

# **RICHMOND SCHOOL DISTRICT**

## **Public Notices**

### **Student Academic Standards**

The Richmond School District's academic standards have been developed over the course of the years blending the Wisconsin Model Academic Standards, Common Core Curriculum Standards, Next Generation Science Standards, and locally developed standards.

### **Student Accountability Report**

<https://dpi.wi.gov/accountability/report-cards>

### **Educational Options**

<http://www.richmond.k12.wi.us/wp-content/uploads/2016/12/2016-17-Educational-Options-Notice.pdf>

### **Student Assessments**

<http://www.richmond.k12.wi.us/wp-content/uploads/2016/08/Richmond-School-Assessment-System-2016.pdf>

### **Opt Out**

When a parent or guardian requests that the student be excused from participating in the WSAS, this request must be honored at grades 4, 8, 9-11, per Wis. Stats. 118.30(2)(b)3.. This request may come at any time during the testing window. All students excused by parent opt-out are marked as "not tested" students in school and district reporting determinations.

A parent must submit a written request for student opt-out to the principal or the school board. Per Wis. Stats. 118.30(2)(b)3., if the student is in grades 4, 8, and 9-11 the request must be granted. However, if the student is not in the above mentioned grade levels, the decision to grant the request is at the discretion of the school board.

### **Student Nondiscrimination – See Policy #411 on our website**

The Richmond School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 118.13 of the state statutes, no person shall unlawfully be denied admission to any public school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. 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 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), 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), and the civil rights provisions associated with the District's participation in federal meal programs.

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 on the District's website or by contacting any school's guidance office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide legally-required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

When acceptable to the complaining party, the District encourages informal resolution of discrimination complaints and related concerns. However, a formal complaint resolution procedure is available to address allegations of unlawful discrimination and/or any alleged violation of the District's equal educational opportunities policies.

Any questions concerning this notice, the District's nondiscrimination and equal educational opportunities policies, policy

compliance, or the District's complaint procedures may be directed to the District's equal educational opportunities compliance officer:

Gena Santharam, Principal/Director of Pupil Services  
Richmond School N56 W26530 Richmond Road Sussex, WI 53089  
[gsantha@richmond.k12.wi.us](mailto:gsantha@richmond.k12.wi.us) 262-538-1360

Discrimination-related complaints may be filed with the Compliance Officer. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters.

By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

**Student Privacy – See Policy #333 on website and Student Handbook**

**Special Education Referral**

<https://drive.google.com/file/d/0B5rxqGLg-BxDRU5yb0pUUENWTlpvcktQUXloaTFJR3FnT1Nz/view>

**Special Needs Scholarship Program**

<http://www.richmond.k12.wi.us/wp-content/uploads/2016/08/Annual-Notice-of-Special-Needs-Scholarship-Program-Letterhead.pdf>

**Education for Employment - See Policy #411 on website**

**Academic and Career Planning Services for Students – See Public Notice on website**

**Student Attendance #431– See Student Handbook**

**Use or Possession of Electronic Communication Devices #443.5 - See Student Handbook.**

**Student Harassment and/or Bullying Policy #: 411.1 on website**

Harassment and/or bullying of students and employees will not be tolerated in the Richmond School District. The Board of Education considers these actions to be detrimental to the health and safety of students and employees, and disruptive to the educational environment. For purposes of this policy, harassment and/or bullying are defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, stress, humiliation, bigoted epithets, vandalism, force or threat of any of the above, motivated by, but not limited to hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, disability/handicap or any other basis protected by state or federal law. Examples of bullying include physical intimidation or assault, extortion, oral or written threats, teasing, put downs, name calling, threatening looks, retaliating against another student for reporting bullying, gestures or actions, cruel rumors, false accusations, and social isolation. It also includes any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

It is also the intention of the Richmond School District to maintain a school environment that is free from sexual harassment. Sexually harassing behavior shall not be tolerated from any student or employee of the District. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature made by any student to another student, or by any student to an employee, or by an employee to a student when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
2. submission to or rejection of such conduct by any individual is used as the basis for academic decisions affecting the individual;
3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive school environment.

Sexual harassment may include, but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with demeaning implications of a sexual nature
4. Unwelcomed touching

5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises of reward concerning a student's status, progress or performance in academic or extracurricular matters

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established discrimination complaint procedures or may complain directly to his/her principal or District Administrator. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when such conduct has occurred.

Any student, employee, or parent/guardian who becomes aware of or witness to harassment and/or bullying has an obligation to report bullying/harassment to a principal or District Administrator.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school discipline consistent with District policies and procedures up to and including suspension or expulsions, and possible referral to law enforcement and/or social service agencies.

Notice of this policy will be incorporated in employee and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with Richmond School. Failure to comply with this policy may result in termination of the cooperative agreement.

Legal References: Wisconsin Statutes 101.225; 188.13  
Title IX of the Education Amendments of 1972  
Title VI of the Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act 1992

#### **Locker Searches See Policy #446.1 on website**

Although student lockers are considered property of the Richmond School District, the District expects students to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without student consent and without a search warrant. Searches are authorized in the District for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and staff.

It is recommended that two members of the instructional staff conduct the inspection together, particularly when the student is not present. At least one of the inspectors must be an administrator, who has full responsibility for the inspection. In the absence of an administrator, his/her specific designee will assume responsibility. The search must be documented by school officials.

In the event that a locker may be secured by a lock, staff will make a reasonable attempt to open lock by obtaining the combination or by the use of a master key. The District reserves the right to cut the lock if necessary.

Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any items that are seized during the search will be safeguarded until determination has been made by the appropriate authorities for disposition of the items. The parent(s)/guardian(s) of a minor student shall be notified of items removed.

#### **Student Records – See Policy #347 on website**

The Richmond School District, in compliance with state and federal law, maintains confidential student records. The District ensures that employees accessing confidential student records receive training in appropriate and current records retention procedures as well as confidentiality requirements. Questions pertaining to the confidentiality of student records and permitted or required disclosures should be directed to the District Administrator.

***For the purposes of this policy, “parent(s)” means natural parent(s), legal guardian(s), or guardian(s) ad litem.***

**Student records** are all records relating to an individual student maintained by the school. A “record” is any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristic. The District maintains several types of student records, including directory data, progress records, behavioral records, student physical health records, and patient health care records.

Student records, however, do **not** include the following:

1. Any notes or records maintained for personal use by either teachers or others permitted by law, as long as

- these notes or records are not available to others.
2. Records necessary for, and only available to people involved in, the psychological treatment of a child. In the Richmond School District, the school psychologist is qualified to provide psychological treatment. The following services constitute psychological treatment: one-on-one or group counseling services provided by our school psychologist.
  3. Law enforcement unit records, which are records maintained by a law enforcement unit that were created by that law enforcement unit for the purpose of law enforcement. A law enforcement unit is any individual, office, division, department, or other component of the District that is authorized by the school board to maintain the physical safety and security of the school, enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement, against any person other than the District. In the Richmond School District the school administrators serve as a law enforcement unit.
  4. Test protocols, test instruments and interpretive materials that do not contain personally identifiable information, such as the student's name. (Answer sheets that do contain the student's name, are student records, and may require explanation and interpretation from school staff.)

Although technically student records, applicable law limits a parent's right to information regarding a student's reproductive health and HIV test results.

**Directory data** includes the following student records: Name, address, telephone listing, date and place of birth, dates of attendance, photographs, and the name of the school most recently attended by the student.

**Progress records** include the following student records: student's grades, subject areas, the student's attendance record, the student's immunization records, and any lead screening records.

**Behavioral records** include the following student records: psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records other than his or her immunization records, certain lead screening records, certain law enforcement officer records.

**Student physical health records** include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, certain lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the state superintendent.

**Patient health care records** are all student records relating to a student's physical health that are not contained in the list of student physical health records. Any student's record concerning HIV status, however, is treated differently as described below.

### **Access to Student Records**

The Richmond School District must protect confidentiality of and allow access to student records as provided by this policy and applicable law. For example, the District must also comply with the provisions of the Children's Online Protection Act regarding information available on its website, the National School Lunch Act regarding information in student records regarding free and reduced price meal eligibility, and the Drug and Alcohol Patient Records Confidentiality Act regarding students who apply for or receive alcohol or drug abuse treatment services as well as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA). The District also addresses related issues, such as parent access to information under the No Child Left Behind Act, and security of electronic data in the following policies:

#### **Access to Student Records Generally (Excluding Patient Health Care Records)**

1. **Persons Employed by the District.** The District must make student records available to District employees who are required to hold a teachers license, and to other District officials the School Board determines has a legitimate educational interest in the student's record. A legitimate educational interest exists when a district employee or official reasonably needs to know the information to perform his or her professional responsibilities. This includes, but is not limited to: 1) those performing educational or discipline related tasks in connection with a student; 2) those providing services to a student or the student's family, such as emergency health care, counseling, special education, or related services, and school or job placement services; and 3) those performing administrative or other duties for the District. Those with legitimate educational interests may also include a person employed by or working on behalf of the District as a school board member, administrator, supervisor, instructor, support staff member (including health or medical staff and police-school liaison personnel); a person or company with whom the District contracts to perform a specific task (such as an attorney, auditor, medical consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks; or other school district officials.  
Nothing in this policy prohibits the District from using a student's record(s) in connection with the suspension or expulsion of the student, unless otherwise prohibited by law.

In addition, information concerning the student's physically harmful behavior may be disclosed to the student's teachers and to any other school district official who has a legitimate educational interest (as defined above) or safety interest in the information if the District determines, based on evidence that a student engaged in behavior that seriously physically harmed another individual within the previous 12 months or that a student has engaged in a pattern of behavior causing serious physical harm to another individual, that there is reasonable cause to believe that the student may engage in behavior at school or under the supervision of a school authority that is physically harmful to another individual. The information must be limited to information reasonably necessary to meet the educational needs of the student and the safety needs of other students and school personnel. The teacher or other school district official may not disclose the information to any other person. Such information may also be disclosed in connection with a health or safety emergency, as described below.

2. **Persons Named In Authorization for Release of Records.** The parent of a minor student may give the District written permission to release the student's progress records or such portions of the student's behavioral records as determined by the person authorizing the release. When the District receives such permission, it must disclose the student's progress records and any specified behavioral records to the person named in the permission. Requesting disclosure should complete the District's "Permission to Exchange Information" form (Exhibit). The District may not disclose law enforcement officers' records under this section unless the parent of a minor student specifically authorizes disclosure in the written permission.  
Under this policy and applicable law, parents who have been denied periods of physical placement with their child do NOT have the rights of a parent or guardian with respect to their child's student records.
3. **Courts.** The District must disclose student records to a court in response to a subpoena from parties to an action for in camera inspection, and to be used only for impeachment of a witness who has testified in the action.
4. **Public Officers and the Department of Public Instruction.** The District must provide any public officer with records that Chapters 115 through 121 of the Wisconsin Statutes require the District to maintain. The District must provide the Department of Public Instruction with any information contained in a student record that relates to an audit and evaluation of state or federal supported programs, or that is required to determine compliance with requirements under Chapters 115 through 121 of the Wisconsin Statutes.
5. **Various agencies for purpose of providing services before adjudication.** The District may disclose student records to the following for the purpose of providing services to a student before adjudication: a law enforcement agency, district attorney, city attorney or corporation counsel, department of corrections, county department, licensed child welfare agency, intake worker, court of record, municipal court, private school or another school board pursuant to an interagency agreement. To disclose student records to any of these organizations or individuals, the organization or individual must first certify in writing that the records will not be disclosed to any other person, except as permitted by law.
6. **Disclosure to Individuals Named in Court Order.** The District must disclose student records in compliance with certain court orders, as required by applicable law. (Wis. Stat. 118.125(2)(L).)
7. **Disclosure to Appropriate Parties in Emergency.** The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual.

#### **Access to Directory Data**

On an annual basis, the District must notify all parents of the categories of information designated as directory data with respect to each student. This notice further states that parents must notify the school within 14 days if the parent does not want the District to disclose all or any part of the directory data regarding their child without the parent's prior consent. If the District allows the parent 14 days to respond, and does not receive notice from the parent that the directory data may not be disclosed without the parent's prior consent, the District may disclose the directory data to any person without the parent's consent.

If the District allows the parent guardian 14 days to respond, and does not receive notice from the parent that the directory data may not be disclosed without the parent's prior consent, the District must disclose the following information: directory data for the purpose of enforcing attendance, investigating alleged criminal or delinquent activity, or in response to a health or safety emergency to any representative of a law enforcement agency, district attorney, city attorney or corporation counsel, department of corrections, county department, licensed child welfare agency, intake worker, court of record or municipal court.

Under this policy and applicable law, parents who have been denied periods of physical placement with their child do NOT have the rights of a parent or guardian with respect to their child's student records.

#### **Access to Progress Records**

1. **Students and their Parents.** Upon request, the District must show and provide copies of a student's progress records to the student or the student's parent. The District must comply with such requests as soon as practicable, and within 45 calendar days after the District receives the request.

Under this policy and applicable law, parents who have been denied periods of physical placement with their child do NOT have the rights of a parent or guardian with respect to their child's progress records.

2. **Judges and Courts.** Upon request of a judge of any Wisconsin court, or federal court, the District must provide progress records of a student who is the subject of any proceeding in that court.

3. **Law Enforcement – Attendance Records Only.** The District must provide a copy of a student's attendance record to a law enforcement agency if the law enforcement agency certifies the following in writing: 1) the student is under investigation for truancy or for allegedly committing a criminal or delinquent act; 2) the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When the District discloses a student's attendance record for purposes of truancy, the District will notify the student's parent of the disclosure as soon as practicable after the disclosure.
4. **Fire Investigator – Attendance Records Only.** The District must provide a copy of a student's attendance record to a fire investigator if the fire investigator certifies the following in writing: 1) the student is under investigation for arson ; 2) the attendance record is necessary for the fire investigator to pursue the investigation; and 3) the fire investigator will only disclose the student's attendance record for the purpose of pursuing the investigation.
5. **County Department – Attendance Records Only.** If a student violates a school attendance provision of a dispositional order, the District must notify the county department responsible for supervising a child within 5 days after the violation.
6. **Courts – Dropout Names Only.** In response to a court order, the District must provide to the court names of students the District knows to be dropouts residing within the county in which the circuit court is located or the municipality in which the municipal court is located.

#### **Access to Behavioral Records**

**Students and their Parents.** Upon request, the District must show a student's behavioral record to the student's parent in the presence of a person qualified to explain and interpret the records. Upon request, the District must provide the student's parent with copies of the student's behavioral records. The District will comply with such requests as soon as practicable, and within 45 calendar days after the District receives the request.

Under this policy and applicable law, parents who have been denied periods of physical placement with their child do NOT have the rights of a parent or guardian with respect to their child's behavioral records.

#### **Access to Pupil Physical Health Records**

1. **Department of Health and Family Services – Immunization Records Only.** The District must make information from a student's immunization records available to the department of health and family services to carry out the purposes permitted by law.
2. **State and Local Health Officials – Lead Screening Records Only.** Information from any student lead screening records shall be made available to state and local health officials to carry out the purposes permitted by law.

#### **Access to Patient Health Care Records**

All patient health care records must remain confidential. As a result, any District employee receiving patient health care records must keep that information confidential, unless disclosure is permitted by this policy or applicable law. For example, the law permits disclosure to persons with the informed consent of student's parents. Parents who have been denied periods of physical placement with their child do NOT have the rights of a parent or guardian with respect to their child's patient health care records.

The District's patient health care records may be released upon request without informed consent as allowed by applicable law, and to a District employee or agent, if the following apply:

- a) The employee or agent has responsibility for the preparation or storage of patient health care records
- b) Access to patient health care records is necessary to comply with a requirement in federal or state law. This includes school district employees and agents who need the information to carry out specific duties relating to the identification, evaluation, placement and provision of a free and appropriate public education to a child with a disability under state and federal special education laws
- c) The information is necessary for the staff person to respond to a health emergency

Any student record that concerns the results of a test for the presence of HIV antigen or non antigenic products of HIV or an antibody to HIV (the virus which causes acquired immunodeficiency syndrome-AIDS) shall be confidential and may be disclosed to other persons only with the informed consent of the test subject.

#### **PARENT CONSENT TO DISCLOSURE**

***For purposes of this policy, "consent" means written consent that includes all of the following information:***

- name of the student whose record is being disclosed
- type of information to be disclosed
- names of the person(s) making the disclosure
- purpose of the disclosure
- individual, agency or organization to which disclosure may be made
- signature of the parent and the relationship to the student
- date on which the consent is signed
- time period during which the consent is effective

When requesting consent for release or exchange of information from a parent or student, the District will provide its "Permission to Exchange Information" form. To consent to release or exchange of information, the parent must complete, sign and date the form.

### **Fees for Copies of Student Records**

The District may charge a fee for copies of student records, unless the fee effectively prevents a parent of an eligible student from exercising the right to inspect and review the record. Where the fee represents an unusual hardship, the District's record custodian may waive it in part or in its entirety. The District's record custodian is the District Administrator or designee. The fees for copies of the records will be the actual, necessary and direct cost of reproduction and/or transcription of the record unless a fee is otherwise specifically established or authorized to be established by law. A schedule of fees may be obtained from the record custodian.

### **Maintaining Student Records**

The District Administrator has primary responsibility for maintaining the confidentiality of student records kept in the District. Law enforcement unit records (which are not student records, as discussed above), AODA records, and patient health care records (including information regarding a student's reproductive health and HIV testing) must be maintained separately from a student's other records.

The Special Education Director has primary responsibility for maintaining the confidentiality of all student records stored at the Special Education Office for students with disabilities under IDEA, or for students who have been referred for Pupil Services evaluations.

All requests for inspection of progress and behavioral records, other than those regarding special education records, should be directed to the District Administrator. All requests for inspection of special education or pupil services evaluations should be directed to the Special Education Director. All requests for inspection of patient health care records should be directed to the school nurse.

The District must maintain a record of requests for access and disclosures with each student record as long as the student records are maintained. This record does not include access by parents, school officials, any party with written consent from the parent, any party seeking directory information and subpoenas. When the record is required, it must include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

The District must maintain a record of all persons, including parents and school personnel, obtaining access to patient health care records. A record of access to patient health care records must also include the time of the release and identify the specific records released.

### **Transferring Student Records**

The District Administrator must ensure that professional staff review the records of each student transferring from middle to high to ensure compliance with the IDEA and Section 504. The District Administrator is also responsible for transferring records to the high school. If the building administrator of the receiving building does not receive the records, he/she must contact the District to request the records immediately.

The District must transfer all of a student's records, including behavioral records, to another public or private school or school district without parent consent within five (5) working days after one of the following occurs:

1. the District receives written notice from another public or private school or district that the student has enrolled
2. the District receives written notice from a court that the student has been placed in a juvenile correction facility or secured child caring institution or secured group home

The District must transfer student records only. As a result, personally identifiable records that are not student records (including, but not limited to, personal notes or records used for the psychological treatment of the pupil, as defined above) may not be transferred.

When transferring patient health care records generated within the District, the District must seal these records in a separate envelope and address them to the receiving school or district's health care provider. To transfer patient health care records received from outside providers, the District must request informed consent from the student's parents, depending on the contents, the student. If the District receives consent, it must transfer the record as a sealed patient health care record. If the District does not receive consent, the District must prepare a summary of the educationally relevant information and transfer it without consent as a pupil physical health record. The District must retain copies of these records as required by applicable law, and the "Destroying Student Records" section, below.

### **Destroying Student Records**

The District will maintain all student progress records for five (5) years after the student ceases to be enrolled in the school. *(Please note this is the minimum retention time, and school districts may elect to maintain all or parts of these records for a longer period of time.)* This includes records of students who transfer out of the District, graduate, or leave the District for any other reason.

The District will maintain students' behavioral records for one (1) year after the student ceases to be enrolled in the District, unless the parent or adult student specifies in writing that the records may be maintained for a longer period of time or unless otherwise required for compliance purposes. This includes records of students who transfer out of the District, graduate, or leave the District for any other reason.

Special education records for students with disabilities under the IDEA must be maintained for five (5) years after the student graduates or otherwise ceases to be enrolled in the District.

The District will maintain patient health care records for five (5) years after they are created or received from a source outside the District. The school nurse is responsible for maintaining these records.

#### **Amending Student Records**

A parent who believes that information contained in student records is inaccurate, misleading or violates the privacy or other rights of the student may request amendment of the records by submitting a written request to the District Administrator. The written request should: (1) describe the specific part of the student record the parent or student believes is inaccurate, misleading or otherwise in violation of privacy or other rights and (2) state the amendment requested. The District Administrator must decide whether to amend the record. If the District Administrator refuses to amend the record, he/she must inform the parent of the decision in writing within 15 calendar days after receiving the request. The written decision must include notice of the right to a hearing before the Board of Education.

If the parent requests a hearing, the Board shall hold the hearing within 15 calendar days after receiving that request. The District shall notify the parent of the date, time and location of the hearing in advance. At the hearing, the parent shall have a full and fair opportunity to present evidence, and the opportunity to be assisted and represented by one or more individuals, including an attorney of their choice, and at their own expense. The Board will issue a written decision within 5 calendar days after the hearing. The decision will be based solely on the evidence presented at the hearing and include the summary of the evidence and reasons for the decision.

If, as a result of the hearing, the Board of Education decides that the record is inaccurate, misleading or otherwise in violation of the privacy or other right of the student, it must amend the record accordingly and inform the parent of the amendment.

If, as a result of the hearing, the Board of Education decides that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it must inform the parent of the right to place a statement in the record. The District must maintain the statement as a part of the record and be disclosed whenever a portion of the records to which it relates is disclosed. Any statements placed in a student's records pursuant to this section must be maintained as long as the record or contested portion is maintained.

#### **Annual Notices Regarding Student Records**

Annually, the District must notify parents and students of their right to:

- inspect and review the student records, and the procedure to exercise this right
- seek amendment of the student's school records if they believe the records are inaccurate or misleading or otherwise in violation of their privacy rights, and the procedure for requesting the amendment of records
- consent to the disclosure of the student's school records, unless otherwise authorized without consent
- file a complaint with the Family Policy Compliance Office of the U.S. Department of Education

#### **Complaints Regarding Alleged Student Records Law Violations**

Student's parents may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for any alleged violation of the federal Family Educational Rights and Privacy Act (FERPA) at the following address:

*Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605*

Parents of students with disabilities may also contact the Wisconsin Department of Public Instruction. They may obtain further information by consulting the District's statement of parent rights under the IDEA, or contacting the Special Education Director.

#### **Health Condition – Exchange of Information**

I understand that school/activity/coaching staff may be informed of my child's health needs in order to provide him/her safe and appropriate care.

I request and authorize Richmond School to exchange information with any necessary persons or parties involved in the care of my son/daughter. I understand that this may include the bus company, auxiliary staff, or volunteers and health care providers that may be in contact with my child throughout the school year.

#### **Bus Ridership is a Privilege – Not a Right**

Students' bus behavior will be no different than the behavior expected in the typical classroom environment. Respect for others, care for bus equipment, and the well-being of other bus riders will be the normal expectation. The bus operator will report misbehavior of students immediately to the Principal or District Administrator of the school.



The following steps will be followed:

1. Parents will be involved with first situation; a record of the problem will be retained.
2. If a second problem (of any type) develops, the student will be suspended from riding the bus for a minimum of three (3) days.
3. If another problem develops, a one-week suspension will be put into effect. The Richmond District Administrator and/or the bus company will determine further action, as necessary, to protect the safety of all students.

### **Video Cameras on Buses**

Buses have video cameras so bus drivers can keep their eyes on the road for safety reasons. The Arrowhead Area District Transportation Committee approved video cameras in May of 1995; since then bus drivers have another tool to use to monitor behavior on the bus. We expect students to be responsible and show "self-control" while riding the bus at all times. **Safety is our primary concern.**

### **Bike - Walk Permission**

**No child will be permitted to walk or bike home unless a parent or legal guardian has filled out a permission slip and filed it with the office. Permission slips can be obtained online, or at the school office.**

### **CHILD FIND – SPECIAL EDUCATION SERVICES**

The Richmond School District provides special education referral evaluation and program services to residents ages 3-21, including but not limited to referral and evaluation procedural requests, under the federal Individuals with Disabilities Education Act (IDEA). Direct information requests or inquiries to Gena Santharam, Special Education Director, Richmond School District. Please see our website for further clarification.

### **CHILD FIND – 504 REFERRALS**

Upon request, the School District of Richmond is required to evaluate a child for eligibility for Section 504 accommodations. Section 504 is a federal Civil Rights Statute enacted to ensure non-discrimination against persons with disabilities. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint a Section 504 team to determine if the child has a mental or physical impairment that substantially limits a major life activity and if a child needs a regular education accommodation plan. The district locates, identifies, and evaluates all children with a suspected impairment who are enrolled by their parents in private (including religious) schools, elementary schools, and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a suspected mental or physical impairment, has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a mental or physical impairment may also refer the child including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person suspects the child is a child with a mental or physical impairment. A referral may be made by contacting Kara Tom, District Section 504 Coordinator and School Psychologist, School District of Richmond, at 262-538-1360 or by email at [ktom@richmond.k12.wi.us](mailto:ktom@richmond.k12.wi.us). Richmond School District is located at N56 W26530 Richmond Road, Sussex, WI 53089

The Richmond School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has (have) been designated to handle inquiries regarding the non-discrimination policies:

Gena Santharam  
Principal and Director of Pupil Services  
N56 W26530 Richmond Road  
Sussex, WI 53089  
(262)538-1360 Ext. 174

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **Release of Directory Data**

As per State Statute 118.125 certain personally identifiable information contained in a student's record is "directory data" and may be disclosed without prior consent. Directory data includes:

1. Student's Name
2. Date of Birth
3. Grade
4. Age
5. Participation in Officially sponsored activities, organizations and athletics
6. Weight & Height of Members of Athletic Teams
7. Degrees & Awards Received
8. Name of School Previously Attended
9. Student's Dates of Attendance
10. Student's Photograph

Parents must be notified of this state statute regarding release of this type of data every year at the opening of the school year.

Parents or eligible students have fourteen (14) days after notification to advise the school administrator of any or all items they refuse the district to designate as directory information regarding the student. This notification will be included in the student's record and his/her directory information so modified until further notice from the parent or eligible student.

Our school will again provide the service of developing a student directory for parent use. This Richmond School Directory includes the names of parents, names of students, addresses and telephone numbers.

Please contact the school office prior to **September 13, 2019** to keep this information **OUT** of the directory and/or if you object to the disclosure of any of the above directory data.

**Meal Charge Policy - See Policy #763 on our website**

**School Wellness - See Policy #458 on our website**

### **School Performance Data on WISEdash**

Detailed district information about test results, attendance and more can be access on the DPI WISEdash Public Portal site:  
<http://wisedash.dpi.wi.gov/Dashboard/Page/Home/Topic%20Area/WSAS/>

### **Student Handbook**

The Richmond School Student Handbook contains the policies and procedures that we expect students to follow while they are at school. Please read and discuss the contents of this handbook with your student(s).

### **Asbestos**

<http://www.richmond.k12.wi.us/wp-content/uploads/2016/08/ASBESTOS-NOTIFICATION-.pdf>