



New Richmond Elementary Schools Handbook 2026-2027

Hillside Elementary-Deanna Wuotila, Principal
Paperjack Elementary-Andy Hoepfner, Principal
Starr Elementary-Nicholas Hall, Principal

NEW RICHMOND ELEMENTARY SCHOOLS HANDBOOK 2026-2027

TABLE OF CONTENTS

CORE PURPOSE	Page 3
Board of Education	
Telephone Numbers: District Office / School Offices / Attendance	
SCHOOL INFORMATION	Page 4
Acceptable Use Agreement for Technology Resources and Internet Access for New Richmond K-12 Students	
Annual Notice To Parents and Eligible Students on Student Records and Data Privacy	
Arrival / Dismissal Times	
Bicycles	
Cell Phone and Other Electronic Communication Devices	
Student Attire Guidelines	
Dropping Off / Picking Up Students During the Day	
Emergency Closing and Delayed Opening and Early Dismissal	
Emergency Numbers and Information	
Field Trips	
Hours School is in Session	
Lost and Found Items	
Messages for Students	
Nondiscrimination and Access to Equal Education Opportunity	
Pictures	
Recess (Cold Weather Policy)	
Report Cards and Parent / Teacher Conferences	
School Meal Program	
Transportation	
Visitors	
Volunteers	
ATTENDANCE	Page 10
Attendance/Student - (Excused, Unexcused, Truancy, Tardiness, Absences)	
Tardiness	
Communication to Home	
Attendance Procedure	
Attendance - Homework	
ACADEMICS	Page 12
Computer Carts / Keyboarding	
Homework Guidelines	
Library - Media Center	
Make-Up Work - Absences	
Physical Education	
Student / Parent Rights	
DISCIPLINE	Page 13
Belief Statement	
Consequences of Inappropriate Behavior	
Student Behavior	

HEALTH / SAFETY

Page 14

Health Services:

Emergency Services

Accident/Injury

Illness

Health and Attendance

Immunization Law

Medication

Smoking Policy

Student Alcohol and Other Drug Use

Tornado and Fire Drill Information

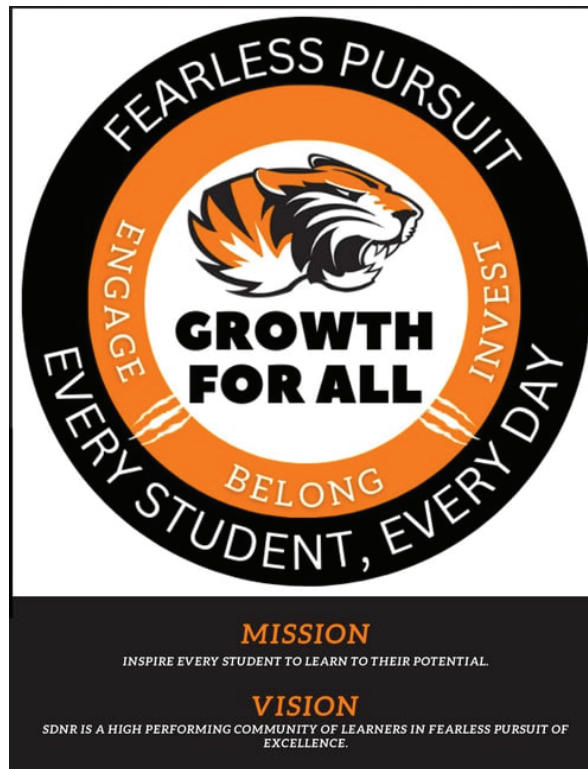
ATTACHMENT I

School District 2026-2027 Calendar

ATTACHMENT II

**Student Drop Off and Pick Up
Bus Drop Off and Pick Up**

SCHOOL DISTRICT OF NEW RICHMOND



BOARD OF EDUCATION

President, Kent Elkin
 Vice President, Tim Kufus
 Clerk, Marilyn Duerst
 Treasurer, Greg Gartner
 Board Member, Ben Engelhart
 Board Member, Dr. Neal Melby
 Board Member, Christi Westlund

DISTRICT OFFICE

District Office Main Phone Number
 District Administrator, Dr. Troy Miller
 Director of Fiscal & Building Operations, Kristoffer Brown
 Director of Teaching & Learning, Jenna Peters
 Director of Special Services, Kathryn Rogers
 District Nurse, Ryan Vang
 Community Education, Megan Kliszcz
 Supervisor of School Nutrition, Bobbie Guyette

PHONE

715.243.7411
 715.243.7413
 715.243.7414
 715.243.7429
 715.243.7426
 715.243.7424
 715.243.7421
 715.243.1714

SCHOOL OFFICES

Hillside Elementary Office
 Hillside Attendance #
 Paperjack Elementary Office
 Paperjack Attendance #
 Starr Elementary Office
 Starr Attendance #
 Middle School Office
 Middle School Attendance #
 High School Office
 High School Attendance #

PHONE

715.243.1400
 715.243.1419
 715.243.7400
 715.243.7405
 715.243.7431
 715.243.7434
 715.243.7471
 715.243.1616
 715.243.7451
 715.243.7445

SCHOOL INFORMATION

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY RESOURCES AND INTERNET ACCESS FOR NEW RICHMOND K-12 STUDENTS -DISTRIC POLICY 7540

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.

Student Acceptable Use Agreement Guideline - 3.29.17

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 7:55 a.m. No supervision is available at school until 7:55 a.m. Playground supervision is not provided after school. The district does not assume any responsibility beyond the school day.

SCHOOL START TIME - 8:25 a.m.

SCHOOL DISMISSAL - 3:25 p.m.

****School Breakfast is available to all students 7:55 a.m. - 8:15 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.

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 and requires a check in with the office to determine if the teacher is available. 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.

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 2:30 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 2:30 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 Important Transportation Information 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 begin at 7:00 a.m. Breakfast meals will still be available on two hour late start days, served 9:55 a.m. - 10:15 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 part of the electric online updates done at the beginning of each school year. Parents/guardians are required to complete this online form. 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 8:25 a.m. to 3:25 p.m. Monday through Friday.
- When students arrive at school they go directly to the designated area. Supervision will be provided from **7:55-8:15 a.m.**
- Dismissal at the end of the day is determined by the early and late bus departure time.

The Thursday early outs are for Parent-Teacher Conferences. **Elementary students are dismissed at 1:25 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 and lunch.

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 to access their meal accounts during meal time. 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. Students will keep their same PIN number kindergarten through high school graduation.

Payments to meal accounts can be made online through your Skyward Family Access or be made in person to: School District of New Richmond, School Nutrition, 701 E 11th Street, New Richmond, WI 54017. Cash or check may also be brought to the front office or cafeteria.

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 to have a complete meal. School nutrition staff will assist your child in selecting a complete meal.

Second entrees and extras may be purchased if your child has funds available. If you would like to turn this option off on your child's account, please contact Nikke Hafemeyer at the address below.

For program or payment questions, please contact Nikke Hafemeyer, School Nutrition Administrative Assistant at 715.243.1676 or nhafemeyer@newrichmond.k12.wi.us.

SPECIAL DIET INFORMATION:

Nutrient information such as carbohydrate content or allergy information can be obtained from Bobbie Guyette, Supervisor of School Nutrition, at 715.243.1714 or bguyette@newrichmond.k12.wi.us.

FREE AND REDUCED BREAKFAST/LUNCH AND MILK CHARGES:

Each family in the district receives an application for free and reduced benefits (free meals) in the mailed school district packet. Applications will also be available on the School Nutrition webpage and on Skyward. Return paper 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 have funds in their accounts and wait in line and must check in with the School Nutrition personnel working at the cash register. Milk only charges of \$0.50 per milk will be charged to meal accounts. 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 Verkada Visitor System and wear a Verkada 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 Verkada Visitor System and wear a Verkada 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

In accordance with state law and St. Croix County and New Richmond Municipal ordinances, all students must attend school full-time until the end of the term, quarter, or semester they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Statutes §118.15, or have sufficient credits to graduate from high school.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility among the students, parents, schools, social service agencies, law enforcement officials, and the community at large.

ATTENDANCE DEFINITIONS / CONSEQUENCES

Excused Absence: A student is absent from class or school with the knowledge and approval of parent/guardian and school officials for medical and dental appointments, legal/court obligations, and specific family obligations or school sponsored activities. See complete list below.

School may approve a student absence for the following reasons (This is not an inclusive list, for complete list please see school board policy po5200):

- a. A student not in the proper physical or mental condition to attend school or an educational program. The school attendance officer may request the parent/guardian of the student, after three consecutive days of absences, to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, or religious practitioner as proof of the physical or mental condition of the student. Such excuses shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days.
- b. Medical services which cannot be scheduled outside of school hours. Appointment verification cards must be presented upon return for the absence to be excused.

Unexcused Absence: Any absence from school for part of or all of one (1) or more days without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

Truancy: Any absence for part of or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil and also means intermittent attendance carried on for the purpose of defeating the intent of [WI Statutes section 118.15](#).

Habitual Truant: A student who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a semester. Students who are habitually truant may be referred to New Richmond Municipal Court and/or Human Services in the county where they claim residency concerning subsequent offenses.

School Attendance Officer: The principal, the assistant principals, deans, and/ or the principal's designee will serve as the school attendance officer(s). Parents/guardians should contact the Attendance line and let the attendance assistant know the reason for their student's absence. The attendance assistant relays that information to the appropriate school attendance officer

ABSENCES AND EXCUSES

All children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that they are scheduled through the semester in which the child becomes 18 years of age.

The primary responsibility for regular school attendance rests upon the child's parent(s) or guardian(s). In addition, school officials have a legal obligation to enforce student attendance in school according to the policies herein. Building administrators are the Board of Education's designated school attendance officers and shall perform those duties as required by law. It is the intent of the New Richmond School District to work closely with parents/guardians regarding student attendance. (Board Policy #5200). Seniors who are not attending on a regular basis may jeopardize their opportunity to participate in graduation ceremonies.

All absences require parent/guardian's verification in order to be excused. Verification can be: entered into Skyward Family Access, a written note, a phone call, or e-mail. The verification is to be submitted to the school attendance office.

- If verification is not received **within 48 hours** after the student's return to school, the absence will be unexcused unless previous arrangements have been made with the attendance office.
- **Parents/guardians may excuse their child for up to 10 school days per year.** After 10 excused absence days, students will be considered unexcused without approved doctor verification or other required documentation regarding each absence. Under Wisconsin State Statute §118.15(3)(c), students are allowed to be absent up to ten (10) times per school year for any reason. Each of these absences should be excused prior to the student absence. These absences should be used judiciously, in that after the ten (10), all absences will require administrator approval and/or proper documentation of the absence or will be considered unexcused.

STUDENT ABSENCE PROCEDURE

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian(s).

Reporting an Absence:

- 1.) When a student is absent from class or school, parents/guardians must either enter your child's absence in Skyward Family Access or call the school attendance office (see list below) prior to 8:25 a.m. the day of the absence to inform the attendance officer of the absence each day of the absence.
- 2.) If the above procedure is not followed, either a verbal or written excuse must be provided by the parents/guardians to the school on the day they return to school after an absence. No excuse or verification will be accepted after **48 hours** from the date of return and the absence will be considered unexcused.

Students arriving after 9:40 a.m. or leaving before 2:10 p.m. will be considered absent for ½ day.

Leaving During the School Day: If a student is to leave school during the day, an excuse note or phone call from the parents/guardians must be provided to the office before school. Any student leaving the building without proper authorization shall be considered truant regardless of the reason. Students must be signed out in the office prior to leaving and immediately upon return to school.

In case of illness and injury: The student's teacher, health aide or other staff will contact the student's parent/guardian and next steps will be determined.

Questions? Parents/Guardians who have questions regarding whether an absence would be excused are asked to call the main office for clarification prior to the absence.

ATTENDANCE OFFICE PHONE NUMBER:

Hillside Elementary: 715-243-1419

Paperjack Elementary: 715-243-7405

Starr Elementary: 715-243-7434

ELEMENTARY HOURS THAT SCHOOL IS IN SESSION: 8:25 a.m. to 3:25 p.m. Monday through Friday

UNEXCUSED ABSENCES CONSEQUENCES

"Truant" – A pupil is absent from school for part or all of any day on which school is in session during the semester without an acceptable excuse.

1 - 2 days unexcused absences: Administration or designee may conference with student and/or parent or guardian. Time may be required to be made up.

2-4 days unexcused absences: Warning letter sent to parent/guardians. Student may conference with school attendance officer.

5-7 days unexcused absences: Parent/guardian will be requested to meet with the school administrator or designee. Student may be referred to law enforcement for a truancy citation. Truancy letter will be sent.

8-10 and beyond days unexcused absences: Referral of student to law enforcement for truancy citation and/or St. Croix County Circuit Court for habitual truancy.

NOTE: The administration specifically reserves the right, in its sole discretion, to recommend disciplinary action including detention, suspension, truancy citation, or court referral for the first unexcused absence or truancy offense or any other disciplinary action that they deem appropriate to the case at hand.

ATTENDANCE - MAKE-UP WORK

See ACADEMICS Make-Up Work-Absences

ACADEMICS

COMPUTER CARTS / KEYBOARDING

Carts of **electronic devices** are available in each classroom for accessing our district approved online resources. Keyboarding instruction 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.

LIBRARY - MEDIA CENTER

Our Library Media Center provides our students access to a well rounded collection of independent reading and informational materials. Chromebooks and iPads are used to access our collection of ebooks, audiobooks and online resources.

Classes visit the Library Media Center each cycle where they have an opportunity to borrow books and participate in activities focused on promoting a love of reading, STEM, and accessing digital tools. In between class visits, students are encouraged to come individually, or in small groups to borrow books as needed.

Library materials are checked out to students for two weeks with renewals being done whenever necessary.

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

MAKE-UP WORK- ABSENCES

Make-up work 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. Make-up work 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.

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.

Many teachers have been trained in the Positive Behavior Intervention Supports (PBIS) and Responsive Classroom (RC) programs and practice the PBIS and RC 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. The Positive Behavior Intervention Supports is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. For more information on the RC and PBIS programs, please visit <https://www.pbis.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.

HEALTH / SAFETY

HEALTH SERVICES

The School District of New Richmond employs a full-time Registered Nurse as School Nurse, whose office is located at the district's central office. Each building has a full-time Health Assistant who is under the supervision of the school nurse and has additional medical training. The Health Assistant is responsible for the day-to-day medications and care of ill and injured students while consulting with the School Nurse as needed. If a student has any special health concerns, please contact the School Nurse at 715-243-7424.

EMERGENCY SERVICES

1. In life-threatening situations or in situations where the need for immediate medical care is suspected, the school has a responsibility to act on behalf of the injured or ill student, employee, or program participant. Emergency medical services must be activated by calling 911. The Building Administrator, designee, or program supervisor must act on behalf of the parent(s) and/or legal guardian(s) when medical assistance and response time may be critical to preserve life or prevent major disability. In these instances, emergency medical services are called first, parent(s) and/or legal guardian(s) second.
2. School personnel shall make every reasonable effort to contact parent(s) and/or legal guardian(s) at home or work when indicated, using the Health and Emergency Information sheet.

ACCIDENT / INJURY

1. School personnel will administer first aid when it is considered necessary to the well-being of the student.
2. If any student is injured in school, on school grounds, on the way to school, or in any school related function on District-owned property, the student shall report to the health services office. If a health services staff member is not available, the student shall report to the Building Administrator, their designee, or a designated person for

immediate care. This individual is responsible for notifying the student's parent(s) and/or legal guardian(s) and filing of the necessary report.

ILLNESS

1. 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 of 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. A teacher who sends a pupil home shall also notify the principal or director of the action.
2. The School Nurse has the responsibility of assessing whether a student may be checked back into school, when a concern for communicable disease exists or existed. As necessitated by the particular concern, the School Nurse shall consult with appropriate Public Health Department authorities and District personnel when making such an assessment.

HEALTH AND ATTENDANCE

Any student absent from school for three consecutive days for medical reasons may be required to present a provider's excuse upon returning to school. Students are not to come to school ill. Any student experiencing illness, running a temperature of 100.0 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 fever free, without medication, and they have met the specific return criteria for any communicable disease if applicable.

A student who has been diagnosed with a chronic condition or illness that requires the student to miss school for multiple and/or extended periods of time will be excused. Students who have a chronic condition or are experiencing extended illness may complete a Chronic or Extended Illness Verification Form. The verification form will outline the condition and the specific impact that the chronic condition or extended illness will have on the student's attendance. The student's medical provider must sign and complete the verification form. The verification form is valid for 30 days from the signed date of the medical provider.

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

ANY medication a student may need at school during the school day MUST be supplied by the parent and dropped off in the Health Office with a completed Medication Request Form signed by the parent and, if a prescription, by the provider as well. This form is available in the Health Office and on the school district's website. All medications must be in their original bottle. Prescription medications must come with a legible pharmacy label. Medications will be kept and administered in the Health Office with the exception of when a Self-Carry authorization is on file.

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.



SCHOOL DISTRICT OF NEW RICHMOND

EVERY STUDENT, EVERY DAY.

2026-2027 School Calendar

July 2026						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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School District of New Richmond	
701 East 11th Street	
715-243-7411	
New Richmond, WI 54017	

July 3	Fourth of July (Observed) - District Office & Schools Closed
Aug 18-21	New Educator Orientation
Aug 24	Professional Learning Flex Day
Aug 25-28	Professional Learning Days
Aug 31	Orientation K-5; Professional Learning Day for MS & HS
Sept 1	Grades 6 & 9 Report; Orientation Grades K-5
Sept 2	Grades 1-12 Programming Begins; Kindergarten Orientation
Sept 3	ALL GRADES PROGRAMMING BEGINS
Sept 7	No School - Labor Day - District Office & Schools Closed
Sept 21	No School for Students - Professional Learning Day
Oct 15	Parent/Teacher Conferences (Early Out for Elem; Full Day MS & HS)
Oct 16	No School for Students (.5 Conferences for Teachers)
Oct 19	No School for Students - Professional Learning Day
Nov 6	End of 1st Quarter
Nov 25	No School for Students - Professional Learning Day
Nov 26-27	No School - Thanksgiving Break - District Office & Schools Closed
Dec 4	End of 1st Trimester
Dec 23-Jan. 1	No School - Winter Break
Dec. 24, 25, 31, & Jan. 1	District Office & Schools Closed
Jan 18	No School for Students - Professional Learning Day
Jan 22	End of 2nd Quarter
Feb 18	Parent/Teacher Conferences (Early Out for Elem; Full Day MS & HS)
Feb 19	No School for Students (.5 Conferences for Teachers)
Feb 22	No School for Students - Professional Learning Day
Mar 5	End of 2nd Trimester
Mar 22-25	No School - Spring Break
Mar 26	No School - Good Friday - District Office & Schools Closed
Apr 2	End of 3rd Quarter
Apr 26	No School for Students - Professional Learning Day
May 28	Graduation
May 31	No School - Memorial Day - District Office & Schools Closed
June 3	Last Day of School For Students (Early Out)
June 4	Professional Learning Flex Day

Key:	
	Early Dismissal Elementary
	End of Quarter
	End of Trimester
	First and Last Day of School
	Graduation
	No School
	No School for Students - Professional Learning Day
	Student Orientation Days
	New Educator Orientation
	Parent Teacher Conferences

January 2027						
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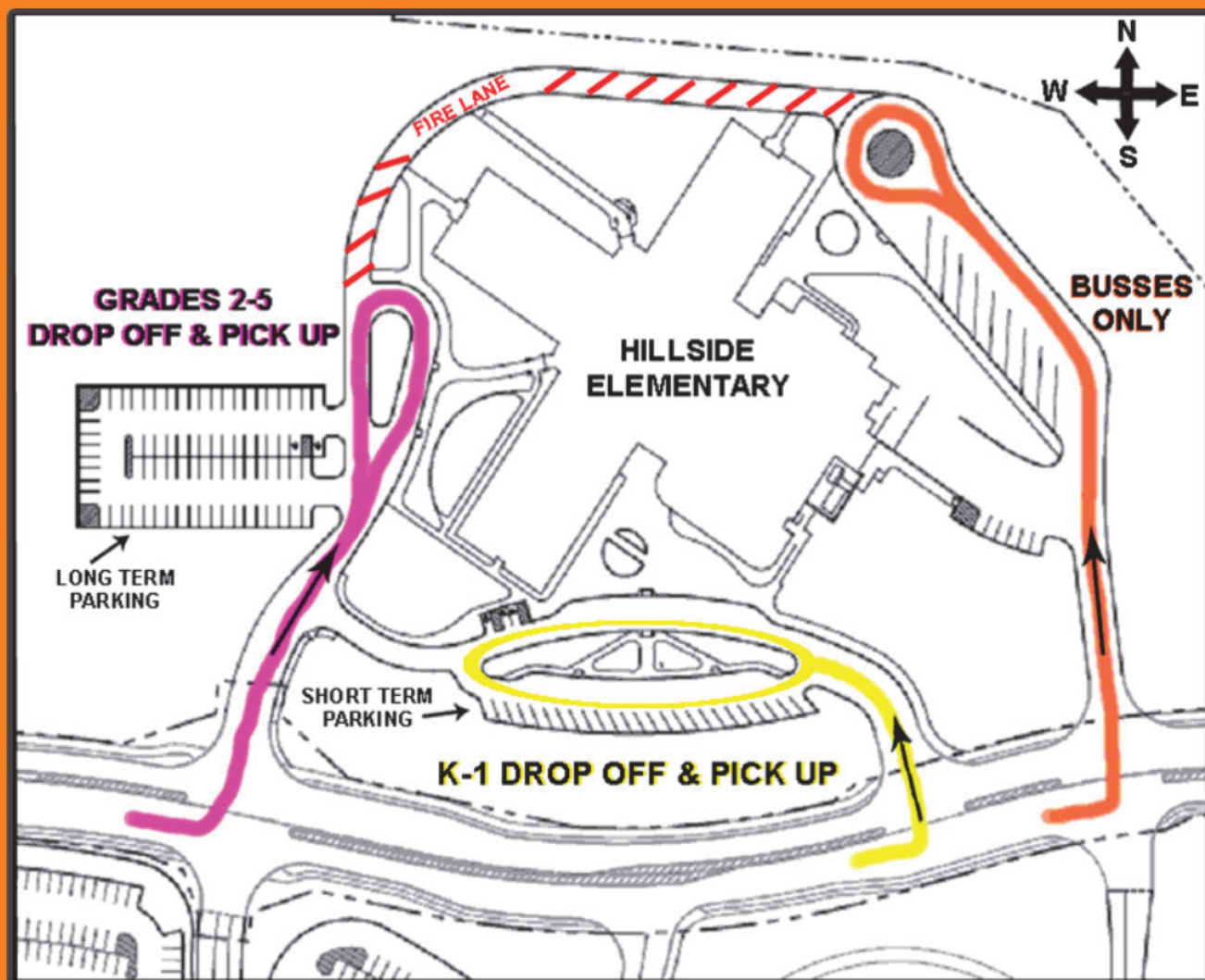
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March 2027						
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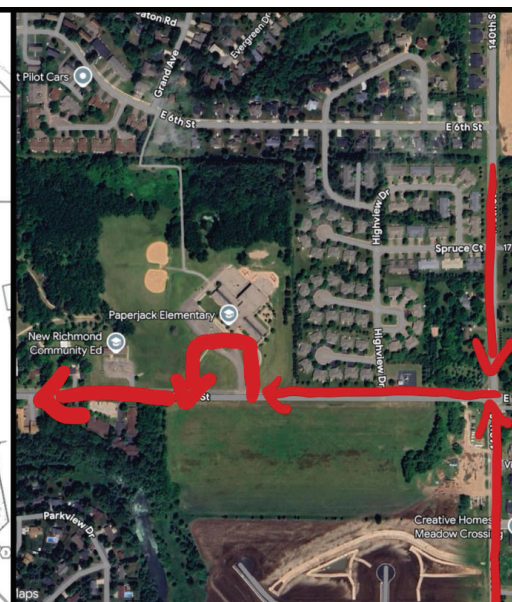
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May 2027						
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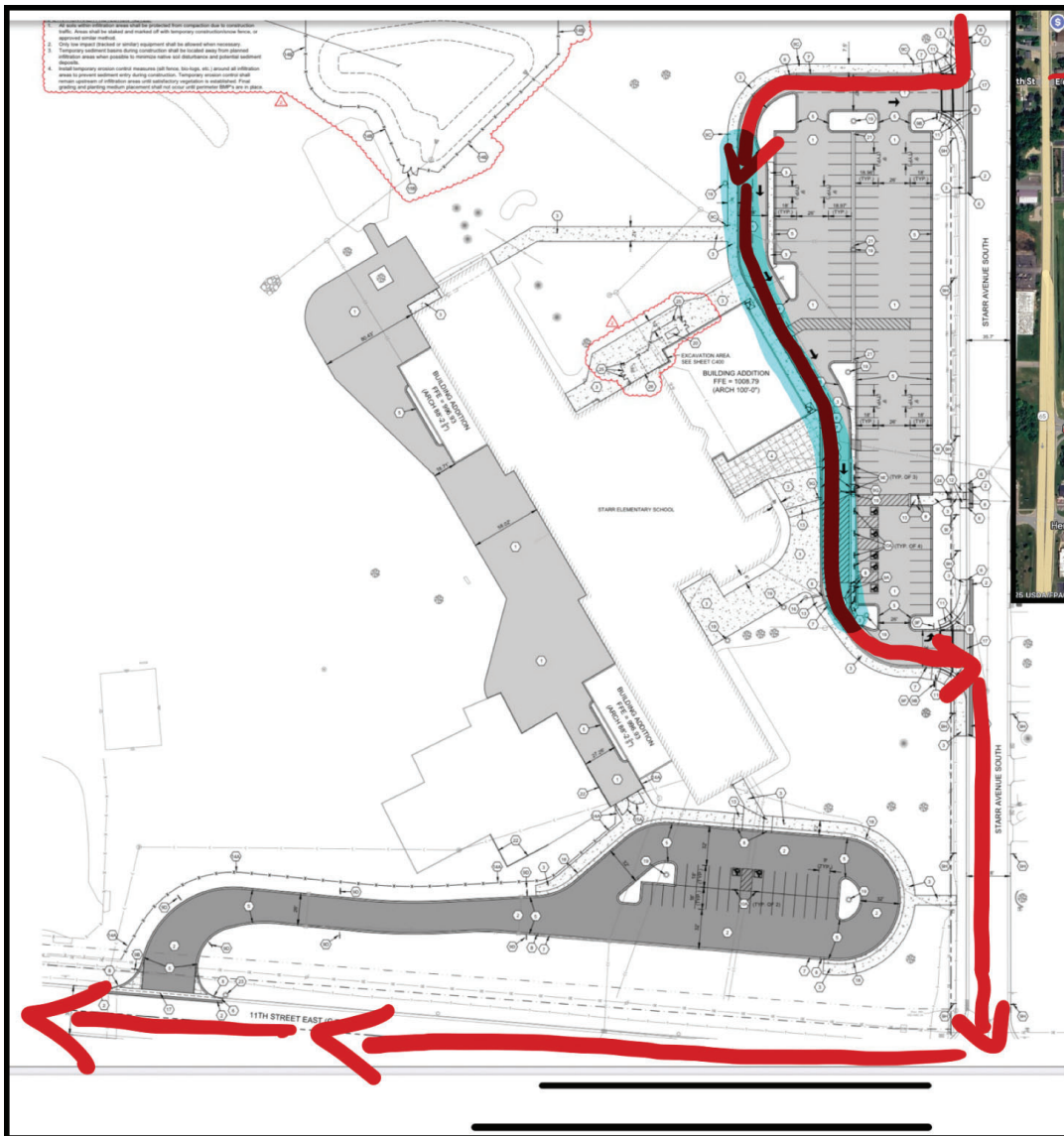
June 2027						
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If you have students in both Drop-Off / Pick-Up Areas (Kindergarten - 1st Grade and 2nd - 5th Grade) the older student would go to the younger student's designated Drop-Off / Pick-Up Area.



Travel west on 11th Street to enter the Paperjack Elementary parking lot through the east entrance. Drive through the Parent Pick-up and Drop-off area highlighted in blue in the visual to the left. Once you have picked up or dropped off your child, exit the parking lot using the west exit. You must turn right on 11th Street when leaving the parking lot.



Enter the Starr Elementary are from the north side of the school. Use 6th Street to access Starr Avenue and drive south to Starr Elementary. Turn right into the east parking lot using the north entrance. Drive through the Parent Pick-up and Drop-off area highlighted in blue in the visual to the left. When exiting the parking lot, turn right to go south on Starr Avenue. At the stop sign, turn right on 11th Street.