



**NEW RICHMOND MIDDLE SCHOOL
STUDENT HANDBOOK**

2022- 2023

STUDENT NAME _____

HOMEROOM _____

GRADE _____

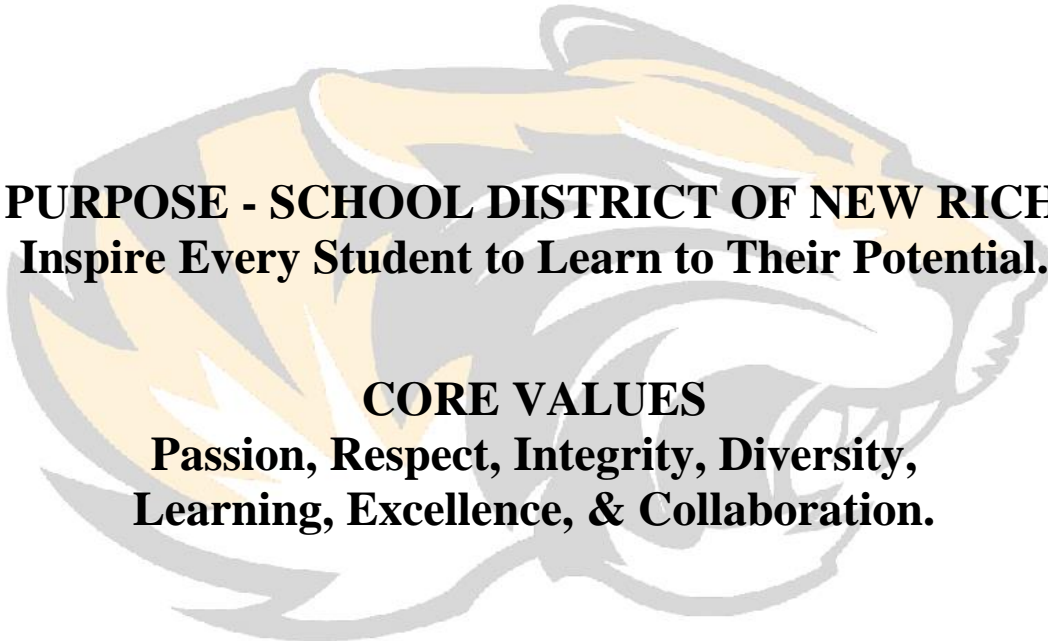
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**CORE PURPOSE - SCHOOL DISTRICT OF NEW RICHMOND
Inspire Every Student to Learn to Their Potential.**

**CORE VALUES
Passion, Respect, Integrity, Diversity,
Learning, Excellence, & Collaboration.**



WELCOME



NEW RICHMOND MIDDLE SCHOOL "WHERE KIDS COME FIRST"

Dear Parents and Students,

Welcome to the 2022–2023 school year! We look forward to working together with you to achieve your child's potential - academically, socially, emotionally, and physically. A strong partnership between home and school creates success for our NRMS students.

As we begin a new school year, students will face challenges and some difficult decisions will need to be made as we travel down the road of student learning. As we do so, we must keep "What is Best for Students" at the heart of the process.

Let me encourage you and your child to read the student agenda book because it covers procedures and policies, which are part of everyday life at NRMS. It is designed to help students organize and plan. It is also an excellent communication tool for students, parents, and teachers.

NRMS is committed to providing a safe and orderly environment for all students and staff. We look forward to working together with you as we inspire students to be resourceful, respectful, and responsible citizens!

Sincerely,

Douglas Hatch
Principal

Network computer Login: Network Password:	Band Lesson:
Classlink Login: Classlink Password:	Orchestra Lesson:
YOUR Family Access Login: YOUR Family Access Password:	Choir Lesson:
PE Locker Combo:	Tiger Quest:

TABLE OF CONTENTS

Code of Conduct	5
Appropriate Behavior	
Dress Code	
Lost and Found	
Sports Equipment (Skates, Skateboards, and Bikes)	
Electronic Devices/Cell Phone Usage	
Code of Conduct Consequences	6
Minor Offenses	
What Happens if I Commit a Minor Offense?	
Major Offenses	
What Happens if I Commit a Major Offense?	
What is a Detention?	
What is In-School or Out-of-School Suspension?	
What is Expulsion?	
What is Disorderly Conduct/Insubordination?	
What is Improper Language/Profanity?	
Building Expectations	7
Lockers	
Hall Passes	
Telephone Messages	
Student Visitors	
Schedule Changes	
Student Arrival/Departure	
Leaving School Grounds	
Plagiarism/Cheating	
Attendance	8
Absences From School	
If I am Absent or Tardy From School, What Should I Do?	
If I Need to Leave During the Day, What Should I Do?	
If I Become Ill, What Should I Do?	
What if I Know I am Going to be Absent?	
When am I Tardy?	
When am I Truant?	
Homework Requests	
Academic Policy	10
Honor Roll	
Honor Roll Guidelines	
Make-Up Work and Late Work Policies	
Emergency Plans	11
Fire Drills and Evacuations	

Tornado Warning
Lock Down Procedure

Activities	11
Extra-Curricular Eligibility Policy	
Field Trips	
Dances	
Support Services	12
Counseling and Guidance	
Nutrition Services – Breakfast & Lunch	
Vending Machines	
Health Services	13
Medications	
Illness	
Asthmatic Students	
New Richmond School Board Policies	15
Internet Use	
Consequences for Violation of the Internet/Computer Network Policy	
Bus Rider Rules	
Harassment	
Alcohol, Smoking or Drugs and Paraphernalia	
Tobacco Possession and Use	
Guidelines for Handling Persons Guilty of Vandalizing School Property	
Possession of Weapons and/or Ammunition	
Assault and Fighting	
Student Suspension/Expulsion	
Nondiscrimination	
Title IX Grievance	
Student Agreement/Field Trip Permission Form	23

NRMS STUDENT RESPONSIBILITY PLEDGE

*I am the one and only person who has the power to decide what I will be and do.
I am in charge of my learning and my behavior.
I will accept the consequences for my decisions.
I will respect the rights of others and be a credit to myself,
my family, my school, and my community.*

CODE OF CONDUCT

All of the students who attend New Richmond Middle School have the right to expect that the best learning environment possible will be provided for them. No student has the right to detract from or interfere with the education of another student. The Code of Conduct is in place to protect the rights of all students and faculty to have a safe and orderly learning environment.

Appropriate Behavior

You **MUST** demonstrate respect for:

- Self and Others
- Learning Environment
- Building

There will be no inappropriate language, public display of affection, or harassment.

Dress Code

Students shall have the right to determine their own attire. Clothing may not be unsafe, unhealthy or disruptive. No hats, hoods, coats, jackets, or backpacks are to be worn during the school day. Undergarments must be covered and not showing. The shoulder straps on shirts, tops, and dresses are to be at least an inch wide (no spaghetti straps). 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.

Staff reserves the right to determine appropriate attire. Students whose attire has been determined inappropriate will be advised to change into something more acceptable. The student will be required to store them in their locker during the school day. Parents may be called to get students who are unable or unwilling to comply.

Lost and Found

Lost and Found clothing articles will be donated at the end of each quarter. Students are encouraged to check the Lost and Found on a regular basis to claim their missing items. All other items (keys, purses, eye glasses, etc.) may be claimed in the office.

Sports Equipment (Skates, Skateboards, and Bikes)

In-line skates, bikes, and skateboards are to be used to and from school only. *These are not to be used during the school day or on school property at any time.* Bicycles/skateboards need to be parked and padlocked to the appropriate rack when you arrive at school and left there until you leave school.

Cell Phone/Air Buds/Smart Watch Usage

1. Cell phone/air buds/smart watch use will be permitted in the commons **after school**.
2. Cell phones/air buds/smart watches brought into the building each morning must be placed in students backpack while in commons/gym. Once dismissed to class, they must be kept in the student's primary locker.
3. Possession or use of a cell phone/air buds/smart watch during the school day is a violation.
4. Consequences:
 - Detention
 - Parent notification
 - Phone device is confiscated and placed in the office for parent(s) to pick up after school, after the detention has been served.

CODE OF CONDUCT CONSEQUENCES

Minor Offenses

1. Lack of cooperation
2. Excessive tardiness
3. Left class without permission
4. Rude, discourteous
5. Inappropriate language
6. Disruptive behavior
7. Out of building without permission (possible out of school suspension)
8. Insubordinate (possible out of school suspension)
9. Other misbehavior

What Happens if I Commit a Minor Offense?

A detention will be issued or other appropriate interventions by staff. If repeated offense then, referral to Administration, which may include one or more of the following:

1. Phone call or email to parent
2. Parent conference
3. Detention
4. In-school suspension
5. Out-of-school suspension

Major Offenses

1. Disorderly Conduct/Insubordination (Board Policy 5500 & 5520)
2. Bullying (Board Policy 5517 & 5517.01)
3. Excessive inappropriate language
4. Assault, fighting and harrassment (Board Policy 5520)
5. Vaping or Tobacco possession and use (Board Policy 5512)
6. Alcohol, smoking, drugs or paraphernalia (Board Policy 5530)
7. Vandalism to property (Board Policy 7440)
8. Possession of weapon and or ammunition (Board Policy 5772)
9. Other misbehavior

What Happens if I Commit a Major Offense?

There will be an immediate referral to the Administration and parent notification. This referral may include one or more of the following:

1. Extended detentions
2. In-school suspension
3. Out-of-school suspension
4. Referral to New Richmond Police Department
5. Court referral
6. Expulsion from school

What is a Detention?

Detentions are time added to the student's school day. Detentions must be served within the week after the detention is issued. Failure to serve the detention as assigned or accumulation of excessive detention hours may result in a suspension. Students must have no outstanding detention obligations in order to participate in extra-curricular activities or participate in class or school field trips. All detentions must be served.

What is an In-School or Out-of-School Suspension?

An in or out-of-school suspension is when you are removed from the classroom and/or school for a period of time based on a violation of the Code of Conduct. Administration will determine the length of suspension following Board Policy if applicable. Suspended students shall be allowed to make up any quarterly, semester or grading period examinations missed during the suspension period. (Board Policy 5610)

What is Expulsion?

Expulsion is defined in the New Richmond School District Board Policy 5610.

What is Disorderly Conduct/Insubordination?

Disorderly conduct/insubordination is the failure to cooperate with reasonable instructions and requests given by persons in authority. These are verbal and non-verbal language and physical behaviors that are inappropriate/offensive. A show of disrespect toward a staff member or insubordination on your part will not be tolerated under any circumstances. Everyone at NRMS has the right to work, study and teach in an atmosphere of mutual respect and dignity. You have the responsibility to respect authority, feelings, physical well-being and property of all members of the school.

What is Improper Language/Profanity?

Improper language/profanity (swearing) or obscene gestures in school and/or at school activities is prohibited. If you are a chronic and/or severe offender, you may be referred to the New Richmond Police Department for disorderly conduct.

BUILDING EXPECTATIONS

Lockers

School lockers are the property of the School District of New Richmond. At no time does the School District of New Richmond relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without consent, and without a search warrant. (Board Policy 5771)

Lockers are provided by the school for the student's convenience. The responsibility for the articles placed in the locker rests entirely with the student. The person to whom a locker is assigned will be charged for any locker damage. All lockers are to be clean, neat and presentable.

Hall Passes

A student must have a classroom pass to leave the classroom during a class period or be accompanied by a staff member. **Passes will be valid as long as the student is traveling in the most direct route to the destination listed on the pass.** Students without a pass may expect a consequence.

Telephone Messages

Messages received from your parent(s) will be given to you during lunch or by the end of the day.

Student Visitors

Parents and other adults with school-related business are always welcome. During the school day, visitors will check in the office with our Raptor System and receive a visitors badge. Guests of students must have written permission from the office and both sets of parents or guardians *at least one day prior to the day of the visit*. No visitors will be allowed the last week of each quarter.

Schedule Changes

Students are not allowed to drop courses for which they have registered. However, special circumstances may arise to justify a change. In such cases, students must obtain prior approval from a parent, counselor, team leader, teachers and administration. The final decision rests with building administration.

Student Arrival/Departure

Students may enter the building at 7:00 a.m. each day. Students not involved in an extra-curricular activity or under the supervision of a staff member must leave the building by 3:10 p.m. Consequences may be issued to students in violation of the above policies.

Leaving School Grounds

Students are not allowed to leave the school grounds at any time unless accompanied by a NRMS staff member, parent or guardian or family member with permission from a parent.

Plagiarism/Cheating

The acts of plagiarism, cheating, or forgery in connection with academic endeavors or school requirements are detrimental to the educational process and the standards at New Richmond Middle School. Depending on the severity, these acts will result in a detention for the behavior and the work must be redone or an alternate assignment/assessment completed.

ATTENDANCE (Board Policy 5200)

Regular attendance is the law! Skipping school is against the law and is known as truancy.

Absences from School

- a. **Excused** - you are absent from class or school with the knowledge and approval of parents/guardian and school officials.
- b. **Unexcused/Truancy** – you are absent from class or school with or without the knowledge or approval of parents/guardian and without the approval of school officials.

If I am Absent or Tardy to School, What Should I Do?

Any time you are absent or tardy from school, the office must be notified by your parent or guardian calling the attendance line (715-243-1616) in the morning by 8:00 a.m. **You are considered unexcused unless you have been called in or bring a written note to the office within 3 days of absence.** *If you arrive after 9:00 a.m. you are considered absent for the morning. If you leave before 2:00 p.m. and do not come back to school, you are considered absent for the afternoon.* If you are out for sickness for more than three days, the school may request a doctor's note.

If I Need to Leave During the Day, What Should I Do?

If you need to leave school for a non-school related reason, you **MUST** bring a note to the office before school begins signed by your parent or guardian stating the time of day and reason. You will be issued a pass to leave class at the time indicated and you are to show it to your classroom teacher and use as your hall pass.

If I Become ill, What Should I Do?

If you need to go home during the day **because of illness you MUST first go to the health office.** Health office staff will then contact your parent.

**** IMPORTANT: ANY TIME THAT YOU LEAVE SCHOOL DURING SCHOOL HOURS, A PARENT OR GUARDIAN MUST COME INTO THE MIDDLE SCHOOL OFFICE TO PICK YOU UP AND SIGN**

YOU OUT. YOU WILL NOT BE ALLOWED TO LEAVE THE BUILDING UNTIL YOU ARE SIGNED OUT.

What if I Know I am Going to be Absent?

When you anticipate an extended absence from school of 1 or more days (other than for medical reasons), a written excuse from your parents indicating the days and reason for the absence should be presented to the office. If approved, the student will be given a **Planned Absence Sheet** that must be signed by a middle school administrator and all of the student's teachers and must be returned to the office before leaving.

When am I Tardy?

Classroom tardy

A student will be marked tardy if they are not in their classroom and ready to work when the bell rings. Three tardies will result in one detention.

Building tardy

A student will receive a tardy to school if they arrive after 7:35 a.m. but before 9:00 a.m. Students need to stop in the office, sign in and receive a pass to class. Three tardies will result in one detention. If students are excessively tardy to school, they will be referred to administration.

When am I Truant?

"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.

The following procedure is used for student truancy issues:

1st violation: School Administrator talks with student and time is made up.

2nd violation: School Administrator and/or school resource officer meet with student and parent.
Truancy citation issued.

3rd violation: Habitual truancy turned over to school resource officer.

4th violation: Juvenile referral to St. Croix County

Homework Requests

Homework requests need to be left on the attendance line by 8:30 a.m. The attendance line is 715-243-1616. Requests may not be completed the same day if the 8:30 a.m. time line is not met, but are available on the middle school website. Homework can be picked up in the office between 2:30 p.m. and 4:00 p.m.

ACADEMIC POLICY

The middle school philosophy necessitates a grading system that provides for consistency, accountability and acceptance of responsibility by students.

The middle school grading system is built around the following criteria:

A+	99.5 – 100% of total points possible	B	83 – 87%	C-	70 – 72%
A	94 – 99.49 %	B-	80 – 82%	D+	68 – 69%
A-	90 – 93%	C+	78 – 79%	D	63 – 67%
B+	88 – 89%	C	73 – 77%	D-	60 – 62%
				F	59% and below

I - Incompletes are given due to illness or extenuating circumstances.

P - Passing – With teacher recommendation and administrative approval, a student who experiences an extenuating circumstance but makes a substantial and consistent effort, may receive a “passing” grade.

Honor Roll

Honor Roll will be named each quarter with students receiving certificates and recognition. Bronze honor roll pins will be awarded to students who are on the Honor Roll any four quarters during the middle school years, silver pins for eight quarters and gold pins for twelve quarters.

Honor Roll Guidelines

Honor Roll is based on a 12-point scale with all classes averaged.

12 POINT SCALE

A+	=	12	
A	=	11	DISTINCTION
A-	=	10	
B+	=	9	HONOR ROLL
B	=	8	
B-	=	7	
C+	=	6	
C	=	5	
C-	=	4	
D+	=	3	
D	=	2	
D-	=	1	
F	=	0	

EXAMPLE

Math	A	=	11
Social Studies	A	=	11
Science	B	=	8
Language Arts	C+	=	6
Choir	B+	=	9
Phy. Ed.	A	=	11
Spanish	B	=	8
Tech Ed.	B+	=	9

Total Points 73

73 Total Point divided by 8 classes
= 9.1 Grade Point Average
(GPA is NOT rounded up)

Students receiving an F in any course are automatically ineligible for the Honor Roll.

Make-Up Work

Students have the opportunity to complete schoolwork missed due to excused absences. After each day of an excused absence, the student will have two days in which to complete the make-up work. Individual circumstances could be such that a teacher may extend the time limit. Teachers may also require students to make up time missed. **It is your responsibility to contact your teachers for missing work when you are absent. If you missed any part of the school day for any reason including school functions, such as band, choir or forensics, you need to make-up the work you missed.**

Late Work Policy

Late work is defined as schoolwork that is incomplete and/or “past due”. Late work will be collected until the end of each unit and will receive 70% of total possible points earned. All late work must be made up one week prior to the end of the grading period. Teachers, in cooperation with building administration, may make a provision to this policy for an individual pending extenuating circumstance.

EMERGENCY PLANS

Fire Drills and Evacuations

Fire drills will conform to the State Fire Marshal Regulations. At the sound of the alarm, you and your teacher proceed as quickly and quietly as safety will permit to the exit designated by the classroom Fire Exit sign. You should walk to a point at least 100 feet from the building. You may return to the building with your teacher when the all clear is announced. Your teachers will explain fire exit procedures to you.

Tornado Warning/Severe Weather

Should a tornado/severe weather warning occur in New Richmond or the immediate area, you will be notified through the public address system and will follow the instructions given by the principal or his/her designee. Your teachers will explain severe storm/tornado procedures.

Lock Down/Hold Procedure

There may be times when it is necessary to keep you in the room for safety (i.e., armed intruder, suicide, serious injury, etc.) Emergency lock down procedures are in place and will be explained by your teachers.

ACTIVITIES

The middle school experience encourages student participation in co-curricular activities. The enrichment/exploratory programs provide students with the opportunity to discover or cultivate their many talents. The following activities are available for students.

YEAR ROUND (all grades)

Student Council
FFA
Yearbook
Tiger Quest
Green House Club
Art Club
Sewing Club

SPRING

Track & Field (grades 7 & 8)
Marching Band (grades 7 & 8)
Trap Shooting (all grades)

FALL

Cross Country (grades 7 & 8)
Football (grades 7 & 8)
Volleyball (girls grades 7 & 8)
Marching Band (grades 7 & 8)
Jazz Band (grades 7 & 8)
Quiz Bowl (grade 6)

WINTER

Drama Club (all grades)
Wrestling (all grades)
Basketball (grades 7 & 8)
Forensics (all grades)
Ski Club (all grades)
Solo/Ensemble (grades 7 & 8)
Spelling Bee (all grades)
Math Masters (grade 6)
Science Olympiad (all grades)
History Fair (all grades)
Destination Imagination (all grades)
Math Counts (grades 7 & 8)

Activities I will be involved in are: _____

Extra-Curricular Eligibility Policy

A copy of the New Richmond Athletic/Activities Code is available to all students/athletes. In general the following shall be considered violations of the codes:

1. Smoking, vaping or possession of any tobacco substance and/or look-alikes.

2. Use or possession of alcohol and/or other illegal drugs and/or look-alikes.
3. Any grade falling below a passing level of D-.
4. Behavior contrary to the ideals, principles, and standards of the school.

If you wish to participate in athletics/activities you and your parents must review and sign the code prior to participation. For more information, contact the activities director or your coach/advisor.

Field Trips

Field trips are a privilege. If you choose inappropriate school behavior, you can be denied field trip privileges. You must have a signed field trip form on file in order to participate in any off school events during the school day. Field trip permission forms are located on page 23.

If your bus riding privileges are suspended, they may also be suspended for field trips.

Dances/Friday Frenzy

1. NRMS students only.
2. School appropriate attire only.
3. Hats/coats off when in building.
4. Student may not leave dance before the end of scheduled event without parental/guardian permission. Parent/guardian must come in person to pick student up early and/or send a note with student to dance so they can be allowed to leave.
5. If a student leaves the building there is no re-admittance.
6. Students may not attend a dance if they were absent that day from school unless it was a pre-planned, excused absence.
7. Dancing styles must be appropriate to the school setting and age of students.
8. All school rules apply.

SUPPORT SERVICES

Counseling & Guidance

The School Counselors at NRMS are 6th Grade: Ms. Casey, 7th Grade: Mrs. Gretzlock and 8th Grade: Mrs. Altmann. You may need to discuss your personal concerns, school challenges, and future goals with other people. Other students and teachers are important resources from whom students can seek help.

The counselor can assist you in coping with problems and stressful situations occurring in your life. The school counselor can help you develop strategies to approach concerns.

You have the opportunity to work individually and in small groups with a school counselor. Meetings can be arranged with a counselor at any time.

Support Programs Phone Numbers:

TeenCare: 1-800-491-8336

National Suicide Prevention Hotline: 1-800-273-8255

National Runaway Switchboard: 1-800-786-2929

Nutrition Services – Breakfast & Lunch

Food Service envelopes are available in the middle school office for your convenience. Please give your payments to the cafeteria staff.

1. BREAKFAST

- Breakfast is served from 7:00 a.m. until 7:30 a.m.
- You are responsible for cleaning up the entire area where you eat and returning all silverware to the proper place.

2. LUNCH

- You are to come to the commons in an orderly fashion.
- You are to bring your hats and coats with you to lunch when needed for going outdoors after lunch.
- Be seated upon entering the commons at a table and wait to be dismissed.
- No food or beverage is allowed outside during lunch.
- Do not leave the commons area during your lunch period without a pass.
- You are responsible to clean up the entire area where you eat, scrape your tray, return it to the cart and put silverware in the proper place.
- All outdoor equipment must be brought in at the end of lunch.

You will be asked to assist with cafeteria clean up on a rotating individual basis and/or by homeroom schedule. This will include but may not be limited to washing tabletops and seats and removing any garbage left behind on or around tables or the commons area.

HEALTH SERVICES

The Health Assistant at NRMS is Ms. Rudolph.

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 Procedures

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 the playground, 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, his/her designee, or 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 for the purpose of diagnosis and treatment when suspected of having a communicable disease or of having any other disease or condition that may potentially affect the health of other students or staff. In this event, school staff will ensure that the parent or guardian are immediately informed.
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.

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.

NEW RICHMOND SCHOOL BOARD POLICIES

Internet Use (Board Policy 7540)

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.

Bus Rider Rules (Board 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 DPI or other appropriate agency. 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.

Responsibilities

A. Bus riders shall:

1. Ride on assigned buses.
2. Board and disembark from their assigned bus at the selected destination.

B. Parents/guardians shall:

1. Call the Bus Company for requests for temporary exceptions to the rule that students ride on assigned buses. Permission for exceptions will only be granted for emergency reasons and will be dependent upon room available.

2. Forward requests for permanent exceptions to the rule that students ride on assigned buses to the district director of fiscal and buildings operations.
 3. Assume responsibility for rides when permission is granted to be let off at other than the regular stop.
- C. Previous to boarding the bus the bus riders shall:
1. Be at designated bus stop on time.
 2. Stay off the road while waiting for the bus.
 3. Conduct them in a safe manner while waiting for the bus.
 4. Wait until the bus comes to a complete stop before attempting to board the bus.
 5. Line up in an orderly, single file manner.
 6. Not rush to get on the bus.
 7. Be courteous.
 8. Not take advantage of younger students in order to get a seat.
 9. Walk to the side of the road facing traffic to get to the bus stop if there is no sidewalk or path.
 10. Use the handrail and watch their step when boarding the bus.
- D. While on the bus the bus riders shall:
1. Not open windows more than two notches.
 2. Keep entire body inside the bus at all times.
 3. Assist in keeping the bus safe and sanitary at all times. Not eat or drink on the bus.
 4. Remember that loud talking; laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 5. Treat the bus equipment as valuable property. Damage to seats, etc., must be paid for by the offender.
 6. Never tamper with the bus or any of its equipment.
 7. Not leave books, lunches or other articles on the bus.
 8. Keep books, packages, coats and all other objects out of the aisles.
 9. Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
 10. Not throw anything out of the window.
 11. Always remain in their seats while the bus is in motion.
 12. Always be courteous to fellow students, the bus driver, the driver's assistant and passersby.
 13. Keep absolutely quiet when approaching a railroad-crossing stop.
 14. Obey the driver promptly.
- E. After leaving the bus the bus riders shall:
1. Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver.
 2. Help look after the safety and comfort of small children.
 3. Be alert for the pre-arranged danger signal from the driver.

The above rules and regulations also apply to any trip under school sponsorship. Bus riders shall respect the wishes of chaperones appointed by school officials to accompany bus riders.

Bus Rule Violations:

When rules are violated, the penalties shall be:

- | | |
|-------------------------------|--|
| 1st Offense | Written report to the School (School contacts parent). |
| 2nd Offense | 1 day suspension from the bus. |
| 3rd Offense | 3 day suspension from riding the bus. Parent conference is recommended. |
| 4th Offense | 5 day suspension from riding the bus including field trips and extra-curricular activities. |
| 5th Offense | Suspension of all bus riding privileges including field trips for the remainder of the year (minimum of one semester). |

Conferences following second, third and fourth offenses shall be arranged by the building principal. For serious offenses, any or all of the above steps may be bypassed.

Bullying and Other Forms of Aggressive Behavior (Board Policy 5517.01)

The School District of New Richmond is committed to providing a safe, positive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Definitions

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, and psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these.

Cyberbullying is defined as the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.[Bill Belsey (<http://www.cyberbullying.ca>)] Cyberbullying includes, but is not limited to: posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on website.

Sexual harassment is any suggestion (express or implied) that any person's treatment is in any way contingent upon or related to their participation or rejection of conduct of a sexual nature. Sexual harassment also includes a wide range of unwanted and unwelcome sexually directed behavior, including unwelcome sexual advances or physical contact; requests for sexual favors; sexual remarks, compliments, jokes or innuendoes; the display of sexually suggestive calendars, posters, or materials; and any other verbal or physical conduct of a sexual nature which creates an intimidating, hostile or offensive working environment.

Racial harassment and pupil harassment based on religion, sexual preference, age, gender, national origin, ancestry, creed, pregnancy, marital or parental status, physical, mental, emotional or learning disability of any other protected classification includes unwelcome, hostile or discriminatory behavior or remarks directed at individuals in any of these groups on account of their membership in these groups. Any comments or behavior which creates a hostile or intimidating working environment for an individual based on his or her

membership in a protected class, and any actions which adversely base an individual's employment conditions or advancement on his or her membership in a protected class will not be tolerated. Examples of prohibited behavior also include racial, ethnic and religious comments or portrayals, perceived slurs of the character of individuals or groups, and attempts to influence the personal religious values or beliefs of others.

Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

Menacing includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

Students, employees and volunteers are mandated to report any instances of improper violations of this policy to his/her building principal/designee. Enforcement of this policy and complaints regarding allegations of harassment shall be processed according to established procedures. All complaints shall be kept confidential to the maximum extent possible.

A substantiated charge of unlawful harassment against a student, employee or volunteer shall subject him/her to appropriate disciplinary action, i.e. training or counseling, suspension, expulsion or discharge.

The human rights officer shall be responsible for coordinating federal regulations concerning unlawful harassment in his/her work site. The district administrator or district-wide designee shall be the designated district human rights officer in the district.

Alcohol, Smoking, or Drugs and Paraphernalia (Board Policy/Guidelines 5530)

Any student using, under the influence, or possessing alcohol, drugs (including non-prescription drugs) or paraphernalia at school or at any school-sponsored activity is subject to school suspension and referral to juvenile authorities (State Laws 161.41(3)(R) and 125.07(4) for appropriate action. All student medications (prescription and non-prescription) must be kept and administered in Health Services office only in accordance with school district policy.

Any student using or possessing tobacco products or vaping at school is subject to possible school suspension and referral to juvenile authorities – State Law 938.983 (C) for appropriate action.

Tobacco Possession and Use on School Premises and in School Vehicles (Board Policy 5512)

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Guidelines for Handling Persons Guilty of Vandalizing School Property (Board Policy/Guidelines 7440)

The following guidelines shall be adhered to:

1. Persons guilty of defacing or injuring any school property shall be required to pay for damages. Full restitution will be sought from such person or in the case of minors, from their parent(s)/guardian(s) to the extent authorized by law.
2. The building principal and supervisor of buildings and grounds shall determine the cost of repair or replacement.
3. If the dollar amount of the restitution is less than \$100 the police may be notified. Vandalism determined to be greater than \$100 is required to be reported to the director of fiscal and building operations, district administrator and the police.
4. If the police are notified, all court correspondence regarding restitution shall be referred to the director of fiscal and building operations. If the police are notified, the building principal shall send notice of vandalism to the person's parent/guardian if he/she is a district student.
5. Vandalism caused by a student from another district will also be reported to that student's principal.
6. In case of default of satisfactory settlement the district administrator will be notified.
7. Supervisor of buildings and grounds shall keep a log of vandalism in the district.

Possession of Weapons and/or Ammunition (Board Policy/Guidelines 5772)

Under the Gun Free Schools Act of 1994 no one shall possess a weapon and/or ammunition while on school premises, in any district vehicle or at any school event without written authorization from the building principal or his/her designee. Authorization shall be given only when a weapon and/or ammunition is handled in a legal manner for the purpose of education and in other cases when possession does not violate a state law.

The only exceptions to this policy are:

1. Weapons and/or ammunition under the control of law enforcement personnel
2. Weapons and/or ammunition under the control of military personnel who go armed in the line of duty.
3. District staff or other contracted personnel may have on their person objects that would be considered by board policy as a weapon if utilized in the performance of their duties.
4. School sponsored activity where simulated props are used in the performance.

The Board defines a "weapon" as any object, which in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), look-a-likes, knives, electric weapons, clubs, metal knuckles, razors, martial arts weapons, explosives, and ammunition.

The building principal or his/her designee if present, or the person in charge of the school event or his/her designee, shall contact law enforcement officers as soon as possible when there is reason to believe a person is possessing a weapon and/or ammunition in violation of this policy. All weapons and/or ammunition known to be in possession in violation of this policy shall be confiscated by staff members or law enforcement officers. Any weapon and/or ammunition confiscated by staff members shall be turned over to law enforcement officers to be disposed of according to law enforcement or state guidelines. The incident should be reported to the child's parent or guardian.

Possession: Possession of a weapon will result in:

1. Confiscation of the weapon.
2. An initial suspension for 1 to 5 days.
3. Contact with the police department and may result in a recommendation to the Superintendent that the student be expelled.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity (i.e. student vehicle, locker, backpack, etc.).

Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy and/or state or federal law.

Threats with a weapon: A student who threatens bodily harm or death to another without physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy and/or state and federal laws.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office for the purpose of turning the weapon in shall not be considered in possession of a weapon.

Assault and Fighting (Board Policy/Guidelines 5520)

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 and fighting do not promote such an environment and are therefore considered in violation of policy.

Assault is a threat of bodily harm or death to another person with or without physical contact. In the case of a student, a threat will result in a parent/guardian conference and will lead to a suspension of up to three days, and the Police Department may be notified. In the case of an employee, a threat will result in appropriate disciplinary action, and the Police Department may be notified.

Fighting shall be characterized by a violent, aggressive behavior by one or more individuals with the intent of inflicting physical harm upon one another. Fighting may include pushing, shoving, and grabbing if such behavior is to be determined aggressive.

Students who engage in fighting with another person will be suspended from the classroom or from the building for up to five days, and the Police Department may be notified.

Assault with a weapon or a look-alike is strictly prohibited on school grounds or at activities. The weapon or look-alike will be confiscated, and the student will be referred to administration and/or referral to local police.

Student Suspension/Expulsion (Board Policy 5610)

Suspension

The district administrator and building principal or other district administrator designee may suspend the following students from school:

1. A student who does not comply with school/board rules.
2. A student whose conduct while at or not at school or under or not under the supervision of a school authority endangers the property, health or safety of others at school or under the supervision of a school authority.
3. A student who knowingly conveys any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.

The district administrator, the principal, or a teacher designated by the District Administration may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student's parent/guardian shall be given prompt notice of the suspension in accordance with state law and established procedures.

Expulsion

The Board may, if the Board is satisfied that the interest of the school demands the student's expulsion, expel the following students from school upon recommendation of the district administrator: Expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

1. A student who repeatedly refuses or neglects to obey school rules or regulations
2. A student who engages in conduct while at or not at school or while under or not under the supervision of a school authority which endangers the property, health or safety or others at school or under the supervision of a school authority.
3. A student who knowingly conveys any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.

Expulsion procedures outlined in state law shall be followed.

Nondiscrimination (Board Policy 2260)

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 programs and activities.

Complaint Procedures: If any person believes that the School District of New Richmond or any part of the school organization has failed to follow state and federal nondiscrimination laws or in some way discriminates on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability or handicap, he/she may bring or send a complaint to the administration office at the following address:

District Administrator
701 East Eleventh Street
New Richmond, WI 54017
Telephone (715) 243-7411

Title IX Grievance Procedure (Board Policy 2266)

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail using the Title IX Coordinator's contact information, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time, including non business hours by using the electronic address, mailing address or telephone number listed below.

Title IX Coordinator:
Kathy Rogers
Title9coordinator@newrichmond.k12.wi.us
715-243-7426
837 E 11th Street
New Richmond, WI 54017

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.

PLEASE READ AND SIGN BOTH PORTIONS OF FORM

PARENT/GUARDIAN – STUDENT AGREEMENT, NOTICE AND CONSENT

I have received and understand the policies and information in the Student Handbook of New Richmond Middle School.

Student Name (please print)

Homeroom Teacher

Student Signature

Date Signed

Parent/Guardian Signature

Date Signed



FIELD TRIP/ACTIVITIES PERMISSION

New Richmond Middle School is using one permission form for the 2022-2023 school year. By signing this permission form you are giving your student permission to participate in all our middle school field trips. This will also include times students must walk to certain activities.

A note will be sent home with your student before each field trip explaining the details about the trip. If you decide not to have your student participate on a special field trip or activity – notify your student’s teacher and proper arrangements will be made for your student.

Parent/Guardian Signature

Date Signed

Phone Numbers (Home) _____ (Work) _____

(Cell) _____

Please return this entire form to your homeroom teacher.