



# Parent/Student Handbook

**2022-23**

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

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

Twitter @RSDWisconsin and Facebook@richmondschooldistrictsussex



**RICHMOND  
SCHOOL DISTRICT**

Dear Families,

The staff at Richmond School would like to welcome you to our wonderful 4K-8<sup>th</sup> grade school community. We acknowledge that our highest priority is an ongoing commitment to a safe, positive, and respectful learning environment.

This handbook serves as a guide for the expectations and procedures in the Richmond School District.

We are committed to making this year positive as we learn and grow. Together, through our mission, we will *Prepare Today's Child for a Successful Tomorrow.*

Sincerely,

Dr. Jeanne Siegenthaler  
District Administrator

Mr. Steve Behrendt  
4K-8 Principal

## Important Telephone Numbers

### **Richmond School**

Dr. Jeanne Siegenthaler, District Administrator  
Steve Behrendt, 4K-8 Principal

262-538-1360  
Ext. 175  
Ext. 174

### **Richmond School Board**

Cindy Milgram  
Matthew Krasucki  
Jennifer Miller  
Laura Bradin  
Chris Fogel

[cmilgra@richmond.k12.wi.us](mailto:cmilgra@richmond.k12.wi.us)  
[mkrasuc@richmond.k12.wi.us](mailto:mkrasuc@richmond.k12.wi.us)  
[jmiller@richmond.k12.wi.us](mailto:jmiller@richmond.k12.wi.us)  
[lbradin@richmond.k12.wi.us](mailto:lbradin@richmond.k12.wi.us)  
[cfogel@richmond.k12.wi.us](mailto:cfogel@richmond.k12.wi.us)

### **Richmond Community/Groups**

#### **PTOBC**

Co-President – Danielle Savick

262-951-5564  
[danielle.savick@gmail.com](mailto:danielle.savick@gmail.com)

Co-President – Amy Nelson

414-550-8343  
[amynelson22@gmail.com](mailto:amynelson22@gmail.com)

Social Media Coordinator - Jenni Brophy

414-430-4999  
[jennibrophy@att.net](mailto:jennibrophy@att.net)

Booster Club – Amy Suss

414-331-8779

Booster Club Assistant - Michael Ruggles

[amy.burton@uwalumni.com](mailto:amy.burton@uwalumni.com)  
262-720-5262  
[rugz84@yahoo.com](mailto:rugz84@yahoo.com)

#### **Boy Scouts**

None at this time

#### **Girl Scouts**

None at this time

Town of Lisbon Fire Department

262-246-6401

Waukesha County Sheriff Department

262-548-7125

Dousman Transportation Co. (Buses)

262-966-9690

#### **Arrowhead High School**

District Office  
South Campus  
North Campus

262-369-3611  
262-369-3611  
262-369-3612

## **ADMISSION OF PUPILS**

Parents or guardians are required to furnish proof of their child's birthdate upon entrance into the school system. This can be through a birth certificate, passport, baptismal record, or other document(s) that the district deems reliable and acceptable (such as a record from a third-party medical provider). Proof of residency (or other status that permits admission to a District school) is also required (e.g. water bill, mortgage, etc.). The District's registration and admission procedures shall be sufficiently flexible so as to not unlawfully interfere with the prompt admission, school placement, and attendance of children in a special legal status that provides rights and protection regarding school enrollment (e.g., homeless, foster care, children of military families, Safe at Home program participants, etc.).

## **AFTER-SCHOOL PROCEDURES**

Students not attending guided study hall (3:20-4:00), or participating in after-school activities (sports, clubs, etc.) may not remain in the building unsupervised. 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.

## **ANIMALS AT SCHOOL- POLICY 383.1**

It is recognized that animals in a classroom as part of enrichment activities relating to learning experiences are a valuable way for students to learn life sciences. However, the health, safety, and welfare of students, staff, and animals are paramount. No animals will be allowed to be at large in classrooms, the building, or grounds during school hours and/or when students are present. The teacher/caregiver must receive written permission from the building principal/designee before the animal is brought to school.

## **ANNOUNCEMENTS AND/OR WRITTEN MATERIALS**

All handouts and/or written materials require the approval of the building principal (or designee) to be distributed within the school building. Every effort should be made to include items digitally for our newsletter. We will not provide copies and/or distribute to students.

## **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.

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 no more than one F 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) or 504 plan. 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 school office at (262) 538-1360.
- 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 online 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 classroom 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.
- Excused Absences
  - Parent/guardian phones the school office 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, or after-school.
- 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, or after-school.
- 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.
- 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 coursework 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 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.

## **BEFORE/AFTER SCHOOL DAY CARE**

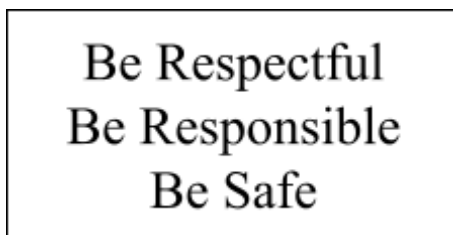
The YMCA at Pabst Farms is available at Richmond. This quality, on-site program is offered for children ages 4-13. The hours of operation are 6:30 a.m. until 8 a.m. and 3:15 p.m. until 6:00 p.m., Monday through Friday. To enroll your child or for future information, call the Youth Director at 262-567-9622 or email [krush@glcymca.org](mailto:krush@glcymca.org).

## **BEHAVIOR EXPECTATIONS AND RESPONSIBILITIES/STUDENT CODE OF CONDUCT- POLICY #443**

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. Love and Logic, Restorative Practices, and PBIS (Positive Behavioral Interventions and Supports) provide the backbone of Richmond's theory for student behavior.



At a minimum, students are expected to:

1. Walk in the halls and classrooms.
2. Refrain from sitting on desks, tables, cabinets, and sills unless allowed under the direction of a staff member.
3. Use appropriate voice levels at all times.
4. Refrain from throwing objects that could result in injury to others, including snowballs
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, adult visitors, guests, and parents.
7. Respectfully enter classrooms.
8. Show respect to all, including by the removal of hats and caps in the school building.

### **Dangerous, Disruptive, or Unruly Behavior**

Making threats to students and/or staff in person or through social media is prohibited. In cases in which a threat is made, administration will determine if it is appropriate to contact the authorities. Expulsion from school may be considered.

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 temporarily 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 or e-cigarettes/vaping devices.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, 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 alcohol, or any other 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 alcoholic beverages, drugs, or paraphernalia, as applicable, in their possession.

- Using, possessing, controlling, or transferring a weapon is in violation of the "weapons" section of District policy #832.
- 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 administration 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.

#### Educational Placement/Consequences for Dangerous, Disruptive, or Unruly Behavior

Consequences for dangerous, disruptive or unruly behavior may result in, but are not limited to, the following:

1. Classroom level discipline may include parent contact, classroom detention, "recovery" (student is given a break from the classroom, etc)
2. Notification of parent(s)/guardian(s).
3. Disciplinary conference.
4. Withholding of privileges.
5. Seizure of contraband.
6. Removal from the classroom for reasons other than redirection.
7. In-school suspension. The principal or designee shall ensure that the student is properly supervised.
8. 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.
9. Out of school suspension from school and all school activities. A student suspended out of school is prohibited from being on school grounds.
10. Suspension of bus riding privileges.
11. 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.
12. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol, weapons, or threats made regarding school safety.

#### Notification Procedures for Suspensions

1. Upon receiving a discipline referral, the principal or designee will conduct a discipline conference with the student (s) involved in the incident.
2. Parents will be notified by the staff member who writes the discipline referral and/or by the principal or designee. Parents will be informed about the incident regarding their own child's actions and consequences. Parents may not receive information related to another child due to confidentiality laws and regulations.
3. A follow up suspension letter will be sent to parents within five (5) business days.
4. Out-of-school suspensions may require a reinstatement meeting. The meeting and attendees will be determined by the building principal or designee and will occur before the student is welcome to return to school.

## **BIRTHDAY TREATS/INVITATIONS**

Birthdays are exciting events for children of all ages. At school, students enjoy having their birthdays recognized, and each teacher has their own unique way of celebrating these special events. Because of the increased number of young children coming to school with food allergies, 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...) Birthdays will still be recognized and celebrated in classrooms.

Parents and children are expected to respect the following guidelines when inviting friends and classmates to birthday celebrations. Invitations may be brought to school and distributed to friends at school ONLY if:

- The entire classroom is being invited to the party.
- All of the girls in the classroom are being invited to the party or all the boys in the classroom are being invited to the party.

Invitations may NOT be brought to school and distributed to friends if your child is selectively inviting members of his/her class and/or other friends in the school. In these circumstances, you should mail or otherwise invite friends outside of the school day.

## **BUS TRANSPORTATION**

The Richmond School District participates in a transportation cooperative with Arrowhead High School and the other Arrowhead Feeder School Districts. Transportation through this cooperative is provided by Dousman Transport Company, Inc. (<http://www.dtcbus.com/>) (262) 966-9690. There are currently six bus routes available to students who are residents of the district and bus-eligible. Open enrolled families are responsible for their own transportation per state statute.

During the fall registration process bus routes are provided. If you do not know what route your child should take, please check your parent portal in Skyward for your assigned route information.

Those families transporting their children to and from school are asked to please observe our drop off and pick up procedures to ensure everyone's safety.

## **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. The Main Office must approve all notes 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.

## **BUS LOADING AT SCHOOL**

Buses will be parked in front of the school prior to dismissal. Designated teachers will supervise the students at the bus loading area. Teachers are to emphasize:

1. Students are to remain on the sidewalk prior to bus loading
2. Students are not to run, push or crowd as they approach the bus.
3. No student should attempt to approach or board a bus until it has come to a complete stop, has parked and the driver instructs the students to enter.

## **Bus Conduct**

In Wisconsin, the use of school transportation is considered a privilege. As a result, this privilege can be rescinded if a student's behavior on the bus repeatedly violates bus and school rules or threatens the well-being and safety of the other students or driver. Any pupil whose conduct on the school bus is disruptive, destructive, obscene, or a threat to the health or safety of others is subject to suspension of school bus transportation or other disciplinary action, including but not limited to the extended or permanent removal of transportation privileges, at the discretion of the school administration. The time at the bus stop and the bus rides to and from school are considered extensions of the regular classroom and the same standards of student behavior and discipline will apply.



## **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 during the school day or at school sponsored activities that occur during the regular school day. 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.

Students will be provided district chromebooks/computers and are not to use personal computers or chromebooks during the school day. If a student is using a smartwatch as a communication device it will be treated no differently than the electronic device policy.

### **Rules and Regulations**

Students may use electronic devices, including cell phones, during school hours with teacher permission for instructional purposes, only. If a student is found using an electronic device or cell phone without permission, the following steps may occur:

	Consequence
1	Warning
2	Staff member will take the device until the end of the class period and call parent.
3	Staff member will take the device and give to the office. The office will call parent. Student will pick up device at the end of the day.
4	Staff member will take the device and give to the office. The office will call parent. Parent will pick up device.
5	Student will turn in device to the office daily.

## **CHANGE OF ADDRESS, EMAIL, EMERGENCY CONTACTS, OR TELEPHONE NUMBERS**

Parents/Guardians, please utilize Skyward Family Access to make changes to your 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. To change an address, please contact the District Office.

### **CLASSROOM PARTIES**

Parties and celebrations should be connected to the classroom curriculum. Thus, holiday parties should be kept to a minimum. All attempts should be made to schedule parties in a manner that does not impact other staff members. In addition, teachers and planners should be sensitive to the religious beliefs of families in planning such events and aware of any food allergies. Teachers and planners shall also make sure classrooms and/or staff lounge are clean following party events.

### **CONFERENCES**

A Parent-Teacher Conference is scheduled for each child in grades 4K-8 (typically held in October). An optional conference is scheduled at the request of the teacher and/or parent in mid-January. However, we encourage you and your child to meet with your child's teacher, either in person, email, or by phone, whenever you have a concern. Parent conferences are designed to provide:

- An update of your child's academic and social development.
- An opportunity for parents to share concerns about their children.
- A mutual discussion of children's strengths and weaknesses.
- A chance to cooperatively develop plans for children's continued growth.

## **DATA DIRECTORY – POLICY #347.1**

The District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for

the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure. Refer to Policy #347.1 for form.

**EQUAL EDUCATIONAL OPPORTUNITIES - POLICY #411**

It is the policy of the Richmond School District pursuant to s.118.13, Wis. Stats., and PI 9 that no person on the basis of sex, race, color, national origin ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability be unlawfully denied admission to any school in the District or be denied participation in, benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including, but not limited to the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), and the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services.

**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.

**EMERGENCY DRILLS**

Schools are required to hold monthly fire drills, safety drills twice per year, and tornado drills in spring and fall. Each classroom has a route and exit procedure posted. Teachers will review this with their students in the first weeks of school and perform regular follow-ups to ensure safety. Students and teachers are assigned a place in the building and are taught proper procedures and positions they should assume for emergency drills. Please discuss the importance and necessity of these drills with your children.

**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 5K-8)	\$75.00
8 <sup>th</sup> Grade Graduation Fee (current year 8 <sup>th</sup> graders only)	\$10.00
Student Fee (4K)	\$37.50
Technology Fee	\$20/K5-8th student
Athletic Fees	
Basketball (Grades 5-8)	\$75.00
Volleyball (Grades 6-8)	\$75.00
Track (Grades 5-8)	\$75.00

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

**FIELD TRIPS - POLICY #352**

Field trips are an important part of learning for children. They provide opportunities for children to apply what they've been taught in the classroom and learn more about the community in which they live. Each student will need to have a written permission to participate in a field trip. Parents will be notified when field trips are scheduled. A cost may be involved. It is especially important to dress children appropriately.

Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who become discipline problems will remain at school for future trips. Teachers and accompanying adults will assist in the supervision of students. No siblings or other children will be allowed to attend.

**FOOD ALLERGIES**

Parents/guardians of children with life-threatening food allergies should do the following:

- o Parents need to notify the health room about life threatening food allergies. Parents and practitioners need to complete the Allergy Action Plan – Emergency Care Plan which can be found on the district website.
- o Parents should discuss with their child foods that are life threatening and the need to avoid them. School lunch menus are provided in advance and should be discussed with your child.

- Any questions regarding food ingredients should be directed to the Food Service Supervisor at 262-538-1360 ext. 130.
- It is your responsibility to provide a lunch from home if your child is unable to follow through with the decision not to choose the food that produces the allergic reaction.
- Parents should discourage students from sharing food as part of a preventative allergy program.
- As in other life threatening conditions, an I.D. bracelet/necklace is strongly recommended.

## **FOOD SERVICE**

### **Prices subject to change after the August Annual Meeting of District Residents**

Prices:

5K – 5 <sup>th</sup> grade Lunch	\$3.20 (includes milk)
6 <sup>th</sup> – 8 <sup>th</sup> grade Lunch	\$3.45 (includes milk)
Extra portion	\$2.00
Adult Lunch	\$4.30 (does NOT include milk)
Adult Milk	\$0.35
Additional Side	\$1.00
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/4K milk are on our website. 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 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 e-Funds link from Skyward Family Access→Food Service tile to access the e-Funds payment website. You will need your child(ren)'s lunch 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 ADVANCED PROGRAMMING (LEAP)**

The Richmond School District utilizes the Wisconsin Response to Intervention (RtI) three-tiered model as a systemic approach to serving intellectually and academically gifted as well as advanced learners. Formal identification is based on multiple criteria and is ongoing in grades K-8. Each year, student information is reviewed to identify growth and change. This analysis determines which students may benefit from further screening. The school psychologist and counselors assist the classroom teacher with curriculum modifications that support programming for gifted/advanced learners.

## **GRADING PRACTICES**

Student academic progress will be measured through a standards-based report card in grades 4K-5. The standards-based report card reflects State Standards according to each grade level. Students in grades 6-8 will be given letter grades. See your child's teacher for more information.

## **GUIDED STUDY HALL**

Guided study hall is available for students in grades 4-8, Mondays, Wednesdays, and Thursdays when school is in session. Students must bring their study materials with them. Guided studyhall is not held on Tuesdays, Fridays, conference days, the day before a long weekend or break, or the last two weeks of the school year.

## **HEALTH/IMMUNIZATION REQUIREMENTS**

Please see the DHS- [Department of Health And Human Services](#) website for immunization requirements.

### **Administering Medication to Students – POLICY #453.4**

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 to Students**

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 the school epi-pen as an emergency aid and "911" will be called.

## **HEALTH CONCERNS**

Updated information according to Waukesha Health Services and the CDC (Centers for Disease Control)

1. If your child has a fever of 100.4°F or higher, s/he should be kept home and must be "fever free" for 24 hours without the aid of medication before returning to school. However, the same rule can be applied when the student might have a temperature of 100°F but s/he is showing other signs of sickness (sore throat, persistent cough, stomachache, nausea, etc.).
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 that 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.

## **HOMEWORK GUIDELINES AND EXPECTATIONS - POLICY #345.3**

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 way 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. Examples 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 are grade level homework practices.

### **Grades 5K-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:

5K	10 minutes
1 <sup>st</sup> Grade	5-10 minutes
2 <sup>nd</sup> Grade	10-20 minutes
3 <sup>rd</sup> Grade	15-30 minutes
4 <sup>th</sup> Grade	20-40 minutes
5 <sup>th</sup> Grade	25-50 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. 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.

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

### 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.

## **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 illegal activity, will be subject to school disciplinary procedures and will be reported to the appropriate law enforcement agency as needed.

## **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.

## **LOCKERS/SEARCHES IN 6<sup>TH</sup>, 7<sup>TH</sup>, AND 8<sup>TH</sup> GRADES POLICY #446.1**

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. The Board of Education has adopted a policy specifying that the board retains ownership and possessory control of all student lockers. The Board of Education has designated specific school district officials, employees, or agents that may search a student's locker as determined necessary or appropriate without the consent of the student, without notifying the student and without obtaining a search warrant.

## **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 term, all unclaimed items will be donated to an area charity.

## **MEDIA INTERVIEWS AND PHOTOS**

Richmond School District allows the media limited access to kindergarten through eighth grade students in areas of the school campus to interview, photograph, and videotape for informational purposes. A parent/guardian may choose to deny media access to their child by opting out during registration.

## **NEWSLETTER/PARENT COMMUNICATION**

Communication with parents and students is critical for the success of our school. Parents will receive (every other week) Richmond e-mail newsletters, filled with news, announcements, and calendar events so you can be informed as you plan your weeks. Newsletter articles should be submitted to [newsletter@richmond.k12.wi.us](mailto:newsletter@richmond.k12.wi.us) and are subject to administrative approval before publishing. Please follow Richmond on Twitter - @RSDWisconsin and Facebook@richmondschooldistrictsussex

## **NEW STUDENTS**

New students are welcomed to Richmond with the assignment of a buddy and other procedures overseen by the guidance counselors. Classroom teachers should pay special attention to new students, administering appropriate assessments to determine learning needs and facilitating social interaction to establish new relationships. Classroom teachers should also make early contact with parents of new students and follow-up after the first few weeks.

## **OFFICE HOURS**

The school is open from 7:30 a.m. to 3:45p.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/DRESS CODE**

We ask that parents dress their children in clothes that support a productive learning environment. Clothing should not be distracting or disruptive to the environment. On school spirit days, teachers may approve appropriate items.

- Midsections must be covered at all times (belly, sides and back).
- All tops must have straps and must cover the student from armpit to armpit

- Undergarments shall be fully covered at all times.
- Hats and hoods may only be worn outside of the school building.
- Clothing may not display images with tobacco, drugs, alcohol, weapons, inappropriate language/pictures and/or slogans, and may not advocate violations of school rules or the law.
- Other dress items not mentioned herein, but that are found to be disruptive to the learning environment or that pose a safety concern, will be addressed by school administration and staff.
- Students wearing clothing in violation to this policy:
  - Will be addressed by members individually and staff privately
  - Will be provided the option to change/put on additional garments, to call home, or can be provided clothing from the school's health room

Students who wear clothing that violates these guidelines will be required to change in the Health Room or at home.

#### **Footwear**

For safety reasons gym style shoes (tennis shoes) must be worn daily for gym, indoor and outdoor recess (except for boots in winter) and any other physical activity deemed appropriate by staff. Any type of foot apparel with wheels attached is prohibited. Flip flops are not allowed on the playground or areas with wood chips.

#### **Cold Weather Outdoor Clothing**

We ask that students have a warm jacket, snow pants, hat, gloves and winter boots for outdoor recess. In winter, students with boots and snow pants are allowed off the blacktop. Please label your child's outdoor garments with his/her name.

#### **POSTERS/SIGNS**

All posters need to be approved by the principal. Signs must be hung with painter's tape only.

#### **PROMOTION**

Refer to Policy #345.4-Student Promotion

#### **RECESS - COLD WEATHER PROCEDURES**

All students are required to participate in outdoor recess unless there is a doctor's note. We use a live, local weather website to determine temperature and wind chill.

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. 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 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.

#### *Playground Rules*

1. Be respectful and responsible to all people at all times. Listen to and obey supervisors on duty.
2. Inform supervisors about equipment that goes to "Off Limits Areas." Follow the supervisor's instructions. No student should leave the grounds unescorted.
3. Students should bring all playground equipment to the bins.
4. Enter the building to use the bathroom one student at a time and only with adult permission.
5. No food should be brought outside on the playground.
6. Bouncing balls off the roof or walls is prohibited.
7. No tackle, chicken fight, tag on the mulch or attack with the ball games.
8. One person at a time going down the slides – no climbing up the slides.
9. No climbing on the top or outside edges of the play structure.
10. Do not sit on the top of the picnic tables or walk on the benches.

11. No extra equipment on the playground equipment (jump ropes, balls).
12. Recess is over when the whistle is blown – line up quietly and orderly.

**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 EMERGENCY FORM**

Information for each student should be updated during on-line 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 INSURANCE**

Richmond School does NOT carry student accident insurance coverage

**SCHOOL TIME SCHEDULES**

School Hours:	Grades 5K – 8 4K (AM & PM)	8:00 am - 3:15 pm 8:00 am - 10:50 am and 12:25 pm - 3:15 pm
Early release:	Grades 5K – 8 4K (AM & PM)	11:45 am (no lunch served) NO CLASSES

**SCHOOL VISITATIONS**

Student shadowing and parent visitations are not allowed without administrative approval. Parent tours are scheduled with office staff. If non-registered students are seen in the building they should be escorted to the front office.

**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.

**SNACKS**

Most teachers encourage students to enjoy a nutritious snack mid-morning. Instruction should continue as students eat. Parents should be aware of classroom allergies.

**STUDENT BULLYING AND HARASSMENT – POLICY #411.1**

**Bullying** and **Harassment** 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. The process that is applied to harassment and bullying may vary depending upon the nature of the alleged misconduct. Please see Policy #411.1-Student Bullying and Harassment for more information.

**STUDENT PRIVACY – POLICY #333**

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.



## **STUDENT RECOGNITIONS**

See Standards Based Grading manual for updated information.

## **STUDENT SEARCHES – POLICY #446**

The Board of Education considers the maintenance of order and safety within the school environment to be of utmost importance. The Board recognizes that to provide for order and safety, it may be necessary for designated school officials to conduct reasonable searches of students while on school premises, on school buses or while participating in school-sponsored activities.

A student or his/her belongings may be searched if:

1. There are reasonable grounds/suspicion to suspect the search will reveal evidence of violations of the law, Board policy or school rules; and
2. The manner in which the search is conducted is reasonably related to the objectives of the search and is not overly intrusive in light of the age and sex of the student and the nature of the infraction.

School officials, employees or agents shall not conduct a strip search of any student.

Anything found in the course of a search pursuant to this policy, which constitutes evidence of a violation of a particular law, Board policy or school rule or which endangers the safety or health of any person, shall be seized and utilized as evidence if appropriate. Seized items shall be returned to the owner if the owner may lawfully possess the items. Seized items that may not be lawfully possessed by the owner may be referred to appropriate law enforcement authorities.

## **TECHNOLOGY**

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

The Richmond School District has access to filtered sites on the Internet as an integral part of the curriculum. Inappropriate usage may result in suspension from technology. A parent/guardian may choose to deny access to the Internet for their child by opting out. Before being given access to the District's electronic communication system, all users will sign an annual use agreement. The agreement stipulates the terms for using the District's electronic communication system.

### **Richmond School Chromebook Agreement**

**Student Responsibility of Care** - As a student, it is your responsibility to look after any hardware you use or are issued. Be respectful of it. Do not deface it. Do not vandalize it. Do not be neglectful of it. It's not yours - it is loaned to you by the school district and it is Richmond property. If you were issued a laptop bag or Chromebook case then, when transporting the device, carry it in the case or bag. Do not put the charger over the front of the device, as the screen will crack.

Students are to take good care of any Richmond School District technology hardware that has been issued to them or is in their possession, both on and off campus. The care taken should be sufficient enough that the hardware is not damaged through neglect.

Users are to take all reasonable precautions to secure any Richmond School District technology hardware that has been issued to them or is in their possession both on and off campus. This includes ensuring that devices are not left unattended in public areas and ensuring that hardware is sufficiently secured if temporarily left away from your person.

Users are **NOT** to:

1. Vandalize any Richmond School District technology hardware.
2. Deface any Richmond School District technology hardware issued to them in order to label it (i.e. scratching the user name into a case of a device).
3. Leave issued, or borrowed, hardware unsecured while unattended.
4. Lend or otherwise give their Richmond School District issued, or borrowed, hardware to another person without a justifiable, and defensible, educational reason.
5. Sell or give away/donate any Richmond School District technology hardware.

Actual repair or replacement costs for any intentional damage/loss, or damage/loss caused by extreme neglect of the device, will be the responsibility of the user that caused it.

**Student Responsibility of Daily Use** - Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school apps, announcements, calendars, and schedules may be accessed using the Chromebook. I am responsible for bringing my Chromebook to school fully charged daily and to all classes unless specifically instructed not to do so by a teacher. I also understand that Richmond provides internet filtering on the school's network; however, this filtering does not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

#### **VANDALISM/THEFT**

Students should be discouraged from bringing valuables to school that are not related to instruction. Report vandalism or theft to the office/administration immediately to aid investigation of the matter.

#### **VOLUNTEERS AND CONFIDENTIALITY**

All volunteers are expected to maintain strict confidence about the students' records, school concerns, and your personal opinions about teachers. You may be exposed to a situation whereby a family issue is brought to the foreground or a student may be redirected for improper behavior. These situations must always be treated confidentially. Volunteers serving the District must complete the volunteer training. Please contact Mr. Steve Behrendt to set up training or for more information [sbehen@richmond.k12.wi.us](mailto:sbehen@richmond.k12.wi.us)

#### **WAIVER OF STUDENT FEES -Policy #656**

Families demonstrating financial hardship may request a waiver of student fees. Please contact the District office for waiver information. Students whose fees have been waived are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

#### **WEAPONS ON SCHOOL PREMISES- POLICY #832**

Weapons or imitation weapons of any kind are not permitted in any school facility, on any school grounds, on school buses, or at any school-sponsored function.