systemic approach to serving intellectually and academically gifted students.

Gifted or highly able students have **different intellectual, academic and social needs**:

- Level I (or Tier 1) Students' needs are met with ***differentiation strategies and through personalized learning opportunities employed in the regular classroom.*** (most) Students with advanced learning needs in any academic subject are identified through use of a balanced series of assessments. If the assessment data shows that a student's learning needs are beyond the level that can be met through classroom differentiation, extensions or other learning opportunities will be implemented to provide more challenge and/or a faster pace of learning. This is Tier 2
- Level II (or Tier 2) Students need ***classroom modifications but also need extensions or opportunities beyond the classroom.*** (some)
- Level III (or Tier 3) Students need the above mentioned modifications but also some ***individual services.*** (few) Tier 3 intervention may include subject or grade- level acceleration.
-

A student's level of need may be determined by: 1) Performance in the classroom 2) Assessments (Universal Screener and Progress Monitoring tools) and 3) Parent and/or teacher input. The level may serve as a guide to help the staff meet the student's needs.

**For additional information contact Mrs. Donna Held, GT Coordinator at [dheld@richmond.k12.wi.us](mailto:dheld@richmond.k12.wi.us) and/ or refer to the Richmond Gifted Education Website <https://sites.google.com/a/richmond.k12.wi.us/gt-ed-at-richmond/>**

### **HARASSMENT AND BULLYING**

**Harassment** and **Bullying** are defined as physical, verbal, or cyber conduct that is intentional, repetitious, has a perceived imbalance of power, and has the purpose of creating an intimidating, hostile, or offensive working or learning environment. Any observable act of bullying/harassment that occurs at school will be subject to administrative investigation and possible disciplinary actions.

Please see policy #411.1 for a full description.

### **HOMEBOUND INSTRUCTION**

In cases of extended absence due to serious illness or injury, parents may request homebound instruction by contacting the school counselor.

### **HOMEWORK GUIDELINES AND EXPECTATIONS**

Board Policy #345.5 establishes student, staff, and parent expectations as they pertain to homework.

Homework is used to practice the knowledge and skills that were taught. Students should make mistakes as they are learning and not be afraid to learn from mistakes. **It is an expectation that students will complete all homework assigned by their teachers.** Feedback on homework is shown to be most effective and mistakes should not be graded. Homework, or any student work that is used as practice, is a type of formative assessment.

Students should not be penalized because of information and mistakes found on formative assessments. Asking your child about what they have learned in class is a great to support their learning. Grades should only reflect mainly summative assessments, which is the assessment of the learning process and after a teacher observes mastery of standards through formative assessments. Example of summative assessments include classroom assessments, district assessments, end of unit projects/presentations, etc.

Each teacher will share his or her own homework practices based on the District philosophy. Different subject areas require different expectations for homework and retakes. Individual teachers will communicate the homework practices and retake procedures for their subject area at the beginning of the school year.

Listed below are grade level practices used to assure consistent implementation of Board Policy #345.5.

#### **Grades K-5**

At the beginning of the school year and periodically thereafter, teachers will review homework practices and procedures with their students. In general, homework in the early grades ranges from skill building, memorization of facts, writing (including penmanship practice), projects, and daily reading. Reading to your child is also considered a valuable nightly activity in the primary grades. The guidelines for the amount of time to be spent on homework activities in the primary grades are as follows:

SK	10 minutes
1 <sup>st</sup> Grade	10 minutes
2 <sup>nd</sup> Grade	20 minutes
3 <sup>rd</sup> Grade	30 minutes
4 <sup>th</sup> Grade	40 minutes
5 <sup>th</sup> Grade	50 minutes

If your child finishes assigned homework before the suggested time guidelines, quiet reading or reading aloud to your child is recommended. If your child is consistently spending more than the minutes suggested, please contact your child's teacher for a conference.

#### **Grades 6-8**

At the beginning of the school year and periodically thereafter, teachers review homework expectations with their students. Parents and students are able to access scores through the parent/student portal and are encouraged to

check the portal weekly. Although homework may not be scored, students will be held accountable for completion. Consequences of unfinished work may vary and can range from academic overtime to Saturday school.

### Late Work Chart

<b><i>Number of Lates per Class in a Trimester</i></b>	<b><i>Consequence</i></b>
1 <sup>st</sup>	Academic Overtime
2 <sup>nd</sup>	Academic Overtime
3 <sup>rd</sup>	Academic Overtime
4 <sup>th</sup>	Academic Overtime
5 <sup>th</sup> or more	Academic Overtime + Saturday Detention

Academic Overtime = Recess Study Hall

#### Absences and making up missed work

If a student is excused from school, including out of school suspensions, he or she will be allowed to make up class/homework according to the schedule listed below. Class/homework missed due to a suspension from school may be made up after the suspension has been completed.

- 1 day absence = 1 day to make up the work
- 2 day absence = 2 days to make up the work
- 3 day absence = 3 days to make up the work

If the work is not made up within the above time frame, the late work practice will apply. Middle school students will obtain missed work/assignments from their teachers when they return to school or utilize the class website as a back-up. If a student has been absent for three or more consecutive days, they can contact the school office for assistance.

An individualized learning plan and/or possible disciplinary action may be implemented for students who demonstrate inconsistent homework completion.

Each time a student in grades 6, 7, and 8 collects five late slips (late homework assignments) per grading term, he or she may be subject to disciplinary action.

#### A CHECKLIST FOR HELPING YOUR CHILD WITH HOMEWORK

##### **Make Sure Your Child Has:**

- A quiet place to study.
- A regular time each day for doing homework.
- Basic supplies, such as paper, pencils, pens, markers, and ruler.
- Aids to good organization, such as an assignment calendar, book bag, and folders.

##### **Questions To Ask Your Child:**

- May I see your assignment book? (check to see if all areas are filled in---including comments from teachers)
- Is the assignment clear?
- When is it due? Do you need special resources (e.g., a trip to the library or access to a computer)?
- Do you need special supplies (e.g., graph paper or poster board)?
- Have you started today's assignment? Finished it?
- Have you checked the class page on the website for more information?
- Is it a long-term assignment (e.g., a term paper or science project)?
- For a major project, would it help to write out the steps or make a schedule?
- Have you checked the student portal?

##### **Other Ways to Help:**

- Look over your child's homework, but don't do the work.
- Meet the teachers early in the year and find out about homework guidelines.
- Review teacher comments on homework that has been returned and discuss them with your child.

- Contact the teacher if there's a homework problem or need you can't resolve.
- Check the parent portal on a regular basis.
- Congratulate your child on a job well done.

## **HONOR ROLL**

Students in grades 6-8 who demonstrate a preponderance of evidence suggested by summative scores of 3.1 or higher and 3.0 or higher for school success skills.

## **INTERNET SAFETY AND ACCEPTABLE USE #363.2**

The Richmond School Board of Education provides students and employees opportunities to use the District's electronic communication system, which includes access to computer networks including the Internet. Access to these services promotes learning by facilitating resource sharing, innovation and communication. The Richmond Board of Education believes that access to these services will enhance the delivery of education to students.

Since the Richmond School Board of Education intends that the District electronic communication system be used for educational purposes only, activities which are illegal or which do not support curriculum and instruction are prohibited. The District *Internet Safety and Acceptable Use policy* clarifies acceptable and unacceptable uses.

Before being given access to the District's electronic communication system, all users will sign an annual agreement. The agreement stipulates the terms for using the District's electronic communication system.

### **Agreements**

While it is impossible to anticipate and then identify every possible circumstance that an individual may run across while using the technology available through the District's system, these guidelines are designed to establish limits on that use. As a result, expectations for the appropriate use of technology guidelines include, but are not limited to, the conditions set forth in these guidelines. Other expectations established by law, and/or through school District policy are also to be followed.

#### **A. District Limitation of Liability**

The Richmond School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by/through the District's system will be error-free or without defect. The Richmond School District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District will not be responsible for the accuracy or quality of the information obtained through or stored on the District's system. The District will not be responsible for financial obligations arising through the unauthorized use of the District's system.

#### **B. System Security**

1. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a user provide their password to another person.
2. Users will immediately notify the network administrator and the school administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
3. Users will avoid the inadvertent spread of computer viruses from downloaded software by following the District's virus protection procedures.

#### **C. Respect for Privacy**

1. Users will not resend a message that was sent to them privately without permission of the person or organization.
2. Users will not post/send private information about another person.
  - a. Respect for Resource Limits
    1. Users will use the system only for educational and professional or career development activities.
    2. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the District's system is not being heavily used and immediately remove the file from the system's computer to their personal computer.

3. Users will not post chain letters or engage in 'spamming'. Spamming is sending an annoying or unnecessary message to a large number of people.
  4. Users will check their e-mail frequently, and delete unwanted messages promptly.
  5. Users will subscribe only to high quality discussion groups and/or mail lists that are relevant to their education and/or professional/career development.
- b. Specific Unacceptable Uses
1. Users will not use the District's system for commercial purposes, defined as offering or providing goods or purchasing services for personal use. District acquisition policies will be followed.
  2. Users will not attempt to gain unauthorized access to the District's system or to any other computer system through the District's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
  3. Users will not use the District's system to engage in any illegal or unethical acts, which include but are not limited to:
    - a. Posting information that could cause damage or a danger of disruption.
    - b. Posting false or defamatory information about a person or organization.
    - c. Plagiarizing works that they find on the Internet.
    - d. Infringing upon materials protected by a copyright.
    - e. Using the District's system to access materials that are profane or obscene (pornography), that advocate violence, or discriminate against others.
    - f. Entering any chat rooms.
    - g. Users will not enter any bulletin board newsgroups.

#### **D. Search and Seizure**

District system users have a limited privacy expectation in the contents of their personal files on the District's system. Routine maintenance and monitoring of the system may lead to evidence that the user has violated, or is violating, the District *Acceptable Use Policy*, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or District *Acceptable Use Policy*. This investigation will be reasonable and in the context of the nature of the alleged violation. Parents also have the right to investigate contents of their child(ren)'s personal file(s).

#### **E. Investigations**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's system.
2. The District will have the right to investigate possible violations by students and/or employees of the District *Acceptable Use Policy*.

#### **F. Accessing Inappropriate Material**

1. There is a wide range of material available on the Internet, some of which may not fit with the particular values of the families of students. It is not practically possible for the Richmond School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The School District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District's system.
2. The use of the Richmond School District's electronic communication system is a privilege, not a right. Violation of this policy will result in disciplinary action, depending upon the severity of the violation.

#### **G. Library Media Center**

All Richmond students have permission to check out library media center materials. Parents/guardians accept responsibility for payment of any lost or damaged LMC materials.

### **LAW ENFORCEMENT NOTIFICATION**

Certain behaviors that are prohibited in school are also a violation of federal law, state law, or local ordinances. Students who are found to be involved in the following acts will be subject to school disciplinary procedures and will be reported to the appropriate law enforcement agency for further disposition:

1. Arson
2. Theft or possession of stolen property
3. Assault or battery
4. Destruction of property
5. Possession of weapons
6. False report of fire or explosive device
7. Possession, use, sale, or delivery of drugs, alcohol, or tobacco
8. Other behaviors that violate federal or state criminal codes or local ordinances
9. Threats of actions that jeopardize the health, safety, and welfare of others

### **LOCKER ROOM PRIVACY (Policy #731.1)**

Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the Administration or by District policy. The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. No unauthorized person will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record, or transfer a representation of a nude or partially-nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral.

### **LOCKERS IN 6<sup>TH</sup>, 7<sup>TH</sup>, AND 8<sup>TH</sup> GRADES**

All 6, 7, & 8 grade students are required to have a lock on their hallway locker at all times. Locks must be provided by the student and the combination must be shared with the homeroom teacher. PE/gym locks are not required but will be provided by the school if requested. There will be a \$6.00 replacement cost for lost PE locks.

### **LOST AND FOUND**

Lost and found items will be placed in the Lost/Found area. It is recommended that parents mark all clothing, books, and personal items with their child's name so that lost items may be easily identified and returned. At the end of each semester, all unclaimed items will be donated to an area charity.

### **OFFICE HOURS**

The school is open from 7:30 a.m. to 4:00 p.m. each school day. Summer hours are Monday through Thursday, 8:00 a.m. to noon. Please leave voice mail messages as appropriate. The school's phone number is (262) 538-1360 and the fax number is (262) 538-1572.

### **PERSONAL APPEARANCE**

Richmond School encourages students to dress in a neat, clean, and appropriate manner. In school, it is readily observed that there is a very close relationship between dress and attitude. Students who take pride in their appearance take pride in their behavior as well. A good attitude and behavior are prerequisites for a successful learning experience.

It is the school's responsibility to prohibit students from attending when their personal appearance or attire is of a nature which constitutes a health/safety hazard, or attracts undue attention which would be disruptive to the normal operation of the school. Cooperation between home and school, based on common sense by all parties involved,

should result in acceptable and appropriate dress assuring a climate conducive for learning.

Parents are requested to check and suggest appropriate dress before children leave for school. Although the administration does not prescribe any special dress code for students, it does reserve the right to make determinations regarding what is or is not appropriate for school. If there is a concern, parents may be called so that proper attire can be brought to school.

Some guidelines for all students in grades JK-8, include, but are not limited to:

1. Clothing or jewelry that displays drugs, smoking/tobacco, alcohol, inappropriate or derogatory sayings/phrases, obscene language/symbols/numbers/slogans, sexual innuendos, supports violence or hatred, or is gang or cult-related is prohibited.
2. Halter-tops, spaghetti strap shirts, low necklines, and bare midriffs are unacceptable. If, when arms are raised above the head, a shirt exposes the abdomen or back region that shirt will be considered unacceptable.
3. Students' clothing needs to cover their undergarments at all times.
4. Outerwear such as hats\*, coats, backpacks, and sunglasses\* are not to be worn during school hours or at school activities.
5. Sleepwear/pajamas\*/flannel pants are not appropriate for the school setting.  
**\*Exceptions to this guideline are possible on Spirit Days.**
6. No pants/shorts/skirts of inappropriate/immodest condition or length.
  - a. Pants must be worn above the hips and the length should be 1-2 inches above the ground to prevent the student from tripping and becoming a safety hazard to themselves or other students.
  - b. Shorts and skirts should be no shorter than 6 inches above the top of the kneecap. While this serves as a general guide for appropriate length, all clothing must allow the student to safely walk, sit, bend, ascend, and descend stairs without unintended exposure.
7. Any clothing and or accessories that may damage furniture, or be used as a weapon (i.e.: chains/wallet chains, pointed or studded jewelry, studded clothing, etc.) are prohibited.
8. Dress and/or personal appearances that are deemed to be disruptive to the learning environment will not be permitted.
9. Pens, pencils, other writing implements should not be used to mark arms, hands, legs, face, etc.
10. Students who do not follow the dress code will have the opportunity to change into appropriate clothing that is immediately accessible or parents will be contacted to bring appropriate clothing. Repeat violations will result in disciplinary action.

### **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

If a storm occurs during the night or early morning and Richmond School is to be closed, an announcement will be made periodically over Milwaukee area radio and TV stations. **WATCH AND LISTEN FOR MENTION OF ARROWHEAD AREA SCHOOLS.** Families will also be notified of closures by our automated calling system. The decision to close school during the day will be made by the District Administrator or designee.

### **SCHOOL SCHEDULE**

7:55-8:00 A.M.	Buses Arrive
8:00 A.M.	Warning Bell
8:05 A.M.	Classes Begin
3:16 P.M.	Dismissal / Check out
3:25 p.m.	Buses Depart

Students must be in a supervised area while in the building before and after school hours.

### **SCHOOL EMERGENCY FORM**

Information for each student should be updated at registration. If you change any of the information during the school year, please update the Parent Portal as soon as possible (example: new work numbers, new cell phone number, etc.)

### **SCHOOL TIME SCHEDULES**



August 29	Open House	4:00-6:00 pm
September 5	First day of school	
School Hours:	Grades SK – 8	8:05 am - 3:16 pm
	JK (AM & PM)	8:05 am - 10:58 am and 12:25 pm - 3:16 pm

### **SERVICE HOURS-8<sup>th</sup> Grade**

Giving back to the community is an admirable quality and one we want to instill in our students. 8<sup>th</sup> grade students must participate in at least 5 hours of volunteer work at Richmond School. Completion of 20 or more hours of volunteer service will be acknowledged at the 8<sup>th</sup> grade graduation ceremony.

### **STANDARDS-BASED GRADING PRACTICES (Grades JK-8)**

Student academic progress will be measured through a standards-based report card. The standards-based report card reflects Common Core State Standards according to each grade level. See the Standards Based Reporting Manual, available on the website, for more information.

### **STUDENT PRIVACY**

Parent(s)/guardian(s) may inspect, upon request, any instructional material used as part of the educational curriculum for students. (“Instructional material” is defined as instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials and materials in electronic or digital formats, such as materials accessible through the Internet. The term does not include academic tests or academic assessments.) In addition, parent(s)/guardian(s) may deny their child’s participation in certain district educational programs or activities in accordance with state and federal laws and regulations. Specifically, parent(s)/guardian(s) may:

1. Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body).
2. Request that their child not participate in any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing that information to others for that purpose. (“Personal information” includes individually identifiable information such as a student’s or parent’s/guardian’s first and last name, address, telephone number or social security identification number.) Upon request, parent(s)/guardian(s) may inspect any instrument used in the collection of personal information from students for marketing or selling purposes before the instrument is administered or distributed to students.
3. Request that their child not participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student or of other students. (“Invasive physical examination” means any medical examination that includes incision, insertion or injection in the body, but does not include a hearing, vision, or scoliosis screening.)

Parent(s)/guardian(s) shall be informed at the beginning of the school year of the specific or approximate dates during the school year when activities outlined in items 2 and 3 above are scheduled to take place and shall be given the opportunity to request that their child not participate in such activities.

Parent(s)/guardian(s) shall make any of the above requests, in writing, to the District Administrator or designee. All requests shall be judged individually based upon state and federal guidelines. The District Administrator or designee shall respond to such requests in a timely manner.

### **TRAVEL**

Due to individual family vacation and work schedules, medical visits, and planned extracurricular activities, it is understood that some students may be out of school for extended absences. While recognizing unavoidable conflicts, Richmond School District emphasizes the need for all children to be in school. Parents wishing to remove their children from school more than one day are required to submit a “Pre-arranged Absence Form,” no less than seven days prior to the anticipated date(s) of absence.

Students are required to complete all missed homework assigned during excused and unexcused absences. Parents/guardians are reminded that any absence from school is extremely difficult to make up since the actual classroom experience cannot be replicated, nor can the work assigned always be identical. The teacher/student interaction that occurs during instructional time is lost and regular teacher responsibilities do not always allow for the needed interaction with a returning student.

Parents and guardians are encouraged to make every effort to plan vacations, medical visits, and other activities during pre-scheduled breaks in the school calendar and to avoid absences during standardized testing times.

### **WAIVER OF STUDENT FEES**

Families demonstrating financial hardship may request a waiver of student fees. Please contact the District Administrator for waiver information.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Students whose fees have been waived are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The District Administrator will give consideration to fee waivers where one or more of the following factors are present:

- Free and Reduced Lunch Program eligibility
- Illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal unemployment
- Emergency situations
- When one or more of the parent(s)/guardian(s) are involved in a work stoppage

The parent(s)/guardian(s) will be contacted promptly as to whether the fee waiver request has been granted or denied. The District Administrator's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

## IMMUNIZATION REQUIREMENTS

DEPARTMENT OF HEALTH SERVICES  
Division of Public Health  
P-44021 (Rev. 07/13)

STATE OF WISCONSIN  
s. 252.04, Wis. Stats.

### STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2014 SCHOOL YEAR and Beyond

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades K through 5	4 DTP/DTaP/DT/Td <sup>1,2</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 6 through 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for all students Pre K through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

## **SCHOOL MEDICATION POLICY (Section 402.08 of School Board Policy)**

In order the District ensures the safety, health, and welfare of students, medication guidelines are presented below:

1. Written orders and instructions from the student's physician must be provided to the health room aide, detailing the name of the drug, dosage, times to be given, and when medication is to be discontinued.
2. Written parent/guardian permission authorizing school district personnel to carry out the physician's orders and instructions MUST be provided to the health room aide.
3. Only limited quantities of medicine should be brought to school and ONLY in containers properly labeled by the physician or pharmacist. An adult must transport the medication to and from school.
4. All medicine will be stored in a locked cabinet or drawer.
5. The administration of injections to students will ONLY be carried out by fully qualified health care providers.
6. Nonprescription medications, such as pain relievers, cough drops and other cold medicines, nasal sprays, topical creams, etc. will ONLY be given when accompanied by a completed Medication Form. Original containers MUST be marked with the student's name and are to be kept in the Health Room. An adult must transport any and all medication to and from school.

### **ADMINISTERING MEDICATIONS TO STUDENTS**

Students should not take medication during school hours or during school-related activities unless it is necessary for the student's health. Should medication need to be administered, an "Authorization of Medication for Students" form must be completed. No School District employee shall administer to any student any prescription or non-prescription medication to a student until a completed and signed "Authorization of Medication for Students" form is submitted by the student's parent(s)/guardian(s).

### **ADMINISTRATION OF EPINEPHRINE FOR STUDENTS WITHOUT KNOWN ALLERGIES**

Epinephrine will only be administered to those students whose parents have provided the Health Room or student with a physician prescribed Epi-Pen. Students without prescribed Epi-Pens who appear to be experiencing anaphylaxis will be administered emergency aid via "911".

### **STUDENT HEALTH CONCERNS**

1. If your child has a fever of 100.0 or greater, s/he should be kept home. A student must be "fever free" for 24 hours without the aid of medication, before returning to school.
2. If your child has been prescribed an antibiotic, they must have 24 hours of medication before returning to school.
3. A child with diarrhea should be kept home until diarrhea is no longer present.
4. A child with a rash should not attend school until the rash has been checked by a physician.
5. If a child has a stomachache, headache, earache, or any other ailment which may limit their ability to participate in activities, the child should stay home.
6. Check with your child's physician to make sure all immunizations are up-to-date.

### **SCHOOL INSURANCE**

Richmond School does NOT carry student accident insurance coverage

**Richmond School District Policy Statement  
Equal Educational Opportunities**

**Policy #: 411  
Administrative Procedure**

**Richmond School District Complaint Form**

**Name of person/organization filing the complaint:**

**Contact information** Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Status of person filing complaint**

Student

Parent

Employee

Other \_\_\_\_\_

**Parties Involved:**

**Date of Incident:**

**Statement of complaint (include specific incident(s)):**

**What steps should be taken to resolve this concern?**

**Signature of Complainant**

\_\_\_\_\_

**Date of complaint filed**

\_\_\_\_\_

**Signature of person receiving complaint**

\_\_\_\_\_

**Date Received**

\_\_\_\_\_

Submit all copies to District Administrator or his/her secretary. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, and one copy will be sent to the complaint investigator. The district will respond to the complaint within ten (10) school days.

**Resolution:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_