



RICHLAND SCHOOL DISTRICT

Student & Parent Handbook

Richland Center Primary School

Early Childhood- 2nd Grade

2022-2023

The Richland School District is an equal opportunity Employer/Educator.

Disclaimer of Common Understanding

COVID-19 has brought about many changes. We may need to deviate from this handbook when our state government, state and/or county health officials or state DPI gives us new guidelines to follow.

MISSION STATEMENT

The mission of the people of the Richland School District is to provide educational opportunities that foster high achievement, develop social responsibilities, and inspire the lifelong love of learning through the shared involvement of the entire community.

BUILDING FUTURES...ONE CHILD AT A TIME!



Our theme is Educational Success. Together, we must stress the importance of school and support each other throughout the school year. Parents secure the foundation upon which the school builds the child's educational future. It is our hope to stimulate and challenge one another in the lifelong process of learning and planning to shape today's dreams and tomorrow's realities. We believe it is through open communications that we will accomplish these goals.

If you as a parent or guardian have any concerns regarding your child/children, please contact the school when your initial concern is raised. It is our wish to be of service to both students and family.



BELIEF STATEMENTS

1. We believe all persons have the ability to learn, and our District is responsible for maximizing the potential for each student.
2. We believe the parent is the student's number one teacher, therefore parental involvement is key to achieving success at school.
3. We believe the quality and success of our schools is a result of a community's involvement.
4. We believe everyone is entitled to a safe school environment.
5. We believe seeking knowledge and skills is a lifelong process.
6. We believe education is important to the future and to the quality of life.
7. We believe in developing responsibility, integrity, and respect for others.
8. We believe in fostering success through structure, commitment, and encouragement.
9. We believe high expectations foster high achievement.
10. We believe schools are accountable to the public.

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SCHOOL PROGRAMS & SERVICES

CONTACT INFORMATION



District Office	647-6106		
Primary School	647-8971	Bus Service	647-4446
School Nurse	647-6131	Food Service	647-6063

ARRIVAL AND DEPARTURE OF STUDENTS

1. Classes begin in Richland Center Primary School each day at 8:00 a.m. and end at 3:00 p.m.
2. Bus students will begin arriving at 7:40 a.m. Students should not arrive prior to 7:40 a.m. due to lack of supervision in this area.
3. Morning playground supervision prior to the start of the school day is not available until 7:40 a.m.
4. Students arriving at school after 7:55 a.m. may not have access to breakfast in the cafeteria.
5. If bus students plan on going somewhere other than their own residence, parents **must** call or send a dated permission note. This would include those times when a child is riding to a friend's home or being picked up at school by someone other than a parent or guardian.
6. Buses will depart shortly after 3:00 p.m.
7. Day end pick up is on the playground at 3:00 p.m. Parents & guardians walk over to pick up their child(ren) from their teacher(s).

CANCELLATION OF SCHOOL

If school is to be closed for any reason, such as inclement weather, the announcement will be made over WRKO radio (100.9 FM) and Channels 3, 15, & 27. Parents should make prior arrangements (Early-out Form) where the children should go in the event school is closed early.

CHANGE OF ADDRESS OR PHONE

A change of address or telephone number needs to be reported as soon as possible to the school office. We also need the name and number of a friend or relative we can call if your child is ill and we are unable to reach you.

STUDENT ACCEPTABLE USE OF COMPUTER & INTERNET GUIDELINES



Per Board Policy, students must read and sign the Student Internet Acceptable Use Form on a yearly basis (see page 20). This is a part of the regular student handbook signing.

Students have access to computers throughout the building. The Guidelines below should be followed on all computers in the building.

- District Technology Resources, including Internet access, are provided to students for educational purposes.
- District staff may monitor student usage of the Internet.
- District staff may monitor, access, intercept, and review all messages or information created, received or sent over the Internet.
- Students on the Internet must adhere to same standards of conduct expected and required in the classroom.
- Students may not use another person's password.
- Students may not share personal information about themselves or others on the Internet, including computer passwords.
- Students may not use Internet to degrade or disrupt performance on District Network or interfere with other users' work on the Internet.
- The Internet shall not be used for objectionable, vulgar, or inappropriate purposes.
- The Internet shall not be used to harass others by interfering with another's work, sending unwanted messages or insulting or attacking others.
- Failure of any individual to follow the terms of this policy will result in disciplinary action, loss of certain privileges and/or appropriate legal action.

GUIDANCE PROGRAM

The school will provide guidance services based upon the Wisconsin Developmental Guidance Program. This includes individual counseling and curriculum delivered to each 5 Year Old Kindergarten through 2nd grade classrooms. Guidance counselors may assist with individual student concerns as needed.



INSTRUCTIONAL MATERIALS CENTERS

All elementary schools have IMCs available for student use. Library skill classes are taught for students in grades 5K-2. Students may also use the IMC on an individual or small group basis.

PARENT TEACHER ORGANIZATIONS

We have RCPS-Parent Teacher Organization (PTO) for parents to participate with staff in the development of additional services and programs for our EC-2nd grade students. Parents should contact individual buildings for information regarding how to get involved.

SCHOOL MEAL PROGRAM

School lunch is served daily. Menus are posted on our district website and available in hard copy by request. The Richland School District uses a computerized lunch system. It is a debit account system, where each family has one account, and each student in the family draws funds from it when they eat from the breakfast, lunch, or ala-cart line. Each student has a personal ID number that when keyed in, draws funds from their family account.

Making a Deposit



A deposit must be made into your family account before your children eat any meals. Each building will collect deposit envelopes from the students and send them to the food service department located at the High School.

- When a family's account has reached a low balance of \$7.50 an automated call will be made from the food service department to your residence. To help facilitate all communication, it is important that the school has current phone numbers.
- If a family's account has fallen into a negative balance, another call is made from the food service department.
- Parents may check on the balance of their account at the District website (www.richland.k12.wi.us). You can request your family logins and password from your building secretary. No logins or passwords are issued over the phone for your privacy and security.
- If a family account is allowed to reach a negative \$15.00, no further purchases will be allowed, and students will need to bring a sack breakfast or lunch until the balance is paid up and a deposit for future meals is made.
- Questions may be directed to Jodie Pretsch at 608 647-6063.

Breakfast Program

RCPS, RCIS and RCHS schools provide a breakfast program. Students who receive free/reduced meals will receive free/reduced breakfast. **If there is a two-hour delay, breakfast will not be served.**

Milk Money

Students who receive free/reduced meals will receive free milk for milk break. **Milk money should be paid in advance, to your child's school, for the semester. Milk may be purchased daily to accompany a sack lunch. Skim, 2%, or chocolate milk is served with each meal. Do not send milk money in the lunch envelope.**

Free or Reduced Meals

There is a program to provide free or reduced priced meals to children who are eligible (based on family income). **Applications for this program must be approved each year, even if a child has been eligible in previous years.** Application forms are available on pages at each school office, on the district website at www.richland.k12.wi.us (Click on "Food Service"), or can be mailed to your home. Families who have changes in their income can fill out a form any time during the school year. If you have questions, please feel free to contact the District Food Service Director: Jodie Pretsch at 608 647-6063

<u>FOODSERVICE PRICES 2021-22</u>		
<u>Breakfast</u>	<u>Daily</u>	<u>Weekly</u>
Elementary & RMS	\$ 1.85	\$ 9.25
RCHS	\$ 2.00	\$ 10.00
Reduced	\$.30	\$ 1.50
<u>Lunch</u>	<u>Daily</u>	<u>Weekly</u>
Elementary		
RMS & RCHS	\$ 3.25	\$ 16.25
Reduced	\$ 3.50	\$ 17.50
	\$.40	\$ 2.00
<u>Milk</u>		
Per carton	\$.35	
4K Semester Milk	\$13.65	
K-5 Semester Milk	\$31.50	

STUDENT FEES

4k School Supply Kit	\$15.00
5K Mini (Reading) Binder	\$6.00
OPTIONAL: 4K & 5K Rest Mats	\$16.00

STUDENT HEALTH SERVICES

Emergency Information: (Richland School District Student Enrollment Form)

During Super Registration you are to log in to Skyward to complete emergency information (Richland School District Student Enrollment Form). Please notify the school if you change addresses, phone numbers, or emergency contact persons during the year. It is very important that our records are kept up-to-date. If needing assistance with Skyward contact our Office 608 647-8971.

Illnesses or Injuries at School:

If a child becomes ill or has a serious accident at school, the parents or guardians will be notified immediately. If a child comes to school already sick or with an untreated injury, the parents will be called to take the child home or to a doctor.

Communicable Diseases and other Special Health Needs:

If a student contracts a communicable condition (for example; chicken pox, pink eye, head lice or scabies), it is necessary that he/she remains home until no longer contagious.

*Head Lice: Any student with head lice must be treated. It is the responsibility of the parent(s) or guardians to make sure the student has been treated before returning to school.

Parents should also contact the school if special arrangements need to be made in order for their child to return to school following an injury or hospitalization. This would include any situations where a child is unable to immediately participate fully in all regularly planned school activities. Obvious examples are children with casts, crutches, physical weakness, and limitations due to lack of exercise, or less than complete recovery from an injury. A doctor's excuse is necessary if a child cannot participate in outdoor activities or in physical education.

Parents should notify the school, nurse, and/or food service if their child has a specific allergy that could require assistance or special arrangements while attending school.

Immunization Requirements:



State law requires that every child attending school must be properly immunized against certain diseases (chicken pox, rubella, measles, polio, mumps, hepatitis B, & DPT/DT/TD). Parents must make arrangements to have their child receive the first dosage of any needed immunizations within 30 days after the start of the school year, or the school

district is legally required to notify the local health authorities. Exemptions to immunization can be obtained for medical, religious, or personal conviction reasons. Immunization forms are available in the office of each school.

Medication Procedures:

Medication can be given at school, but only under the following conditions:

A. Nonprescription Medication:

The Richland School District may provide your child with nonprescription medication if available. This includes Tylenol, Ibuprofen, cough drops, and ointments for treating cuts and stings. These items will be provided by the school district and kept in our main offices.

Parents must give permission for school personnel to provide a student with this medication. Permission forms will be available at the beginning of the school year.

B. Prescription Medication:

(Medication Administration Form is available in school office & on the District website. Student Information, Parent Consent, and Physician Order sections must be completed.)

1. The parent/guardian must give the School District written authorization to administer the medication. Medication will not be given without this written authorization on file at the school office.
2. The physician must give the School District written authorization to administer the medication and written instructions such as; name/procedure, dosage, time/frequency, start and stop dates, and possible side effects.
3. The parent/guardian must bring the medication in the original prescription bottle/container. The child's name must be on it.
4. Any change in medication must be authorized by the child's physician.

*** It is required that all medication prescribed be transported to school by the parent/guardian and not by the student.**

Student Insurance

The Richland School District offers voluntary student insurance coverage at your expense. Parents accepting OR declining this coverage need to return the insurance form to individual buildings.

SPECIAL EDUCATION

The special education program of the Richland School District is designed to serve children with special needs. The programs are governed by legislative mandates including Chapter 115 Laws of Wisconsin and Public Law 94-142 enacted by Congress. A copy of these may be obtained from the District Office. If you have questions about special education, please contact Shaun Tjossem, Director of Special Education, at 647-6106.

TITLE I INSTRUCTION

Our Title I staff instructs students in the areas of reading and math. These teachers may assist classroom teachers with a variety of tasks including assessment, instruction, and supervision. Any student may be involved in whole classroom or small group instruction, and/or individual instruction conducted by a Title I teacher. Students may be identified to receive specific instruction by Title I teachers to remediate deficits in reading and math.

STUDENT/PARENT RIGHTS AND RESPONSIBILITIES

ATTENDANCE

State Truancy Law

In accordance with state law (s. 118.15), all children between six and eighteen years of age must attend school full-time until the end of the term, quarter, or semester of the school year in which the child becomes 18 years of age. A copy of the entire Policy on School Attendance (board policy) shall be kept in every school and made available upon request to teachers, parents, and students.

Richland County Ordinance

In accordance with Richland County Ordinance (189-4), any person 18 years of age who knowingly encourages or contributes to the truancy of a minor shall be subject to penalties. School administration may refer suspected violators of this ordinance to police for enforcement.

Reporting Absences

A parent or guardian is required to call the school to report a student absence. If the parent or guardian has not made contact by 9:00 a.m. on the day of the absence, the school will be calling to verify the absence.

Excused Absences

Students may be absent from school for legitimate reasons. According to the Board of Education, a student may be excused from school for one the following reasons (Board Policy):

- **Illness or injury**

The school may require a doctor's excuse when the absenteeism is greater than 3 consecutive days, 5 days in a semester, and/or affecting school performance. If an accident caused the illness or injury, administration may require an excuse signed by a physician before reentry into school will be allowed.

- **Emergencies at home**

(Accident, illness in the immediate family, death in the family, etc.)

- **Medical/dental appointments** approved in advance

- **Court appearances**

- **Religious holiday**

- **Trips with parents** when requested and approved in advance (See parent approved days below.)

- **Approved school activities** during class time (field trips)

- **Extenuating circumstances** approved by an administrator

- **Personal Days** - 10 personal days are allowed each school year. In accordance with the state statutes, the office should receive **written notice the morning prior to the absence**. Personal days cannot be claimed after an absence has occurred. *Trips with parents that are requested and approved in advance are counted towards these 10 personal days.* Personal days can only be used in full day increments. Missing any part of a school day counts as one used personal day.



Truancy/Unexcused Absences

Students (who are absent from school) with or without the consent of their parent or guardian and whose absence does not fall under the excused absences listed previously shall be considered unexcused/truant. The parent/guardian of a minor student absent without an acceptable excuse will be notified of their student's absence. It is the parent(s)/guardian(s) responsibility to have their child in school by the next school day or provide an excuse under 118.12.

Examples (not an all-inclusive list) of unexcused absences are:

- * **Missing the school bus**
- * **Oversleeping**
- * **Babysitting**
- * **Riding with a friend**
- * **Family trips not approved in advance**
- * **Shopping**
- * **Errands**
- * **Car trouble**
- * **Haircut appointments**

A telephone message stating "personal reason" is not an acceptable excuse. The building principal or designee must be informed of the nature of the absence in order to excuse a student from school/class as directed by Board policy.

Planned absences not approved in advance are unexcused absences even though the absence, if requested in advance, may have qualified as an excused absence.

A tardy is an unexcused absence that is less than twenty (20) minutes in length. When a student is tardy five (5) times, then the student's attendance record will show one (1) day of unexcused absence or 1 day of truancy. The parent will be notified of the truancy.

Habitual Truancy

A student who is absent without an acceptable excuse for part or all of the fifth day in a school semester qualifies as a habitual truant. The elementary building attendance officers will notify the parents that the student is a habitual truant. The school building officers may:

- Conduct a parent conference
- Initiate a behavioral assessment
- Recommend school counseling for the student
- Refer absences to law enforcement for possible ordinance violation.
- Subject the student to other reasonable consequences as determined by the administrator or designee.



BUS TRANSPORTATION

The school's primary concern is providing safety of all students to and from school. Therefore, it is imperative that the bus driver maintains order on the bus at all times with the support of teachers, administrators, and parents.

Student Behavior

- Please see attached Bus Transportation rules on page 31.

Discipline Procedures

Violation of bus rules will result in the following action:

- Immediate disciplinary action by bus driver.
- Kobussen Buses will notify parents.
- Written notification to principal by Kobussen Buses. (This may result in loss of bus privileges.)
- Student-Principal conference and written notification to parents by Principal.
- For more serious offenses, suspension of riding privileges for a determined period of time and/or revocation of bus privileges for the remainder of year.

Video Cameras on School Busses

The Richland School District approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. The District has policy and regulations available in each school building, as well as the District Office. If you have any questions, please contact your child's principal or the District Office at 608 647-6106.

SURVEILLANCE EQUIPMENT IN THE SCHOOLS

The Board of Education authorizes use of surveillance equipment in the schools to be used exclusively for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism and for enforcing district policies and rules.

Cameras are authorized for use in the following areas where public, students and staff have no reasonable expectation of privacy: entrances, hallways, commons, gymnasiums, parking lots, athletic fields and the exterior of buildings. Under no circumstances will video cameras be used in any area where the public, students or staff have a reasonable expectation of privacy, including restrooms, locker rooms and health rooms.

This policy shall be distributed annually to students, employees and on facility use forms.

ENTERING SCHOOL DURING THE SCHOOL DAY

1. All entrances to the school will be locked during the school day.
2. Parents may enter the school using the main entrance. Push the button near the main door to alert office personnel.
3. If the office personnel do not recognize the parent, proof of identity may be requested to access the building.
4. Parents should go directly to the office to 'sign-in' to the building and receive a visitor's pass and return to the office to 'sign out'.

EQUAL EDUCATIONAL OPPORTUNITIES/DISCRIMINATION **(Policy 545)**

(Note: Due to the importance of this content, this is the Richland School District's policy in its entirety. All policies are posted on our District website: www.richland.k12.wi.us)

The Richland School District is committed to equal educational opportunity for all District students. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Modifications of facilities necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District 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 District personnel.

Students who have been identified as having a disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with reasonable accommodations in educational services and/or programs. Students may be considered disabled under this policy even if they are not covered under the District's special education policies and procedures.

The District shall also provide for the reasonable accommodation of a student's or parent's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the

Principal. Accommodations may include, but are not necessarily limited to, exclusion from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodation granted under this policy shall be provided to students without prejudicial effect.

A. The Complaint procedures set forth below shall not apply to the following:

1. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in District policy and State and/or Federal law.
2. Discrimination complaints relating to programs funded and specifically governed by federal law or regulation, also known as "EDGAR complaints," shall be referred directly to the State Superintendent of Public Instruction.

B. Any complaint regarding the interpretation or application of the District's Equal Educational Opportunities/Discrimination Policy shall be processed in accordance with the following:

1. Any student, parent, or resident of the District complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint to the District Administrator. The District Administrator shall document the complaint on the District's Pupil Discrimination Complaint Form.
2. The District Administrator, upon receiving a complaint, shall acknowledge receipt of the written complaint within 45 days of its submission and shall immediately undertake an investigation of the suspected infraction. The District Administrator will review the complaint with the building principal, or other appropriate persons, and the facts comprising the alleged discrimination. The District Administrator shall report the findings to the Board along with a recommended corrective action if warranted. Within 90 days of the filing of the complaint, the Board shall review the merits of the complaint, determine the action to be taken, if any. The District Administrator shall report in writing the findings and the resolution of the complaint to the complainant.
3. The Complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and of the procedures for making the appeal.
4. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined under the District's Special Education policy.

The District Administrator shall keep records of all formal and informal complaints, including all relevant dates, a summary of the evidence and facts and a statement of the final determination.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office for Civil Rights as authorized under federal law. Such complaints shall be made to: Office for Civil Rights, U.S. Department of Education, Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each building in the District. In addition, a student non-discrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

STUDENT BULLYING (Policy 540)

(Note: Due to the importance of this content, this is the Richland School District's policy in its entirety. All policies are posted on our District website: www.richland.k12.wi.us)

Bullying is unacceptable behavior in the Richland School District. The District sets high expectations for students and staff and expects that students and staff will act as role models. Bullying is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. Educational environments include, but are not limited to, any activity that is under school supervision. Bullying that impacts District educational environments is also prohibited. This policy includes interactions between students and other students, staff, parents, community members, volunteers, or others.

The Administration and staff will inform students that the District does not tolerate bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including disciplinary action.

The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

Definition

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying can also include severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying may include repeated behavior and generally involves an imbalance of power. Bullying behavior is often repeated over time and targets of bullying are often subjected to repeated bullying behavior. Bullying behavior can often be identified by its tendency to torment,

subjugate, and/or dominate the victim causing or inspiring fear, intimidation, embarrassment, or shame.

Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to email, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

The behavior can often be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. However, bullying can occur without regard to an individual's status or classification.

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying, facilitating bullying conduct by others, taking secretive or covert actions, etc.).

Defining, identifying, and addressing bullying behavior shall be in the sole discretion of the District. Although it is important to define and describe bullying to heighten awareness and ensure understanding, technical precision is not required, and administrators, teacher, staff, parents, and students are expected to recognize that District officials will interpret and enforce the prohibition against bullying broadly to accomplish the remedial purposes of this policy.

Bullying can be perpetrated or furthered by conduct that, fully or in part, occurs off school grounds and is not supervised by school authorities. Nevertheless, if any such conduct would, for any reason, constitute conduct that is engaged in on school grounds or under the supervision of school authorities, effectively or constructively, has an impact that causes a disruption or furthers bullying conduct at school, at school activities, or at any activity or event supervised by school authorities, or is otherwise conduct over which the District can lawfully assert jurisdiction, the District may consider and take action under this policy to address such conduct.

Students, faculty and staff, parents, and others having contact with the District should bear in mind that the District will consider and investigate allegations of bullying that include claims regarding students' off-campus conduct. In this regard, the District recognizes the standards established by state law, the State Superintendent of Public Instruction, and relevant decisions issued by our courts; these authorities authorize school districts to investigate off-campus behavior in appropriate cases involving bullying.

The nature of bullying often involves repeated behavior or behavior that is part of a broader pattern of conduct. This means that, for example, off campus behavior, conduct involving social media, and a variety of communications originating outside of school can be relevant to determining whether an individual is being bullied at school. Off campus behavior can also be intended to or have the effect of inciting fear, intimidating, or harming students on campus.

Such behavior can interfere with, or even deprive students of the education and educational services offered by the District.

Therefore, students, faculty and staff, parents, and others that have contacts with the District should be on notice that off campus behavior can and will be investigated and evaluated to determine whether bullying has taken place in violation of this policy.

The three main types of bullying are:

A. Physical: Physical bullying involves harmful physical actions directed toward or resulting in physical contact with a person. Examples include, but are not limited to: hitting, pinching, poking, pulling hair, choking, kicking, tripping, spitting, hazing, biting, excessive tickling, and inappropriate touching. It also involves interfering or attempting to interfere with another person's property, stealing, and other physical acts for the purpose of bullying.

B. Verbal: Verbal bullying can involve speaking to a person or about a person in a way that is derogatory, unkind, or hurtful, with the purpose of bullying. Examples include, but are not limited to: teasing, name calling, insulting or inappropriate remarks, threatening, spreading rumors, and making discriminatory remarks or false accusations.

C. Indirect or Psychological: Indirect or psychological bullying refers to behaviors that deliberately upset, exclude, torment, ridicule, or embarrass others. Examples include, but are not limited to: intentionally excluding a person from an activity, spreading cruel rumors, intimidation through gestures, social exclusion, or sending insulting messages or pictures by mobile phone or using the internet - also known as cyber bullying.

School Climate

The prohibition against bullying is intended to contribute to a positive school climate. The District strives to maintain schools with healthy, positive and safe learning environments for all students and employees. It is important to promote a social climate with social norms free of bullying, harassment and intimidation. All school personnel, including teachers, administrators, board members, counselors, school nurses, volunteers and other non-instructional staff, as well as parents and students are responsible for maintaining a safe healthy school environment.

Schools shall provide instruction to students and school personnel that will include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

Education of Students and School Employees

At the beginning of each school year, the superintendent or designee shall, in writing, inform school staff, parents, and others responsible for the welfare of students about the District's bullying prevention policies. This will be done through the District's code of student conduct, employee handbooks, and/or other reasonable means.

Procedures to Prevent Bullying

A. Each school year, principals will:

1. Provide all employees and volunteers with instruction in methods of reporting and investigating claims of bullying and on the District bullying prevention policy and procedures.
2. Develop a process for discussing the District's policy on bullying with students in a reasonable format such as guidance courses, public service announcements, parent and student handbooks, PBIS assemblies, and morning meetings.
3. Display reminders of the policy and bullying prevention messages such as posters and signs in each school.

A. All school employees are required to report alleged violations of this policy to the principal or designee. All other school community members are strongly encouraged to report alleged violations.

B. An in-person or anonymous report may be filed with the principal or designee by any victim of bullying, anyone who witnesses a bullying incident, or anyone who has credible information about such an incident.

C. Any written or oral report shall be considered. Anonymous reports may be filed and will be investigated to the extent feasible by the designated official.

Reporting Bullying, Harassment or Intimidating Incidents

A. Anyone who reports bullying to an appropriate school official in good faith shall not be subject to disciplinary action and shall be protected from retaliation, unless the reporter was a perpetrator of bullying behavior, aided or abetted a perpetration, or furthered such behavior.

B. Each school principal shall name a designee to receive bullying or harassment information, reports, or complaints.

C. The schools will prominently publicize how to report a bullying or harassment incident and how the report will be acted upon.

D. The Student Concerns Form shall be located on our school website and shall be available in each school office.

E. The principal or designee will report the occurrence of any bullying incident to the parent or legal guardian of involved students, to the extent possible while protecting pupil confidentiality, the integrity of any investigation, and the capacity to take appropriate remedial and/or disciplinary action. Notification shall be via telephone, personal conference, and/or in writing. Notification will be documented.

F. The principal or designee will investigate all reported acts of bullying or harassment. The investigator may not be the victim or the accused perpetrator.

Complaint Procedure

The District provides a fair and equitable process to raise and review bullying complaints.

A. Filing a Report - It is the responsibility of administrators, staff, and all students to report acts of bullying to a member of the District staff or Administration. Everyone in the school must be aware of the signs of bullying and promptly report bullying to school official(s). The District encourages students who have been bullied or have witnessed bullying of other students to report the incident to the building principal. However, students may report bullying to any teacher or administrator.

A teacher or administrator may ask a student reporting bullying to submit the complaint in writing on a Student Harassment/Bullying Report. Students are encouraged to use the form and include their name on the form. However, the District will investigate verbal reports and anonymous reports to the extent possible. If a complaint of bullying is made verbally, the District employee who received the complaint shall document it on a Student Harassment/Bullying Report. Student Harassment/Bullying Reports shall be forwarded to the building principal or his/her designee.

B. Investigation - The principal or designee will investigate any report of alleged bullying to determine the facts and circumstances to verify the validity of the report. Interviews may be conducted and the results of the investigation will be documented. The principal or designee shall determine what, if any discipline is warranted to address the behavior as well what supports or services should be made available to both the bully and any victim(s) of bullying.

C. Appeal - If the student accused of bullying, an alleged victim, or the parent of either party disagrees with the investigative findings of the principal or designee, they may appeal to the District Administrator. The appeal must be in writing and be submitted within ten (10) business days of being notified of the findings. The District Administrator shall review the appeal and the investigative findings to determine whether modification is warranted.

Confidentiality

The highest level of confidentiality possible is to be upheld regarding the submission of a complaint or report of bullying, and the investigation that follows. The District shall

maintain a written report of the findings pertaining to the Bullying report and the action taken to address the behavior. Written reports shall be maintained for the purpose of documenting compliance with State and Federal law.

Disciplinary and Remedial Action

A. Students who commit acts of bullying may receive a range of consequences from being taught appropriate interaction skills up to and including suspension and or expulsion, as outlined in the code of students conduct.

B. School employees found to have committed acts of bullying may be disciplined in accordance with District policies, procedures and agreements.

C. Visitors and volunteers found to have committed acts of bullying shall be addressed by a school administrator. The administrator may address the behavior in several ways including, but not limited to, immediate removal from a school sponsored event, temporary or permanent bans from school sponsored events and/or reports to appropriate law enforcement officials.

D. Bullying by a parent/community member may be addressed by:

1. Notification to parent/community member of concerns and plan for supporting relationship/partnership in meeting student needs;
2. Designation of point of contact for parent/community member when information is needed;
3. Administrative presence at any fact-to-face meetings;
4. Administrative presence when parent/community member will access classroom or learning environment.
5. Denial of parental access to school facilities or activities to the extent permitted by law.
6. Individuals who wrongfully and intentionally accuse another of an act of bullying may be subject to the same consequences and remedial action as those found to have committed acts of bullying or other, appropriate, disposition.

STUDENT HARASSMENT (Policy 544)

(Note: Due to the importance of this content, this is the Richland School District's policy in its entirety. All policies are posted on our District website: www.richland.k12.wi.us)

The Richland School District is committed to the mission of creating a school environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment and promotes respect, tolerance and cooperation. To accomplish its mission, neither students nor school employees are allowed to engage in any form of harassment or intimidation involving students. This policy applies to students harassing students, students harassing staff or staff harassing students.

Harassment is prohibited on school property at any time and at all school-sponsored programs or activities off school property, such as school sponsored field trips/activities or co-curricular/extracurricular activities at other schools or other locations. The District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate harassment, up to and including discipline of offenders. Where appropriate, it is recommended that incidents of harassment be discussed with the person who has committed the harassment to make it clear that the behavior is offensive and not tolerated.

The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

"Harassment" is unwelcome verbal or physical conduct that is designed to threaten, intimidate, annoy or coerce the victim. Harassing conduct includes, but is not limited to, engaging in a course of conduct that intimidates, causes discomfort to or humiliates another person or which interferes with the victim's academic performance.

"Intimidate" means to make timid or fearful, to frighten, or to compel or deter by threats. Harassment/Intimidation includes verbal comments or other expressions which insult, degrade or stereotype any person or group.

Examples of conduct and behavior prohibited under this policy include, but are not limited to the following:

- A. Physical or mental abuse.
- B. Verbal comments or other expressions which insult, degrade, or stereotype any person or group particularly when based on the victim's sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical mental, emotional or learning disability.
- C. Offensive or objectionable remarks that cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance.

When the harassment/intimidation involves an imbalance of power, such as physical strength or social standing within the school, the conduct may also constitute bullying under the District's Bullying Policies. Further, harassment that is based on the victim's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability may also constitute unlawful discrimination prohibited by Board policy and state or federal law.

Harassment can be perpetrated or furthered by conduct that, fully or in part, occurs off school grounds and is not supervised by school authorities. Nevertheless, if any such conduct would, for any reason, constitute conduct that is engaged in on school grounds or under the supervision of school authorities, effectively or constructively, has an impact that causes a disruption or furthers harassing conduct at school, at school activities, or at any activity or event supervised by school authorities, or is otherwise conduct over which the District can lawfully assert jurisdiction, the District may consider and take action under this policy to address such conduct.

It is the responsibility of administrators, employees and students to ensure that these prohibited activities do not occur. Anyone who believes that he/she is the subject of harassment or has witnessed harassment, or any parent/guardian who believes that his or her child has been subjected to or witnessed harassment, should report the harassing conduct to the principal. If an individual is not comfortable with making a complaint to the principal, the complaint may be made to a teacher or school counselor with the understanding that incidents must be reported to the Administration for review and action.

Complaint Procedures:

The District provides a fair and equitable process to raise and review complaints of discrimination.

A. Filing a Report - Reports of harassment may be reported using the Student Harassment/Bullying Form. Reports of harassment may be made confidentially. If a complainant asks for their identity to be kept confidential, the District will strive to honor that request. However, there may be circumstances in which the complainant's identity will be identifiable by the District's investigation. In those cases, complainants should be assured that the District strictly prohibits retaliation for reporting harassment and for participating in an investigation regarding alleged harassment. Individuals that receive a harassment complaint verbally shall document the complaint using the Student Harassment/Bullying Form and indicate that the complaint was received verbally.

B. Investigation - The teacher or school counselor receiving the complaint shall report the complaint to the building principal or District Administrator. The Administration shall investigate the harassment complaint as soon as possible and take appropriate action to eliminate the harassing conduct.

Upon investigation, individuals who are determined to have engaged in harassment under the provisions of this policy may be subject to disciplinary action. This may include, but is not limited to, reprimand, detention, suspension, or expulsion, as well as being reported to law enforcement officials.

C. Appeal - If the student accused of harassment, an alleged victim, or the parent of either party disagrees with the investigative findings, they may appeal to the District Administrator. The appeal must be in writing and submitted within ten (10) business days of being notified of the findings. The District Administrator shall review the appeal and the investigative findings to determine whether modification is warranted.

The District shall maintain a written report of the findings pertaining to the harassment complaint and the action taken to eliminate the harassing conduct. Written harassment reports shall be maintained for the purpose of documenting compliance with State and Federal law.

No Retaliation:

A. Individuals subjected to harassment, individuals reporting harassment and individuals participating in a harassment investigation will be protected from retaliation. Any person retaliating against a person who is the subject of harassment, reports harassment, or participates in a harassment investigation shall be disciplined.

B. All District employees are expected to intervene in any suspected or blatant acts of harassment or intimidation towards students. Informal efforts to resolve acts of harassment or intimidation are encouraged.

C. Principals are responsible for informing staff and students annually of this student harassment policy.

This policy is to be published yearly in all student and staff handbooks.

CODE OF CONDUCT

The Board of Education believes appropriate classroom conduct is essential to creating a positive learning environment. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are further expected to know and abide by rules or codes of conduct established by the classroom teacher, school administration, and Board of Education.

A teacher may temporarily remove a student from class for dangerous or unruly behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

1. Possession or use of a weapon or other item that might cause bodily harm to persons in the class or otherwise in violation of the District's policy entitled "Possession of Weapons in School".
2. Throwing objects in the classroom.
3. Being under the influence or possession of alcohol or otherwise in violation of the District's policy entitled "Illicit Use of Drugs/Alcohol/Tobacco".
4. Being under the influence of or in possession of controlled substances or look-alike products or otherwise in violation of the District's policy entitled "Illicit Use of Drugs/Alcohol/Tobacco".
5. Being in possession of tobacco products in violation of Richland School the District's policy entitled "Illicit Use of Drugs/Alcohol/Tobacco".
6. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive class environment, or otherwise is in violation of the District's policy entitled "Harassment and/or Bullying".
7. Obstruction of class activities or other action taken to attempt to prevent the teacher from exercising assigned duties.
8. Restricting another person's freedom to properly utilize class facilities or equipment.
9. Repeated disruption or violation of class rules.
10. Excessive or disruptive talking.
11. Interfering with the orderly operation of the class by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
12. Repeated class interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
13. Behavior that causes the teacher or other students fear of physical, psychological, or emotional harm.
14. Taunting, baiting, inciting and/or encouraging a fight or disruption.
15. Pushing or striking a student or staff member.
16. Physical confrontations or verbal/physical threats including fighting.
17. Disruptions and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
18. Willful damage to school property or property of others.
19. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
20. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
21. Use of profanity.



ACADEMIC STANDARDS

The Richland School District follows the state standards as adopted by the State of Wisconsin Department of Public Instruction as an outline of base expectations for its students. The related accountability and testing is conformed to as appropriate to be in compliance with all state and federal laws. Where appropriate, classroom materials have been

aligned to the Common Core Standards. The Common Core Standards, being only an outline of base expectations, are exceeded in almost all areas of school course offerings.

Reasons other than behavior for which a student may be removed from class:

1. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates a class disorder.
2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
3. Violation of any part of the District's policy entitled "Student Acceptable Internet Use".
4. Violation of any rule listed in the appropriate grade level Richland School District Student Handbook.

STUDENT DISCIPLINE

In-School Suspension

The student is placed in the suspension area/or a separate location for one day. All class assignments must be completed.

Out-Of-School Suspension

This is a step taken to eliminate severe misbehavior cases. A student may be suspended from school for up to three days. The decision for such action is to be taken by the school administration.

Long-term removal from class

A student may be placed in an alternative setting when necessary. Long-term removal from class may be for the same reasons as listed above, but with the intention of changing the educational setting.

Procedures for long-term removal from class are:

The building principal/designee shall place a student who has been removed from a class by a teacher in one of the following educational settings:

- An alternative education program approved by the Board and as defined by State Law.
- Another class in the school or appropriate place in the school.
- Another instructional setting.

Placement decisions and procedures:

- All parents of minor students shall be notified of a student's placement in an alternative educational setting within five working days. The removal from class of a student with a disability shall be consistent with state and federal laws and regulations.
- If the student removal from a class is also subject to disciplinary action for the particular conduct (i.e.; suspension or expulsion) the parent/guardian shall also be

notified of the disciplinary action in accordance with legal and policy requirements.

- Nothing in this code shall prevent the building administrator/designee from implementing a removal to another class, placement, or setting.
- Parents/guardians and/or the student may request a meeting with the building principal/designee upon notification of a student's placement in an alternative educational setting.
- Long-term removal is an administrative decision not subject to a formal right of appeal.

No student may be removed from class on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, learning disability, handicap, or otherwise in violation of Richland School District policy regarding Pupil Nondiscrimination.

SECLUSION AND PHYSICAL RESTRAINT OF STUDENTS

The Board of Education believes that students should receive an education in the least restrictive environment, until the student's behavior interferes with the education of the other students. Therefore, a minimum amount of seclusion or physical restraint of a student should be necessary.

Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head. Briefly touching a student's hand, arm, shoulder, or back in an effort to calm, comfort, or redirect the student is *not* considered physical restraint. At least one staff member will have training for physical restraint in each building. There is an unforeseen emergency provision which allows a non-trained staff person to use physical restraint only when there is no trained staff member readily available.

Seclusion is defined as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving. If a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or to others, and it is the least restrictive intervention feasible, seclusion may be used according to the policy.

If seclusion and/or restraint is used on a student at school the principal or designee must notify parents of the incident and the availability of the written report within the given time period.



CONDUCT AND DRESS

Each student has the responsibility of not interfering with the education of the other students. Rules and regulations are intended to provide an atmosphere, which promotes learning and provides safety for all students. Each student shall be aware of and obey the school rules and regulations.

- ⇒ Walk in the halls and/or the stairs.
- ⇒ Eat only in authorized places.
- ⇒ Must not possess or use tobacco, alcohol, or drugs (legal or illegal).
- ⇒ Must not loiter in the halls or restrooms.
- ⇒ Conduct oneself on the playground and use the equipment in a manner that will not harm others or self.
- ⇒ Dress appropriately for the school setting.

An individual's grooming, the way they dress, and how they behave, do have a bearing on how others react to them. If a style demonstrates that it is disruptive of the educational process, constitutes a threat to the safety and health of self or others, or is in violation of any statute it will not be permitted in school.

- ⇒ Use only acceptable forms of language.
Profane, vulgar, or off-color language has no place in the classroom or on the playground. The use of inappropriate language may result in a suspension for 1-3 days.
- ⇒ Respect self, other students, school personnel, and visitors at all times.

Students are encouraged to dress appropriately for school. The limits that are imposed have to do with cleanliness, safety, and with clothing considered distracting or indecent. School officials may prohibit wearing specific articles of clothing; examples: hiking boots or shoes that mark or damage floors, shirts or hats that advertise alcohol, drugs, nudity, or tobacco products, beach or swim wear and midriffs, spaghetti strap tops, "short" shorts, etc. A student may be asked to change or refrain from wearing this type of clothing. If a student does not comply with these requests, he/she may be sent home.



DANGEROUS WEAPONS

No one may have any kind of weapon (knives, etc.) on school grounds or at any school sponsored function. No one may use any article as a weapon to threaten or to injure another person. The possession, use or misuse of lighters, matches, or hazardous combustible materials such as cigarettes, smoke bombs, or fireworks is not permitted.

Weapons, or look-alike weapons, confiscated from a student shall be reported to parents/guardians and/or to law enforcement authorities at the discretion of the principal. Disciplinary measures may include immediate suspension and/or referral to the Board of Education for expulsion from school.

DRUG AND ALCOHOL ABUSE

The possession, improper distribution, or illegal use of drugs, alcohol, or smoking materials by a student on school property or at school-sponsored activities is prohibited. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school. Violation of this policy may also result in referral to law enforcement officials for prosecution under special state or local laws.

ELECTRONIC COMMUNICATION DEVICES



Students are prohibited from using a personal electronic communication device while on school premises without permission from a school employee. Exceptions to this rule may be made however, if the Board or its designee determines that the device in question is being used or is possessed for a medical, vocational, educational, school related, or other legitimate purpose. Students are prohibited from using the camera or video function of an electronic device without the permission of a school employee. Students not following rules regarding electronic devices may have their device confiscated by school personnel.

OUT-OF-SCHOOL ACTIVITIES

- Balloons and flowers for birthdays will be held in the office until the end of the day.
- Chain letters, party invitations and similar type activities should not be sent to school.

PLAYGROUND RULES

Students will be outside during scheduled recesses as supervision is provided there. If you wish to have your child refrain from active play outside due to health reasons, a note explaining the need to remain inside needs to be sent from a physician.

- A student's behavior should not endanger another child or oneself.
- The students shall use safety precautions on the playground equipment.
- No snowballs or sliding on ice are permitted.
- Students may not leave the playground area without permission.
- Students may bring only toys designated for regular playground use such as balls, jump ropes, rubber balls, hula-hoops, or appropriate playground equipment.
- **The school is not responsible for lost or stolen property.**



PLAYGROUND AND BUS LINE ATTIRE

Children should wear proper weight coats, scarves, caps, mittens, and snow pants as appropriate for cold weather. School personnel are not responsible to provide clothing to students for inclement weather. The general guidelines are: below 40 degrees-coat; 40-60 degrees-long sleeve & sweatshirt; above 60 degrees-t-shirt. Students will go outside if 0 degrees (including windchill), if below 0 degrees students will be inside for recess times.

SEARCH AND SEIZURE

Everyone is entitled to a safe school environment. School officials may initiate limited random searches if the administrator/designee believes there is a security/safety need or concern. The search may include inspection of school property (lockers), a student's person, purse, coat, backpack, duffel bags, or other non-school property present on school grounds or at school events. Students face prosecution if dangerous weapons, illegal drugs, or illicit items are discovered; as well as, discipline according to school procedures (Board Policy).

LOCKER SEARCH

Each student will be assigned a locker or hook. Students will be expected to use the area to which they are assigned. These areas are for the students to use, but remain the property of the school. All rights to search and seize suspect items remain with the school administration or its designated personnel. Students will be responsible for any damage to their areas.

Occasionally locker or hook searches may be conducted by school staff. Students are advised NOT to bring items into the school or on the grounds if discovery of such items in the student's locker or hook or on school premises will cause embarrassment or result in a violation of school rules.

SEPARATED AND DIVORCED PARENTS

In an effort to promote the best interest of each student enrolled in our schools, and specifically, for those children coming from divorced/separated homes, the parents will be responsible for informing the district of any court action affecting the family. This includes:

- Court orders dealing with child custody or visitation
- Whether the enrolling parent is the custodial or joint custodial and residential parent
- Whether the most recent court order curtails or restricts the rights and privileges of the visitational parent to be kept advised of the student's progress and activities or participation therein.
- Whether the court order expressly permits the student to be released from school to the visitational parent.

Once the school receives the information, it is the parent's responsibility to notify the school of any changes. The district will adhere to the following Administrative Regulations for Custody Actions (Board Policy)

- Parents shall be deemed to have equal custody rights to their minor children unless the district has been informed of any court action.
- Equal custody rights include a parent's right to pick up their child from school. School district personnel may not deny this right without a court order on file stating the denial of this right.
- A certified copy of the court order must be filed with the level administrator.
- The district will follow the most current certified copy of the court order on file with the level administrator.
- No child may be released to any person other than the custodial parent or joint custodial and residential parent, or that parent's spouse, without written permission of the custodial parent or joint custodial and residential parent, or the express permission recited in the most recent court order on file with the school for such child.

STUDENT HEALTH AND WELLNESS

The Board of Education believes that good student health helps student academic performance. Hence each student should be provided an education that will promote student health and wellness through healthy dietary lifestyles, regular on-going physical activity and an atmosphere that promotes a lifelong practice of wellness behaviors. Further information about the rules and regulations are available in the elementary offices.

STUDENT'S PERSONAL AND RELIGIOUS BELIEFS

The Board of Education recognizes that reasonable accommodations with regard to instruction, examination, and other academic requirements may have to be made from time to time, because of a student's sincerely held religious beliefs. The Board directs the District Administrator or Designee to develop administrative regulations for this policy. All requests shall be considered individually, based upon State and Federal guidelines. Parent(s) or adult students may make a request for reasonable accommodation for instruction, examinations, and other academic requirements by following the steps listed:

- A. The request shall be made to the student's teacher and should be specific to the material that is objectionable.
- B. If a satisfactory accommodation is not reached, the parents should appeal in writing to the building level administrator within five (5) business days.
- C. The building level administrator shall meet with the parents. The building level administrator shall inform the parent(s) or adult student in writing of the decision within five (5) business days.
- D. If a satisfactory accommodation is not reached, the parents should submit a written appeal to the District Administrator. The District Administrator shall meet with the parents in an effort to resolve the situation. The District Administrator shall inform the parents of the decision, in writing, within five (5) business days of the board meeting.
- E. If a satisfactory accommodation is not reached, the parents should submit a written appeal to the Board of Education. The Board shall meet and hear the request for accommodation at the next regularly scheduled meeting. The parent(s) or adult student shall receive a written decision within five (5) business days of the board meeting.
- F. If a satisfactory accommodation cannot be reached, the parents may appeal to the Superintendent of Public Instruction, in accordance with the provisions of State Law. During the time a reasonable accommodation is being discussed, the student will not be subjected to the objectionable material. The student may be assigned other work for the work missed, and another place of study. The student may be tested on the alternatively assigned work. Accommodations made shall be provided to students without prejudicial effect.

SCHOOL BUS RULES



TO FULFILL THE RICHLAND SCHOOL DISTRICT'S RESPONSIBILITY IN PROVIDING SAFE AND COMFORTABLE TRANSPORTATION FOR ALL STUDENTS OF THE RICHLAND SCHOOL DISTRICT, STUDENTS ARE EXPECTED TO FOLLOW THESE RULES:

1. DO NOT INTERFERE WITH THE HEALTH AND SAFETY OF OTHERS.
2. REMAIN SEATED AT ALL TIMES; KEEP THE AISLES CLEAR.
3. LOUD NOISE LEVELS ARE NOT PERMITTED.
4. SWEARING AND THE USE OF PROFANITY IS NOT PERMITTED.
5. GENERAL SCHOOL DISTRICT RULES ARE ENFORCED AT ALL TIMES.

UNACCEPTABLE ITEMS ON SCHOOL BUS TRANSPORT

To fulfill the Richland School District's responsibility in providing safe and comfortable transportation for all students of the Richland School District, the following items are restricted from bus transport:

- Skate boards
- Fishing Poles
- Bows & Arrows

Bus drivers will work with students, parents and district employees when transporting sports equipment and band instruments.

Steve Board
Richland School District – Transportation Director

813 STUDENT MEAL FEE COLLECTIONS

The District uses an automated meal accounting system (Skyward) to record food service payments to monitor food transactions. The system functions as a debit system.

Parents/guardians are expected to maintain their meal account in a positive status.

Parents/guardians who cannot afford to pay for the cost of their children's meals may make an application for free or reduced meals in accordance with the United States Department of Agriculture Child Nutrition Program regulations or may qualify for limited assistance through the Student Meal Donation Fund.

The Superintendent or designee shall be expected to protect the taxpayers of the District by making every effort to collect all food service related charges to the District. The District shall have guidelines in place that identify criteria for the use of small claims court, collection agencies/service, and debt resolution. The Board directs the District Administrator or Designee to develop administrative regulations for this policy. Administrative Regulations for Policy 813 (Student Meal Fee Collection)

813-01 General Skyward Cash Handling Guidelines. Cash should be kept in a secure locked location.

- A. All receipts received at school sites will be sent daily to the Food Service Department, recorded in Family accounts, and deposited daily.
- B. No check will be cashed from cash receipts for any reason.
- C. All receipts must be recorded to Family accounts using the Skyward accounting program.
- D. Any collections not deposited on the same day are to be locked in the Food Service Drawer and deposited the following day.
- E. All expenditures must be made following District administrative policies and procedures.
- F. Misuse of District funds shall be considered fraud and can result in dismissal.

813-02 Cash Payment Processing for Skyward Accounts

A. Account Payment Receipts

1. Payments received in the school site drop boxes, United States Mail, or interschool mail will be recorded in the Skyward accounting system and assigned to Family accounts upon receipt. Cash payments made in person by a parent/guardian at the building offices will be accepted and a pre-numbered receipt shall be issued for that payment. Cash payments at the school sites are highly discouraged due to security.

2. Currency, coin, checks, and credits shall be reconciled to the daily receipt report.

B. Bank Deposits

1. All Skyward receipts are forwarded to the High School Finance Office for deposit daily. Reconciliation sheets are filled out daily and then verified at the Business Office. The staff shall process and deposit the receipts at the bank. Any collections not deposited on the same day shall be locked in a safe and deposited the following school day.

- a. The bank deposit ticket shall include totals for all currency and coins.
- b. The white deposit ticket will be included with the deposit.

2. Building Office staff shall forward the following information to the Business Office, which will retain the documents for seven (7) years per state records retention requirements:

- a. Daily reconciliation forms
- b. Pink copy of the bank deposit ticket

3. Building Office staff will retain the following records for three (3) years:

- a. Copy of the bank deposit ticket
- b. Copy of the daily receipt report
- c. Pre-numbered receipts issued for cash payments to student accounts

813-03 Skyward Student Account Procedures

A. Use of Skyward System by Students

Students shall use their district assigned student ID number as their Food Service identification number integrated with their individual student meal account and monitored electronically by food service staff. The District receives federal and state reimbursement in the form of cash and commodities for the first breakfast and lunch served to each student each school day.

B. Collection of Funds

The Food Service Department shall be responsible for the accurate and timely collection of funds due the District from food service-related transactions in accordance with this procedure. District Student Services staff may be asked for assistance in problem collection situations.

813-04 Insufficient Student/Staff Account Balance

A. On Monday nights, families will receive notice if their family lunch accounts have a balance of \$7.50 or less. Families will be notified by phone call and email.

B. On Tuesday nights families will be notified if their family accounts are negative by phone and email. If family accounts are negative \$15.00 or more, families have until Tuesday of the next week to make a deposit. If no deposit is made, all purchases will be stopped until a deposit is made. Students will need to bring cash or a sack lunch until the balance is paid in full.

C. If the parent/guardian does not provide lunch, an alternative lunch and a carton of milk will be provided. The duration of this service is at the discretion of the Food Service Department

D. District Student Services staff and building food service staff shall be notified of students with delinquent accounts requiring the cessation of service pending payment.

E. Delinquent student accounts being denied food service shall be inactivated. No charges for meal service or purchase of additional items on the secondary level will be allowed.

F. Per U.S. Department of Agriculture Child Nutrition Program regulations, students eligible to receive free meal benefits cannot be denied a meal for any reason, including failure to maintain funds in their lunch account. Paid and reduced eligible students must also be provided a meal if they have the cash to pay for a current day's meal, even if their lunch account includes a delinquent amount.

G. The Business Official or designee may file a claim with small claims court or utilize the services of a collection agency, credit bureau, and/or legal counsel to secure collection on unpaid debts not paid within 30 days of notification, unless an alternative payment plan has been reached. The charges for filing claims with small claims court or for securing the services of the collection agency shall be added to the unpaid debt due the District.

H. The Business Official shall review all outstanding obligations and approve for resolution any debt which in their judgment remains uncollectible at the end of each fiscal year. Any debt requiring resolution through write-off will be reviewed in conjunction with the District Administrator.

813-05 Refunds and Other Credits for Skyward Accounts

A. Any funds remaining in a student meal account shall carry over to the next school year.

B. Refunds shall be issued upon written request.

C. All refunds or other credits to a Skyward account shall be requested by the parent/guardian using a Request for Payment form available through the School Office.

D. The Request for Payment must be received within twelve calendar months following the end of the student transactions.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2021-22

Dear Parent/Guardian:

Children need healthy meals to learn. Richland School District offers healthy meals every school day. Primary and Intermediate student cost is \$1.85 for breakfast, \$3.25 for lunch. Middle and High School student cost is \$2.00 for breakfast and \$3.50 for lunch. Your children may qualify for free meals or for reduced price meals. Reduced price for all students is \$0.30 for breakfast and \$0.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2021-2022			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	23,828	1,986	459
2	32,227	2,686	620
3	40,626	3,386	782
4	49,025	4,086	943
5	57,424	4,786	1,105
6	65,823	5,486	1,266
7	74,222	6,186	1,428
8	82,621	6,886	1,589
Each additional person:	8,399	700	162

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail Lisa Goff at goff@richland.k12.wi.us or Stephanie Moore at moos@richland.k12.wi.us
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Applications should be completed online with Skyward Family Access.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact Jodie Pretsch, Food Service Director at (608) 647-6063 or email at prej@richland.k12.wi.us immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A SCHOOL PARTICIPATING IN THE SEAMLESS SUMMER OPTION (SSO) OR COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in SSO OR CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

6. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.richland.k12.wi.us and login into your Skyward Family Access. Contact Jodie Pretsch, Food Service Director at (608) 647-6063 or email at prej@richland.k12.wi.us if you have any questions about the application process.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through [date], or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
9. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.
10. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Mr. Jarred Burke, District Administrator; PO Box 649; 1996 US Hwy 14 West; Richland Center, WI 53581. Phone: (608) 647-6106**
13. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
16. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.
17. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call (608) 647-6063 or email: prej@richland.k12.wi.us

Sincerely,

Jodie Pretsch, Food Service Director

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

In order for schools within the Richland School District (RSD) to be able to provide students with the most effective web-based tools and applications for learning, our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. RSD will be utilizing Google Apps for Education and other web based resources to enhance student learning. As with any educational undertaking, a strong partnership with families is essential to a successful experience.

In order for our students to use these programs and services, certain personal identifying information -- generally the student's name and school email address -- must be provided to the web site operator.

If a parent does not want his/her child/children to access these online resources, an opt out form must be acquired from the District Office, completed, and returned.

RICHLAND SCHOOL DISTRICT
STUDENT INTERNET ACCEPTABLE USE FORM
Policy 1107 Student Acceptable Use of Internet

I understand and will abide by the Richland School District Acceptable Use of Internet Policy and Procedures. I further understand that any violation of the policy regulations may result in loss of access to the Internet, suspension of computer privileges as well as other disciplinary or legal action.

I consent to the District intercepting or reviewing any communication to me or from me through the Richland School District Technology Network.

I also understand that my work may be published on the Richland School District Web Site (www.richland.k12.wi.us) if submitted to District Technology Coordinator by a teacher.

RICHLAND SCHOOL DISTRICT
STUDENT INTERNET ACCEPTABLE USE FORM
Policy 1107 Student Acceptable Use of Internet
Parent or Guardian Agreement/Consent

As parent/guardian of the above minor, I understand that access to the District Network and Internet are provided for educational purposes. I understand that although the District does monitor and filter inappropriate Internet sites, it is impossible for the District to restrict all controversial and offensive materials. I will not hold Richland School District responsible for materials retrieved from the Internet. I hereby give permission for my child to use the Internet at school. I also understand that the Richland School District may access, search, monitor or review messages or information created, received, or sent over District Technology Resources.

STUDENT AND PARENT SIGNATURE

2022-23 School Year

I have received, read (or had it read/explained to me), and understand the Richland Center Primary School Student & Parent Handbook.

This is part of the online Skyward Enrollment process and acknowledgment.

