



New Richmond Elementary Schools Handbook 2022-2023

Hillside Elementary- Heidi Link, Principal
Paperjack Elementary- Andy Hoepfner, Principal
Starr Elementary- Nicholas Hall, Principal

NEW RICHMOND ELEMENTARY SCHOOLS HANDBOOK 2022-2023

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SCHOOL DISTRICT OF NEW RICHMOND

CORE PURPOSE

Inspire Every Student to Learn to His or Her Potential

CORE VALUES

Respect

Integrity

Collaboration

Passion

Diversity

Learning

Excellence

BOARD OF EDUCATION

President, Bryan Schafer
Vice President, Paula Kolbeck
Treasurer, Greg Gartner
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Board Member, Dr. Neal Melby
Board Member, Kent P. Elkin
Board Member, Tim Kufus

DISTRICT OFFICE

PHONE

District Office Main Phone Number	715.243.7411
District Administrator, Dr. Troy Miller	715.243.7413
Director of Fiscal & Building Operations, Kristoffer Brown	715.243.7414
Director of Instruction & Staff Development, Jessica Ferguson	715.243.7429
Director of Special Services, Kathryn Rogers	715.243.7426
District Nurse	715.243.7424
Community Education	715.243.7421
Supervisor of School Nutrition, Bobbie Guyette	715.243.1714

SCHOOL OFFICES

PHONE

Hillside Elementary Office	715.243.1400
Hillside Attendance #	715.243.1419
Paperjack Elementary Office	715.243.7400
Paperjack Attendance #	715.243.7405
Starr Elementary Office	715.243.7431
Starr Attendance #	715.243.7434
Middle School Office	715.243.7471
Middle School Attendance #	715.243.1616
High School Office	715.243.7451
High School Attendance #	715.243.7445

SCHOOL INFORMATION

STUDENTS
Guidelines 7540.03

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY RESOURCES AND INTERNET ACCESS FOR NEW RICHMOND K-12 STUDENTS

The use of School District of New Richmond technology is a privilege, not a right.

New Richmond Schools believe that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, as well as various forms of technology equipment, offer students and teachers a multitude of global resources. Our goal in providing these resources is to enhance the educational development of our students.

In compliance with the Child Internet Protection Act (CIPA), the district utilizes filtering systems and software, making every attempt to block inappropriate sites for students. Students are required to notify an adult if they access a site that is inappropriate so that the site can be blocked from future use.

All students using District technology resources must have a signed Acceptable Use Agreement on file prior to being provided access to the school district technology resources, including the Internet. This signed agreement indicates that the user agrees to follow all district policies, procedures and guidelines related to technology. Parents have the right to withdraw their permission at any time.

As a student, I agree/promise to follow these rules when using the computer and other equipment at school:

1. To conduct myself in a manner consistent with other expected school behavior and district policies while using technology resources.
2. To use technology resources and the Internet for school related or teacher directed activities.
3. To use computers and technology resources only when a teacher or staff member is present.
4. To follow all rules posted in the computer lab or other rooms where computers are in use.
5. To keep my passwords private and never share them with another person.
6. To not use another user's account, with or without their permission.
7. To not copy or modify files, data or passwords belonging to other users.
8. To not damage or tamper with hardware, software or the network in any way.
9. To not share personal contact information (full name, address, email address, phone number) or images of themselves or another person over the Internet unless permission is granted in advance from parents and school personnel.
10. To not waste limited resources (i.e., bandwidth, storage space, excessive-printing).
11. To not attach any personal computer or peripheral device to District technology resources without specific authorization to do so by an administrator or the District Technology department.

ANNUAL NOTICE TO PARENTS AND ELIGIBLE STUDENTS ON STUDENT RECORDS AND DATA PRIVACY

Pursuant to the Family Education Rights and Privacy Act and Wisconsin Statute 118.125, the School District of New Richmond has identified selected information relating to students called "directory information". This information is to be considered public information and may be released by the school district. Items considered to be directory information are as follows:

- Student's Name;
- Co-curricular and Athletics;
- Photographs or videotapes for school approved publications or other school approved use;
- Height and weight, if a member of an athletic team;
- Awards received.

While the school district must obtain and use certain information about each student in order to plan the best program possible, this need must be balanced with the right of each student and parent to privacy. Therefore, access to school information is limited and controlled.

If you do not want the School District of New Richmond to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within fourteen (14) days of the publication of such notice in the *Back-to-School Edition of the District Newsletter*, the official publication of the school district.

ARRIVAL / DISMISSAL TIMES

Please do not send your child to school before 8:00 a.m. No supervision is available at school until 8:00 a.m. Playground supervision is not provided after school. The district does not assume any responsibility beyond the school day.

SCHOOL START TIME - 8:45 a.m.

SCHOOL DISMISSAL - 3:55 p.m.

****School Breakfast is available to all students 8:00 a.m. - 8:30 a.m. in each cafeteria***

Please see "Attachment II - Parent Pick-Up / Drop-Off Map / Procedures for Drop-Off / Pick-Up Zones" at the end of the handbook for specific school information regarding dropping off and picking up. Parents will be asked to wait in the office until the appropriate dismissal time.

BICYCLES

Students riding bicycles to school are expected to obey all city traffic laws pertaining to bicycles. A bicycle rack has been provided for the students to use. Bicycles should be locked. Helmets should be marked with the student's name and brought into the school. Bicycles are not to be taken from the racks during the school day. Students must walk bikes in the bus loading areas.

CELL PHONES, OTHER ELECTRONIC COMMUNICATION DEVICES, AND PORTABLE MEDIA PLAYER USAGE BY STUDENTS - DISTRICT POLICY 5136

Students are generally prohibited from using or displaying in plain sight cell phones; other electronic communication devices (ECDs) during the school day unless supervised by staff. All cell phones and ECDs must be kept in the student's locker or backpack and powered off during the school day.

We discourage the use of the telephone except when absolutely necessary. We require students to receive permission from a teacher or staff member to use the classroom telephone.

STUDENT ATTIRE GUIDELINES

Students shall have the right to determine their own attire. Clothing may not be unsafe, unhealthy or disruptive. No hats, headgear - including scarves and bandanas, coats, jackets, or backpacks are to be worn during the school day. Undergarments must be covered and not showing. No visible stomach or bare backs. Shirts and dresses without backs or with very low cut backs are not allowed. Shorts must be appropriate length. Pictures and words on school clothes should be appropriate.

No body piercing (except for ears) or body defacing. Staff reserves the right to determine appropriate attire. Students whose attire has been determined inappropriate will be advised to change into something more acceptable. Parents may be called to get students who are unable or unwilling to comply.

DROPPING OFF / PICKING UP STUDENTS DURING THE DAY

If you are dropping off a child at school in the morning, please do not go to the classroom unless there is a specific or unusual need. We are trying to foster each child's independence and maintain the integrity of our learning environments.

If you plan to pick up your child during the school day, please send a note to the classroom teacher stating the pick-up time and purpose. When you arrive, come to the office to sign your child out. Your child will meet you in the office at the time specified. **Please DO NOT go directly to your child's room.**

If your child is not going home as he/she usually does, notify the teacher in writing detailing the change of arrangements. The school must receive a note from a parent/guardian that gives permission for a student to leave school in a way different from usual. Due to the end of the day activities, changes received after 3:00 p.m. cannot be guaranteed to reach the child before the end of the day. **Please make sure that any changes are communicated to the teacher and/or office by 3:00 p.m.**

If a note is not received – The child must go to their usual destination.

Encourage your child to return directly to home after school without stopping to play until he/she has reported his/her whereabouts to you. Children are not permitted to participate in after school activities without adult supervision and parental permission.

EMERGENCY CLOSING AND DELAYED OPENING AND EARLY DISMISSAL OF SCHOOL

The schools may be closed at times due to inclement weather or emergencies. If such a closing should occur it will be announced over WCCO (830 AM), on television at **WCCO-Channel 4, KSTP-Channel 5, or, KARE-Channel 11**, and an automated phone call will be sent out by 6:30 a.m. for any announcement concerning late start or closing of school. Please do not call the school to inquire about school closing. This only overloads the operation of the school telephones.

In the event of an EMERGENCY CLOSING during the school day, the staff will refer to the Emergency Closing Sheet that each parent/guardian filled out at the beginning of the current school year. Students will be dismissed to the place listed on that form. **Please keep all information current.**

In the event of a two-hour late start, families that have children attending our before-school care program should be aware that the start time for this service would also be delayed by two hours (beginning at 8:00 a.m.). Free breakfast meals will still be available on two hour late start days, served 10:00 a.m. - 10:30 a.m.

EMERGENCY NUMBERS AND INFORMATION

It is important to keep the school informed of current telephone numbers, present places of employment, and all child-care personnel. Valuable time may be saved in an emergency by doing this.

FIELD TRIPS - DISTRICT POLICY 2340

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

All field trips require the prior approval of the principal.

A Field Trip permission form is sent home with the students at the beginning of each school year. Parents/guardians are required to sign this form and return it to school. It is kept on file for the school year. When a trip is planned, parents will be informed as to costs and arrangements. Staff members and volunteers always supervise field trips.

If the cost of a field trip presents a hardship for a family, please contact the child's teacher or the principal. We will arrange for your child to attend.

HOURS SCHOOL IS IN SESSION

- School is in session from 8:45 a.m. to 3:55 p.m. Monday through Friday.
- When students arrive at school they go directly to the designated area. Supervision will be provided from **8:00-8:30 a.m.**
- Dismissal at the end of the day is determined by the early and late bus departure time.

There will be **no school** on the **third Monday** of each month for Teacher Inservices unless otherwise noted on the district calendar.

The Thursday early outs are for Parent-Teacher Conferences. **Elementary students are dismissed at 1:50 p.m.**

LOST AND FOUND ITEMS

The school has a lost and found collection area for clothing items, including boots, shoes, jackets, lunch boxes etc. Please encourage your child to check this area frequently for their lost items. Also, please mark any outdoor clothing. At the end of each trimester these lost and found items may be donated to charity.

MESSAGES FOR STUDENTS

The school office receives many calls from parents asking for messages to be forwarded to students.

We ask that plans be made before school whenever possible to avoid any disruptions to the classroom learning day.

The office is frequently extremely busy. Changes in daily schedules may make it difficult to locate your child. (Children may be out of their homeroom receiving instruction in other areas or outside with their classes.) We understand that emergencies do occur. In the case of an emergency, all efforts will be made to contact your child.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - DISTRICT POLICY 2260

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

Any questions concerning this policy should be directed to the District's Compliance Officers:

Dr. Troy Miller
District Administrator
701 E Eleventh St
New Richmond WI 54017
715.243.7411

Kathy Rogers
Director of Student Services
701 E Eleventh St
New Richmond WI 54017
715.243.7411

PICTURES

Individual pictures are taken each year. Information about the date, packages of photos available for purchase, prices, and retakes will be sent home. Checks for picture packets should be made out to the company taking pictures.

RECESS

- Each grade has regularly scheduled recesses each day.
- A written request/excuse from a physician is required for an excuse from recesses and physical education classes.
- It is the parent's responsibility to clothe children properly for weather conditions coming to and from school and outdoor recesses.
- Cooperation with the school in maintaining appropriate standards of dress and grooming is expected and appreciated.
- **A child that is well enough to be in school should be well enough to go outside.**

COLD WEATHER POLICY

- Students have the opportunity to play outside for recess.
- Our cold weather policy is: if the wind chill or the temperature is above 0 degrees, the children will go outside for recess.

REPORT CARDS AND PARENT / TEACHER CONFERENCES

Report cards are issued at the end of each trimester. The grading system is explained on the report card. Students will bring their report cards home. The specific dates of Parent/Teacher Conferences are listed on the school calendar.

SCHOOL MEAL PROGRAM - BREAKFAST and LUNCH

Students and families can choose whether or not to participate in the School Meal Program. This program involves breakfast, lunch, and milk break.

Families participating in the School Meal Program are asked to deposit funds into meal accounts in advance. Each child will be assigned a pin number and given a student ID card on the first day of school. A letter providing account information and student PIN numbers will be sent to families prior to the start of the school year. Students will be required to punch in their PIN when receiving a meal.

Payments can be made online at MySchoolBucks.com or be made in person to: School District of New Richmond, School Nutrition, 701 E 11th Street, New Richmond, WI 54017.

Meals served at school are all or partially funded through the National School Meals Program and must be consumed on-site by New Richmond School District students. Students must take a fruit or vegetable serving or both to have a complete meal. School nutrition staff will assist your child in selecting a complete meal.

For program or payment questions, please contact Bobbie Guyette, Supervisor of School Nutrition at 715.243.1714 or bguyette@newrichmond.k12.wi.us.

SPECIAL DIET INFORMATION:

Nutrient information such as carbohydrate content or allergy information can be obtained from Kate Watkins, Coordinator of School Nutrition, at 715.243.1676 or kwatkins@newrichmond.k12.wi.us.

MILK BREAK CHARGE:

Students at the elementary level are given a milk break each day. Free and reduced status students are not charged for their first milk at milk break. If they choose to get more than one milk a charge of **\$0.35** per carton will be made. Paid status students may decide to purchase milk through the school at a charge of **\$0.35** per carton. **This will be deducted from the student meal account on a weekly basis.** Students that do not tolerate milk will be allowed a milk substitute at the milk break provided a written Physician's Order is submitted to the School Nutrition department.

FREE AND REDUCED BREAKFAST/LUNCH AND MILK BREAK CHARGES:

Each family in the district receives an application for free and reduced meals. An application packet is also available on our district website. Return applications to the school office or the district office. A new application must be received each school year. Families will be notified by mail as to benefit status within 10 days of receipt of the application.

GUIDELINES FOR GOING THROUGH THE BREAKFAST/LUNCH LINE:

- Stay in line, no pushing or rushing.
- Clearly tell the School Nutrition personnel what menu items you want.
- School Nutrition personnel must check each student's tray to make sure each student has a complete meal. All students must take a fruit and/or vegetable at breakfast and lunch.

COLD LUNCH:

Students who bring lunch from home, but wish to purchase milk from the school nutrition program must wait in line and must check in with the School Nutrition personnel working at the cash register.

Students who do not purchase milk go directly into the lunchroom and immediately sit where the lunchroom supervisor directs them. Be sure to pack lunches to keep cold foods cold and hot foods hot.

TRANSPORTATION - DISTRICT POLICY 8600

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

Transportation of eligible students with exceptional educational needs shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The first time a student is disciplined for bus conduct the student receives a verbal warning from the bus driver. If a student is written up on a Bus Conduct Report the following discipline plan will be followed:

- First Offense Written report to the School (School contacts parent).
- Second Offense 1 Day Suspension from riding the bus.
- Third Offense 3 Day Suspension from riding the bus.
- Fourth Offense 5 Day Suspension from riding the bus.
- Fifth Offense Suspension of all bus privileges including field trips for the remainder of the year.
(Minimum of one semester)

The building principal reserves the right to take disciplinary action toward a student at his/her discretion.

The Board authorizes the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

The District Administrator shall establish administrative guidelines to ensure proper implementation of this policy.

VISITORS - DISTRICT POLICY 9150

Parents are encouraged to visit school to see what and how their child is learning. Visitors and guests are required to check in at the office using the Raptor System and wear a Raptor System name tag when visiting school. Trespassing or loitering on school premises during the school day is strictly prohibited.

Once routines have been established to start a new school year, parents dropping their children off in the morning are to do so at the designated areas only, steering clear of hallways and classrooms.

The building principal has the authority to take necessary steps to ensure and maintain an appropriate learning environment and may ask visitors to exit the classrooms and/or hallways should the need arise.

VOLUNTEERS - DISTRICT POLICY 8120

Volunteers are welcomed and appreciated at our school. Volunteers are required to fill out an application and the District Office will conduct a background check. Volunteers are asked to check in the office with the Raptor System and wear a Raptor System name tag.

The building principal has the authority to take necessary steps to ensure and maintain an appropriate learning environment and may ask visitors to exit the classrooms and/or hallways should the need arise.

ATTENDANCE

ATTENDANCE/STUDENT - DISTRICT POLICY 5200

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy.

Absence Procedures

It is the parent/guardian's responsibility to call the attendance line (see page 4) on the day of the absence to inform the school of the reason for the student's absence. This is a 24-hour telephone number and you may leave a message. When leaving a message, be sure to include your name, the student's name (spelling the last name), the student's grade and teacher, the date of the absence, and the specific reason for the absence. NOTE: THE SCHOOL WILL EXCUSE - OR NOT EXCUSE - STUDENTS ACCORDING TO DISTRICT POLICY AND STATE LAW.

Parents/guardians have 48 hours after their child's absence, beginning with the first hour of school, to call the office, attendance line or provide a written note to ask for the unexcused absence to be changed to excused. Written notes or phone calls will not be accepted after 48 hours following the return of the student. The 48 hours excludes holidays and weekends. Failure to notify the school within 48 hours will result in the absence remaining unexcused.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition (Illness)

The student is temporarily not in proper physical or mental condition to attend a school program.

A student may be excused for up to ten (10) days per school year. Included in the ten day total are absences for illness combined with those reasons listed under section c below; "permission of parent or guardian". Days in excess of ten (10) will require a doctor's note or may be marked as unexcused as determined by the school attendance officer.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent or Guardian

A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. vacations
5. family emergencies

D. Religious Holidays

For observance of a religious holiday consistent with the student's creed or belief

E. Suspension or Expulsion

The student has been suspended or expelled.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

A few examples of absences that are not excused are:

- Oversleeping
- Missing the bus
- Day off of school

Truancy

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, which contains the following:

- A. A statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly.
- B. A statement that the parent, guardian, or student may request program or curriculum modifications for any student under State law and that the student may be eligible for enrollment in a program for children at risk.
- C. A request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy.
The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.
- D. A statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law.

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

***Elementary students arriving after 9:00 a.m. are considered one-half (1/2) day absent (a.m.).
Students leaving school before 3:30 p.m. are considered one-half day absent (p.m.).***

TARDINESS

Students are considered tardy if they are **not in their classroom at 8:40 a.m.**

COMMUNICATION TO HOME

At the Elementary level a letter will be sent home regarding attendance concerns as follows:

Absence:	1st Letter	8-10 days of excused absence
	2nd Letter	2-3 days of unexcused absence
	3rd Letter	5 days or more unexcused absence [considered a habitual truant]
Tardiness:	1st Letter	5 days
	2nd Letter	10 days
	3rd Letter	15 days

Legal Reference: Laws of Wisconsin
115, 118.15, 118.125(2), 118.153, 118.16, 118.162, Wis. Stats

ATTENDANCE PROCEDURE

A phone call to the school if your child is absent or tardy is necessary by 9:00 a.m.

If we are not notified, a call will be made to your home or work. This is to ensure your child's safety.

A doctor's excuse for any student absent from school for more than three consecutive days may be requested. Regular attendance at school is vital to student learning and success. Student success is at risk when the student is not in school.

ATTENDANCE - HOMEWORK

See ACADEMICS Homework Absences

ACADEMICS

COMPUTER CARTS / KEYBOARDING

Carts of computers are available for each classroom for word processing, technology projects, Internet access and using educational software programs. Keyboarding begins when students are in third grade. To use these resources a computer Acceptable Use Agreement (AUA) must be signed and on record.

HOMEWORK GUIDELINES - DISTRICT POLICY 2330

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The District Administrator shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

HOMEWORK - ABSENCES

Homework can be requested on the **second** day of an absence. When calling in your child's absence to the Attendance Line please request homework and a note will be sent to the teacher. Homework can be picked up in the office after 3 p.m.

Students will always have the opportunity to complete school work missed due to excused absences. Questions regarding make-up work or late work should be directed to the teachers.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY - DISTRICT POLICY 7540.03

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials. *For complete policy, visit www.neola.com/newrichmond-wi/*

LIBRARY - MEDIA CENTER

Our Library Media Center is a resource center full of reading and informational materials. Students may come individually, in small groups or with their class for research projects, book browsing, checkout or reading.

There are many fiction and nonfiction materials as well as a reference and magazine section. Family resources and teacher resources are also available. Computers are a part of our learning area to use in locating information through World Book Online or Internet web sites.

Classes visit the Library Media Center each cycle with information/technology literacy skills being presented and book checkout. Students have the opportunity to use these skills when working on projects throughout the year. Destiny is the automated software program for circulation and catalog usage.

Library materials are checked out to students for about two weeks with renewals being done whenever necessary. Readers can check out reading books and any additional research materials depending on the grade level. Students with long overdue materials need to return those materials before checking out again. Lost or damaged books need to be paid for.

The Library Media Center is the best resource for finding information and discovering the enjoyment of reading!

PHYSICAL EDUCATION

Ordinarily, a child that is well enough to be at school is well enough to engage in physical education activities. A note from a parent will be honored to excuse a student from physical education for one (1) class. A doctor's excuse is needed for a student to be excused from physical education class for more than one (1) class.

STUDENT / PARENTS RIGHTS - DISTRICT POLICY 5780

The Board of Education recognizes the right of parents/guardians to inspect instructional materials and to deny their child's participation in certain curricular activities in accordance with state and federal laws and regulations. The Board recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs.

Requests regarding the above may be made to the building principal. All requests shall be judged individually, based upon state and federal guidelines. If a parent is not satisfied with the building principal's decision, they may appeal to the district administrator.

DISCIPLINE

The New Richmond elementary schools' belief statement lists the following as some of our beliefs:

“We believe that all students live and learn in a healthy, safe and positive environment.”

We also believe that all children have the potential for behaving positively; that children choose their behaviors and children can be guided and taught to make appropriate choices.

The purpose of our discipline program is to create a healthy, safe and positive environment in which students practice and demonstrate behavior choices.

School rules are based on common sense and a respect for all individuals in our building including other students, staff members and visiting adults. Discipline procedures are based on proactive strategies and are designed to change unwelcome behaviors in a thoughtful and caring manner.

RESPONSIVE CLASSROOM PRINCIPLES

Many teachers have been trained in the Responsive Classroom program and practice the Responsive Classroom components in their classrooms. The Responsive Classroom philosophy is rooted in five themes: Cooperation, Assertion, Responsibility, Empathy, and Self Control. These five principles form the acronym C.A.R.E.S. For more information on the Responsive Classroom program, please visit www.originsonline.org, or www.responsiveclassroom.org.

Classroom rules are determined cooperatively by each teacher and the students. As a general rule, hats worn in the building, gum chewing, music players, electronic games, etc. **are not allowed at the elementary school.**

Consequences are also explained to the students so if they choose to break a rule or behave in an inappropriate manner, they will be aware of what will happen.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Some or all of these consequences may be used in response to inappropriate student behavior:

1. An Incident Report will be completed for school documentation.
2. A Discipline Report and Student Behavior Plan will be completed for school and parent documentation.
3. Teacher and/or student make a call to the parent.
4. Parent-student-teacher/supervisor conference with the Principal.
5. Request to the parent that the child be picked up from school.
6. Suspension (**In-School or Out-of-School**).

The administrator reserves the right to take disciplinary action toward a student at his/her discretion. All of the students who attend the elementary school have the right to expect a healthy, safe and positive environment in which to work and learn. No student has the right to distract from or interfere with the education of another student.

STUDENT BEHAVIOR - DISTRICT POLICIES 5517.01 / 5600

The New Richmond School Board believes that a safe environment is essential for students to learn. It is the responsibility of each school to create and maintain a safe climate that is free from fear and violence and where respect for every individual is practiced and taught. Every student and staff member should strive to demonstrate behavior that promotes an environment that is free from fear and intimidation.

Behaviors such as assault, fighting and bullying do not promote such an environment and are therefore considered in violation of this policy. Students who engage in these behaviors may be suspended from the classroom or from the building for up to three days and the police department may be notified.

SAFETY/HEALTH

HEALTH SERVICES

The School District of New Richmond employs a full-time Registered Nurse as District School Nurse and her office is at the District Office. Each building has a full-time Health Paraprofessional who is under the supervision of the school nurse and may have additional medical training with a minimum of CPR certification and First Aid. The Health Paraprofessional is responsible for the day-to-day medications and care of ill and injured students. The District Nurse coordinates vision/hearing screening. The District Nurse is available to all the buildings throughout the school day. If a student has any special health concerns, please contact the **District Nurse at 715.243.7424**, between 7:45 a.m. and 4:00 p.m.

WISCONSIN LAW:

The school may send students home from school according to the Wisconsin Division of Health and Family Services, HRS 145.07 (1): Any teacher, principal, director or nurse serving a school may send home, for the purpose of diagnosis and treatment, any pupil suspected of having a communicable disease or having any other disease or condition having the potential to affect the health of other students and staff including but not limited to pediculosis and scabies. The teacher, principal, director or nurse authorizing the action shall ensure that the parent, guardian or other person legally responsible for the child or other adult with whom the child resides and the nurse serving the child's school are immediately informed of the action. All students going home for health reasons should first be examined in the health office by the health assistant or nurse.

ASTHMATIC PUPIL: (Possession and use of inhalers)

1. While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:
 - a. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
 - b. The pupil has the written approval of the pupil's physician, and if the pupil is a minor, the written approval of the pupil's parent or guardian.
2. Permission forms are available in the health office for those parents whose physician requests that the student carry their inhaler.

HEALTH SCREENINGS

- **HEARING:** The Hearing Screening Program is conducted for students in grades K-5.
- **IMMUNIZATION LAW:** (See school district calendar or www.newrichmond.k12.wi.us)
- **VISION:** The Vision Screening program is conducted for students in grades 1-8.

ILLNESS

Any student absent from school for three consecutive days for medical reasons may be required to present a doctor's excuse upon returning to school. Students are not to come to school ill. Any student complaining of illness, running a temperature of 100.0 degrees or above, vomiting, with diarrhea, with a communicable disease, or school staff feel is too ill to remain in school, shall be sent home at the discretion of the health paraprofessional or other appropriate school personnel. Students may return if they have been 24-hours without the symptoms listed above, fever free, without medication, and if an antibiotic was prescribed, the student has been on for at least 24 hours.

Students are not to be sent home unless accompanied by an adult. Parents or someone designated by the parent are expected to pick up an ill child when called.

IMMUNIZATION LAW

The Wisconsin Immunization Law requires all students have all of their immunization information on file by the 30th school day. If you have any questions please contact the health paraprofessional. The immunization requirements are located on the school district calendar or district website.

MEDICATION - DISTRICT POLICY 5330

All medications administered at school need to be provided by the parent. There will be no stock medications in the health offices, except an EpiPen for emergency situations. All medications given at school will be provided by the parent, kept in the health office, and administered by the health paraprofessional, unless other arrangements with the District School Nurse have been made. We suggest you send a small bottle of acetaminophen or ibuprofen to school for times when your child may require this. All medications must be in the original container with the correct label including the child's name if it is a prescription medication. Parents will need to complete a medication request form for any medications to be administered at school. If it is a prescription medication, the form requires the parent and physician's signature for administration at school. A student may carry an inhaler for asthma or an Epi-pen for an allergic reaction if paperwork is completed by the physician and parent and is submitted to the school health office.

SMOKING POLICY - DISTRICT POLICY 7434

State law prohibits the use of all tobacco products on all school premises. This ban applies to all students, staff and the general public. Thank you for helping us maintain a smoke-free environment.

STUDENT ALCOHOL AND OTHER DRUG USE - DISTRICT POLICY 5530

Under the Drug-Free Schools and Communities Act Amendments of 1989, New Richmond School District students may not possess, sell, use, distribute or be under the influence of alcohol or other drugs while on school property or while involved in school-related activities. Violators of this policy shall be referred to the building principal and disciplined in accordance with established procedures.

TORNADO AND FIRE DRILL INFORMATION

A Disaster Emergency Procedure has been established in the New Richmond School District for the purpose of protecting the health and safety of every student as well as the school staff. Since tornadoes are the kind of disaster, which generally do not permit time to send children home, all children and staff will move to the designated areas in the school. Practices are held each year with the students to make sure everyone knows what to do in case of such an emergency.

A fire drill shall be held once each month. All personnel are to leave the building when the fire alarm sounds.

An annual report of fire drills shall be kept on file with the building principal.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Current School Board policies supersede any handbook language should an issue arise. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.