



**RICHFIELD SCHOOL DISTRICT**

**2017 – 2018**

**STUDENT & PARENT HANDBOOK**

**RICHFIELD JOINT SCHOOL DISTRICT NO. 1**

**Mrs. Tara Villalobos, District Administrator**

**Mr. Jeff Carron, Principal**

**Richfield Elementary School  
3117 Holy Hill Road  
Richfield, WI 53076  
(262) 628-1032 -- 628-3013 (fax)**

**Grades 3-8  
Hours: 8:00-3:25**

**Plat Elementary School  
4908 Monches Road  
Colgate, WI 53017  
(262) 628-1778 -- 628-9959(fax)**

**Grades 4K-2  
Hours: 8:15-3:15**

**[www.richfield.k12.wi.us](http://www.richfield.k12.wi.us)**



**RICHFIELD SCHOOL DISTRICT**

Dear Parent/Guardian:

Please review the 2017-2018 Student & Parent Handbook with your child(ren). **A parent/guardian must sign and date below. Each student attending Plat Elementary School or Richfield Elementary School in your family must also sign and date below.** If a child is too young to sign their name, please have the parent/guardian sign for them. **This form must be returned on the first day of school.**

I have reviewed, and will comply with, the Richfield School district Student & Parent Handbook.

\_\_\_\_\_  
PLEASE PRINT STUDENT LAST NAME

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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RICHFIELD SCHOOL DISTRICT

August 2017

Dear Parents and Students:

On behalf of the School Board and staff, welcome to the 2017-2018 school year. It is going to be another outstanding year for our entire learning community, and we encourage all of you to work with us to continue enjoying the successes of the Richfield School District. The 2012-2013 school year included Richfield being named the top school district in the State of Wisconsin by the Gannett Newspaper.

Our mission at Richfield Joint School District No. 1 is to provide an atmosphere where each student can grow academically, socially, and physically. Our strong and child-centered instructional program supports growth by enhancing basic skills and challenging all students to maximize learning and achieving.

Basic to a productive learning environment is an understanding of school policies and procedures. Those policies, procedures, and other essential school information are contained in this **STUDENT- PARENT HANDBOOK**. There have been important changes made to the 2017-2018 school year through the School Board School Improvement Plan. The changes involve: updated programming, facility improvements, new school times at Plat and Richfield Elementary Schools and an academic program that is personalized and with increased rigor. Please read and discuss this handbook together, and note that there is a page for you and your child(ren) to sign that indicates you have reviewed the handbook. *This may be done electronically through Skyward Family Access, or via paper copy enclosed at the front of this handbook.*

If you have any questions or concerns regarding school at any time please feel free to contact us at your convenience. I can be contacted at 262-628-1032 ext. 2101 or at [VillalobosT@richfield.k12.wi.us](mailto:VillalobosT@richfield.k12.wi.us). We will be happy to address your needs in the timeliest manner possible. The school district staff and School Board have worked hard to have an outstanding school year in 2017-2018. Both the returning staff and new staff to the school district bring impressive talents, credentials and experience in providing a learning environment that works.

Once again, welcome to the new school year!

Sincerely,

Mrs. Tara Villalobos  
District Administrator



**RICHFIELD SCHOOL DISTRICT**

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**2017-2018 SCHOOL YEAR**

**SCHOOL BOARD MEMBERS**

Mr. Blair Rogacki – President  
4866 Bunker Hill Ct., Colgate, WI 53017  
262-623-6225  
[rogackib@richfield.12.wi.us](mailto:rogackib@richfield.12.wi.us)

Mr. Paul Propst – Vice President  
647 Moraine Court Colgate WI 53017  
(262)-689-6454  
[propstp@richfield.k12.wi.us](mailto:propstp@richfield.k12.wi.us)

Mr. Chad Gartzke- Treasurer  
1876 Woodsfield Dr., Richfield, WI 53076  
414-659-2986  
[gartzkec@richfield.k12.wi.us](mailto:gartzkec@richfield.k12.wi.us)

Ms. Christine VanDerGeest - Clerk  
4690 Partridge Cir., Colgate, WI 53017  
262-930-9181  
[vandergeestc@richfield.k12.wi.us](mailto:vandergeestc@richfield.k12.wi.us)

Ms. Dawn Sericati – Member  
2965 Skyline Dr.  
Hubertus, WI 53033  
262- 573-9349  
[sericatid@richfield.k12.wi.us](mailto:sericatid@richfield.k12.wi.us)

**ADMINISTRATION**

Mrs. Tara Villalobos - District Administrator  
628-1032, ext. 2101; (262)682-3554  
[villalobost@richfield.k12.wi.us](mailto:villalobost@richfield.k12.wi.us)

Mr. Jeff Carron - Principal  
628-1032, ext. 2102; (414)409-3993  
[carronj@richfield.k12.wi.us](mailto:carronj@richfield.k12.wi.us)

Website: [www.richfield.k12.wi.us](http://www.richfield.k12.wi.us)  
Facebook: <https://www.facebook.com/richfield.k12.wi.us>  
Youtube: <https://www.youtube.com/user/RichfieldTube>

## **SCHOOL BOARD MEETINGS**

The School Board of Richfield Joint School District No. 1 is comprised of five members, elected at large, from the district. The school board generally meets on the **third Monday of every month**, at 7:00 p.m., in the Conference Room at Richfield Elementary School, 3117 Highway 167, Richfield, WI 53076. Special meetings are scheduled and posted as necessary. All residents of the Richfield Joint School District No. 1 are encouraged to attend these regularly scheduled meetings as well as the special meetings called by the School Board.

## **ABOUT OUR DISTRICT**

Richfield Joint School District No. 1 is a 4K-8 district. Early Childhood, four-year-old kindergarten, kindergarten, first, and second grades are at Plat Elementary School, 4908 Monches Road, Colgate, WI 53017, and grades three through eight are at Richfield Elementary School, 3117 Highway 167, Richfield, WI 53076. Prior to 1987 we were known as Richfield Joint District No. 2, with Richfield Elementary being the only building. In 1987, we consolidated with Plat School (District No. 7) and became known as Richfield Joint School District No. 1. Mrs. Tara Villalobos is the District Administrator of Richfield Joint School District No. 1 and administers both Richfield and Plat Elementary Schools. Our graduates attend Hartford Union High School. In a union high school district, each K-8 has its own school board with taxing authority, while grades 9-12 are governed by a separate school board.

Richfield Elementary School has been in existence since 1867. The original building was replaced in 1936 with several additions, beginning in 1960 and the latest being completed in the winter of 2015. The School Board of the Richfield School District has been engaged in a capital improvement program since the 2008/09 school years. In addition to regular rooms for all grades, facilities include: a library, two science labs, art room, music room, special education suite, band room, two technical education rooms, a guidance counselor office, computer lab, a cafeteria and a gymnasium. Completed in 2015, all district offices are located within Richfield Elementary School.

Plat Elementary School was built in 1929, with additions in the 1960s and 1980s. There are classrooms available for each grade level, including a special education room, a library, art room, music room, computer lab and gymnasium. Several specialists (Gym, Music, Spanish, Speech, OT/PT and a psychologist), as well as the Administration, travel between the schools. Plat Elementary School was named a Title I Reward School by the Wisconsin Department of Public Instruction in 2012-13. This honor recognizes high achieving elementary schools in the State of Wisconsin.

Our district operates as three (3) units: 4K-2 at Plat School, 3-5 as the Elementary Unit and grades 6-8 as the Middle School. Recess and lunch hours vary by grade level. An after school daycare program affiliated with the Metropolitan Milwaukee YMCA is also a valuable service provided by the school district at Plat Elementary School. The school district also operates a 4K extension program in the afternoon, named PALS, for 4 year old kindergarten students.

Richfield also offers a wide variety of programs and sports activities. Band is offered to students in grades 4-8; Orchestra is offered to students in grades 3-8. Other programs of interest include: Chorus, Movie Nights, Spanish Club, Student Council, Spelling Bees, Cheerleading, Card Club, Art Club, and DARE (**D**rug **A**wareness **R**esistance **E**ducation). Sports activities include football, basketball, volleyball, track, and softball. The school district also provides breakfast and lunch programs at both elementary schools.

Volunteer activities for parents and community members include the Richfield Association of Parents and sTaff (RAPT). RAPT is a very successful support organization for the school district.

Richfield Joint School District No. 1 is extremely proud of its professional and support staff. All teachers and administrators are certified by the Wisconsin Department of Public Instruction. Our School Board

consists of five knowledgeable and caring individuals who serve the interests of students, parents and taxpayers.

Our students score well above average on standardized assessments. Richfield students have traditionally experienced success in high school and post-high school education. Standardized testing results have put Richfield students and the school district at the top of metropolitan Milwaukee students and school districts. In April, 2012, Milwaukee Magazine named the Richfield School District one of the "Top 10 Schools" in Southeastern Wisconsin. Also, in 2012-2013 the Richfield School District was ranked as the top school district in the State of Wisconsin by the Gannett Newspaper.

Parents are encouraged to visit the Wisconsin Information System for Education Data Dashboard (WISEDASH) at <http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp>, to study how Richfield students did on state tests. WISEDASH provides a good data analysis of test results in grades 3-8. A link to the Department of Public Instruction (DPI) website can also be found on the District's homepage at [www.richfield.k12.wi.us](http://www.richfield.k12.wi.us).

**We encourage you to visit Richfield Joint School District No. 1...We provide quality education along with a great deal of personal pride and care.**



To ensure student growth and achievement through supportive learning environments, while cultivating challenging educational opportunities through parent, staff and community partnerships.

#### **Vision Statement**

We will inspire our students to find the joy in life-long learning, reach their fullest potential and make positive contributions to their community.

#### **Slogan**

Inspiring learners...Cultivating leaders

#### **GOAL**

To make sure that every student and every adult in the Richfield and Plat Schools feels safe and feels that they are a part of our school community.

#### **NONDISCRIMINATION STATEMENT**

It is the policy of the Richfield Jt. School District No.1 , pursuant to s. 118.13, WI Stat., and PI 9 that no person, on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional, learning disability, or handicap, may be denied participation, be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any co-curricular, pupil service, recreation, or other program. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The Richfield Jt. School District No.1 has adopted a policy of nondiscrimination. In addition, the District has adopted procedures regarding the processing of discrimination complaints. Copies of the policy, procedures, and complaint forms are available, upon request from any administrator.

It is the policy of the Richfield Jt. School District No. 1, pursuant to PI 41.04(1)(a), to provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations may be directed to any administrator. Questions or concerns regarding the District's Nondiscrimination Policy and Procedures should be directed to the Coordinator of Discrimination Complaints, Mrs. Tara Villalobos, Richfield Jt. School District No. 1, P.O. Box 127, Richfield, WI 53076. 262-628-1032 ext. 2101.

## **Attendance**

### **ARRIVAL TIME / BUS/CAFÉ SUPERVISION**

Morning supervision **does not begin until 7:45 a.m. at Richfield and 8:00 a.m. at Plat Elementary. Parents are NOT to drop off their children before this time.** Students eating breakfast may report to the cafeteria for breakfast and supervision until school starts. There is supervision until the last bus leaves school at approximately 3:28 p.m. at Richfield Elementary (3:15 p.m. at Plat Elementary). Students who are eating breakfast will be allowed to leave the bus to go into the cafeteria. All other students must remain on the bus until they are dismissed. School hours at the Richfield Elementary School are **8:00 a.m. to 3:25 p.m.** Plat Elementary hours are 8:15- 3:15. Early dismissal hours are as follow: 4K dismisses at 11:00, 5K-2 dismisses at 11:45 and 3-8 dismisses at 11:30.

**4K students will attend school on early dismissal days unless otherwise noted.**

### **ATTENDANCE AND ABSENCES**

The **State School Attendance Law** states that all students are expected to attend school regularly when school is in session. Students are expected to attend school every day, except for illness or a family emergency. **PLEASE NOTE:** If a physician predicts an absence from school of two or more weeks, please contact the school to inquire about instructional assistance. Children may be kept home because of weather conditions parents feel are inappropriate for school attendance. Students are not to be pulled out of school to attend club, athletic or other extra-curricular activities they are not enrolled or participate in.

When a child is absent, Richfield Joint School District No. 1 requires that a PARENT/ GUARDIAN call the school to report the absence. 4K students will attend school on early dismissal days. If a child is absent for 3 or more days, a doctor's excuse is required to return to school. Students are responsible for all assigned work during an absence; students should discuss any learning missed with their teacher(s).

### **TARDINESS**

If a child is late to school, for any reason, the child **must bring a note** from the parent/guardian stating the REASON for their tardiness. The child and adult must **first check into the office and sign in.**

### **CALLING IN A SICK CHILD**

- Call the school **before 8:15 a.m.** Richfield: 262-628-1032 / Plat: 262-628-1778.
- Give child's full name, grade, teacher and reason for the absence.
- Assignments will only be gathered upon your request for grades K-5. (Middle School procedures are stated in the Gr. 6-8 portion of this handbook).

If the absence is not reported by 8:30 a.m., attempts to contact parent/guardian will be made.

**'TRUANCY'** means ANY ABSENCE of ONE OR MORE DAYS **OR** A PORTION OF A DAY from school during which the school has **not been notified, IN WRITING**, of the legal cause of such absence by the parent or guardian.

### **ENTRANCE AGE**

Pupils enrolling for the first time in our school district will be required to present proof of age. A Birth Certificate is the best document for this purpose.

A child may be enrolled in kindergarten if the child's fifth birthday falls on or before the first day of September for registration in the current school year.

## CLOSED CAMPUS

Richfield Joint School District No. 1 is a closed campus school district. Students leaving the school grounds during the school day, or after school functions, must be accompanied by a parent/guardian, and check out in the school office.

## LEAVING SCHOOL DURING THE DAY

If a student must leave school, for any reason, during normal school hours they must present a **note from their parent/guardian to the school**. If a student becomes ill during the day, their parent/guardian will be called to pick up their child. If neither parent can be reached, the contact person from the emergency card, will be called to pick up the child. **The student must be picked up in the office and signed out by an adult.**

## INCLEMENT WEATHER / EMERGENCY DISMISSAL / SCHOOL CLOSING PROCEDURES

Depending upon conditions, students may be indoors for the entire school day or just for a portion of the day. Most days when the temperature is **above 8 degrees F., the students will go outside at recess time**, so have them dress accordingly. **PLEASE NOTE:** No student will be allowed to stay indoors without a WRITTEN EXCUSE from his or her physician.

Usually school will be closed when the buses cannot get into the subdivisions or if the National Weather Service predicts a winter weather warning. Official announcements will be made over television/radio stations WTMJ-620 a.m., Lake FM 94.5, WTMJ – TV4 and WTKM-1540 am & 104.9 fm. Closing/delay announcements will also be posted on the district's website at [www.richfield.k12.wi.us](http://www.richfield.k12.wi.us) and Hartford Union High School's Web site at [www.huhs.org](http://www.huhs.org). An e-mail will be sent to all parents for a delay or closure. Parents are asked to make an EARLY MORNING TELEVISION/RADIO CHECK or Web site check on inclement weather days. The closing will be listed under HARTFORD AREA SCHOOLS. **PLEASE DO NOT CALL THE SCHOOL.**

**DELAY PROCEDURES:** In the event of a one or two hour delay, buses will pick up your child(ren) one or two hours later than their normal pick up time. (Example of a two-hour delay: 7:45 pick up would now become a 9:45 pick up) The Richfield School District usually works cooperatively with the other Hartford area school districts in making delay and/or closing decisions.

Parents are asked to make arrangements for the care of their children in the event that school is closed at a time **other than the normal dismissal hour** due to an emergency. This would be especially important in situations where both parents work. PLEASE complete the BACK of your child's emergency sheet with this information. PLEASE NOTE: If the sheet is left BLANK, your child will automatically be sent home.

## Communication and Involvement

### TEACHER CONTACT TIMES

If parents wish to call a particular teacher, the preferred time to call is before or after the school day (Richfield: 262-628-1032, Plat: 262-628-1778) If the instructor is not available at that time, a voicemail message may be left, or an attempt to contact a teacher by e-mail or through the school's website may be made.

### VISITOR AND VOLUNTEER SIGN-IN PROCEDURE

In order to provide for the safety of your children, faculty, and staff, all visitors are required to report to the office immediately upon arrival at the school, sign in, and receive a visitor's pass. All volunteers must complete and have an approved Volunteer Application on file prior to volunteering.

## VISITORS

During school hours all visitors are **required** to check in to the office upon arrival. Parents are always welcome to visit the school; however, for security reasons **ALL DOORS ARE KEPT LOCKED** during the school day. **Parents needing to drop off a forgotten item(s) for child(ren) should use the main entrance, ring the doorbell, and report to the office. The child will be called to the office to pick up the item.** When planning to speak to a particular teacher, it is important to call first to arrange for a definite time. **Students are not permitted to have friends or relatives attend class with them.**

## VOLUNTEER PROGRAMS

**Richfield Association of Parents and sTaff (RAPT).** This association sponsors many activities for the school community including fundraising. More information about RAPT can be found on our district website.

Our district is very honored to have the valuable resource of volunteers in our community. Parties interested in volunteering for specific activities, should contact the Plat or Richfield Elementary School offices.

## Parent Involvement/Family Engagement Policy 811.1

The Richfield Joint School District No. 1 believes that parents are an integral part of their child's education.

### **District Support for Parent Involvement**

The district shall provide coordination, technical assistance and other support necessary to assist schools in developing strong parent involvement to improve student academic achievement and school performance.

### **Coordination of Parent Involvement Activities with Other District Programs**

The district shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other district and community programs that encourage and support parents in more fully participating in the education of their students.

### **Title I Parent Involvement Guidelines**

As evidence to the Board's commitment to parent/guardian involvement in the Title I program, the Board adopts the following guidelines:

1. The Board delegates responsibility to the district administrator, or designee, for overseeing the coordination of parent/guardian activities to ensure that they have an adequate opportunity to participate in the design and implementation of the Title I program.
2. The district shall provide for parent involvement through the following:
  - Notify each student's parents/guardians in a timely manner that the student has been selected to participate in the Title I program and why the student has been selected.
  - Report to each student's parents/guardians on the student's progress.
  - Provide read-at-home materials and literacy training to parents/guardians to help them promote the education of their child at home.
  - Provide information concerning the Title I program including program planning and evaluation.
  - Conduct annual Title I meetings.
  - Plan and conduct family literacy events each year.

- Provide meaningful two-way communication between parents/guardians and the schools regarding learning standards and student achievement. This may be done through various methods, including: school-parent compacts, report cards, conferences, meetings, telephone contacts, notes, or other appropriate means.

### **USE OF FACILITIES**

A number of groups and organizations regularly use the elementary schools for a variety of activities during post-school hours. If your group is interested in holding a meeting at school or using the school during post-school hours, please fill out a "BUILDING USE FORM" form which can be obtained online or in the office. The completed form is to be turned in to the District Administrator. **PLEASE NOTE: This form must be turned in for approval at least 48 hours prior to the date you're requesting use.**

### **FRIDAY FLYER**

The **FRIDAY FLYER** will be distributed electronically the last day of each week. Families wishing to receive the Friday Flyer in paper format should notify the office. **We urge you to take the time to read this weekly, as it includes all the upcoming activities, such as conference times/ dates, special programs, field trips, sports activity schedules, volunteer needs and opportunities, etc. The Friday Flyer can be accessed on the district website as well.** Once a month the hot lunch menu will be included electronically and will be sent home.

### **RICHFIELD RAIDER**

Improved public relations between our school and community is the purpose of the **RICHFIELD RAIDER** as the district's sole newspaper. It is mailed to all district residents. The following guidelines have been developed to encourage this important form of communication:

- The newspaper will be published at least once during the school year.
- Clubs and other school groups are encouraged to submit articles for publication.
- Articles should be proofread and accurate before submitting them for publication.

### **PROGRESS REPORTS / REPORT CARDS**

Report cards for all students are sent home at the end of each trimester with your child. Additionally, progress reports are sent home with all children in grades 3-8 at the mid-point of each trimester, approximately mid-trimester. Parent/teacher conferences are set-up at specific times throughout the school year; however, parents are encouraged to consult with their child's teacher(s) regarding their progress at any time. Parental attendance at parent/teacher conferences is encouraged. The last report card of the school year will be mailed home. **(Refer to the school calendar for conference times/dates and watch the FRIDAY FLYER). Student progress can be monitored by students and parents on Skyward. Contact the school office if you do not know your login information.**

### **STUDENT DIRECTORY**

A voluntary student directory will be available through Skyward Family Access to participating parents.

### **DIRECTORY INFORMATION – POLICY 347**

Information such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended by the student shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release, in writing, of their own initiation.

Per State Statute, this policy shall be included in the STUDENT/PARENT HANDBOOK and be published as a Class I notice. (School Board Policy 347)

### E-MAILS

Parents are encouraged to provide e-mail addresses to receive the school district regular e-mail communication that takes place between the school district and parents.

### COMPLAINTS/CONCERNS – POLICY 872

#### PUBLIC COMPLAINTS ABOUT PERSONNEL

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Constructive criticism of the schools is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the schools of this district to do their task more effectively.

The School Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

When a complaint is made, the complainant is encouraged to meet with the employee involved to resolve the concern.

In the event the complainant does not desire a face-to-face meeting or a solution cannot be reached, a written complaint should be filed with the immediate supervisor of the employee. The written complaint should include the outcome/solution desired. A copy of the written complaint will be given to the employee.

If the decision of the immediate supervisor is not accepted by the complainant, the appeal will follow the chain of supervision within the School District.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request a meeting with the Board for purposes of further study and a decision by this body. The meeting may be held in closed session as permitted by state law. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues.

The Board shall conduct such meetings in as fair and just a manner as possible. The Board may request a neutral third party to act as moderator to help it reach a mutually satisfactory solution. The decision of the School Board shall be final.

LEGAL REF.: 19.85 Wisconsin Statutes

Date Approved:	11/19/92
Date Revised:	11/19/01
Date Revised:	03/15/10
Date Revised:	03/30/10
Date Revised:	04/19/10
Date Revised:	03/19/12
Revised:	4/27/15
Revised:	7/11/16

## **Programming**

### **ASSEMBLY PROGRAMS**

Assembly programs are provided and sponsored so that special opportunities can be enjoyed and experienced in the school setting.

### **SPECIAL SERVICES**

Special services are provided by the district to supplement the regular instructional programs. These include: Special Educational opportunities, Speech/Language Program, Homebound Instruction, Guidance Counseling, Psychological Testing, Health Services, Physical/Occupational Therapist services, after school program and a PALS program for 4 year old kindergarten students. The district also provides Early Childhood, Gifted and Talented and tutoring programs.

### **PALS EXTENDED LEARNING OPPORTUNITIES (PALS)**

The Plat Area Learning Services (PALS), offers an opportunity for our young students (ages 4 and 5) to extend their learning through hands on learning centers and experiences that occur beyond the typical school day. These learning opportunities will be provided from 11:10- 3:15 Monday through Friday. The children who participate in the extended learning opportunities will have a lunch and a rest time built into their day. This program is an optional program for our families of 4K students, and is provided to extend learning and provide families with a safe and nurturing place for their child to be once the 4K school day ends.

Participation in the PALS learning opportunities is at a cost to the families. A daily rate for participation will be charged. Scheduling for the PALS program is flexible, but a consistent schedule of days is requested to assure staffing. To learn more about the PALS program please feel free to contact:

Christine Konjura	628-1772, ext 3015	<a href="mailto:konjurac@richfield.k12.wi.us">konjurac@richfield.k12.wi.us</a>
Tara Villalobos	628-1032, ext. 2101	<a href="mailto:VillalobosT@richfield.k12.wi.us">VillalobosT@richfield.k12.wi.us</a>

### **HOMEWORK**

Homework is an extension of the opportunity for learning experiences beyond the regular classroom period. Homework is a characteristic of a quality K-8 education. All 3-8 students will utilize an assignment notebook that should be signed nightly by parents.

### **LIBRARY PROCEDURES**

Students in grades kindergarten through second grade will check books out for one week and may renew their books. Students in grades 3-8 will check books out for two weeks and may also renew their books. Magazines may be checked out for one week.

Students with overdue books or magazines will not be allowed to check out more books or magazines until the overdue material(s) are returned.

Students will be charged for any lost or damaged items. The charge will be the amount that it will cost to replace the item.

Students with materials not returned by the end of the semester will have their report card held until the item(s) are turned in or paid for. If payment is made and the item is found, reimbursement will be made to the student or parent.

The School District has established four purposes for the libraries at the Plat and Richfield Elementary School. The purposes of the Richfield School District libraries are as follows:

1. Inspiring life-long reading.
2. Preparing students for 21<sup>st</sup> Century skills.
3. Creating a space to meet and gain access to information.
4. Enriching educational objectives.

The district uses the Destiny Library Management System in order to improve access to the library collections. This is the same library management system used at the Hartford Union High School. Destiny is accessed through a secure web browser providing parents, students and staff with the ability to search the library's collection for information anytime (24/7) from anywhere.

Students, staff and parents can access the Richfield Elementary library collection at the following URL: <https://richfieldjt1.follettdestiny.com>.

### **PHYSICAL EDUCATION / RECESS PERIODS**

All children are expected to participate in physical education and recess unless a **written excuse is presented FROM A PHYSICIAN**. Requests by the parent/guardian for excuse from participation will not be honored.

If your child has symptoms of a cold, sore throat, etc., and you feel their activity should be limited, **it is doubtful whether they should be attending school**.

Most days when the temperature is above 8 degrees F., the students will go outside at recess time, so please have them dress accordingly. Snowpants, boots, hats and gloves are an expectation during winter. **A student may be allowed to stay indoors with a written excuse from his/her physician.**

All students are REQUIRED to have tennis shoes for physical education classes. The P.E. teacher will provide information regarding recommended clothing for gym periods. Gym apparel should be laundered frequently. All gym apparel/equipment should be properly labeled for quick identification.

The use of school playgrounds is to afford students the time and opportunity for safe and positive interaction with other students. Recess or other playground time is valuable time when all students can safely interact with other students and staff.

### **PARENTS RELIGIOUS RIGHTS AND THE CURRICULUM – POLICY 333**

The Richfield School Board provides a curriculum that is well rounded and consistent with mandates of the State of Wisconsin. The board recognizes the rights of parents to deny their child's participation in certain curricular activities because of the family's religious beliefs. Therefore, students may be exempt, on a limited basis, from a particular pre-planned classroom activity or from portions of the curriculum because the content would violate the family's religious rights.

The District Administrator shall be responsible for reviewing and acting upon requests for student exemption from classroom and/or curricular activities. All requests must be in writing and signed by the student's parent/guardian. All correspondence will be considered confidential. When an exemption is granted, alternate class work, if feasible, will be assigned.

Complaints regarding this policy shall follow Policy 872- Complaints and Concerns.

This policy shall be published yearly in the Richfield Raider and student handbook.

The Richfield Joint School District No. 1 does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

### **CO-CURRICULAR ACTIVITIES**

Any and all students staying after school to watch an activity must be accompanied by a PARENT/GUARDIAN. If there is not a parent/guardian accompanying the student, they will be sent home on the bus or do whatever the "normal procedures" for that particular day are, such as a day care facility or a sitter, etc.

Students participating in co-curricular activities are not covered under the district's insurance policy for injuries and illnesses while participating in sports. Student Activity Optional Insurance Coverage information has been made available to parents in the Back-to-School packet

### **CO-CURRICULAR FEES FOR 2017-18**

Football, volleyball, cheerleading, softball, intramural sports, track, and forensics - \$30.00  
Basketball - \$50.00  
Clubs - \$15.00  
Lego Robotics Club - \$25.00  
A maximum of \$130.00 per student will be charged.

Qualifying families may be eligible for financial assistance. Families can contact Athletic Director for further details.

### **CO-CURRICULAR ACTIVITIES & PROGRAMS - POLICY 370**

Richfield Joint School District No. 1 believes that the total education of the young people entrusted to it extends beyond the classroom. Co-curricular activities are recognized as an integral part of the educational program. Students are strongly encouraged to participate in such activities, while giving their academic work the priority it deserves.

Co-curricular program goals

1. Emphasize the importance of scholastics and its relationship with co-curricular activities
2. Serve the varied needs, interests and abilities of district students
3. Promote participation and performance activities that develop self-esteem and self-control
4. Enhance peer and adult interaction, mentorship and cooperation
5. Allow students to acquire new skills and enhance existing ones
6. Provide cultural enrichment, entertainment, service and support for the community
7. Help students develop leadership, good sportsmanship and instill the value of healthy competition
8. Promote school spirit, unity and a common identity within the community
9. Encourage lifetime interests in programs initiated in school

Co-curricular activity is defined as any school sponsored group, organization, club, etc., that does not relate to the basic curriculum/ required classes of Richfield Jt. School District No. 1. Participation in all co-curricular activities shall be governed by a Co-curricular Activity Code and reviewed regularly by the co-curricular director.

The Board encourages the full participation of students in available co-curricular and recreational programs and activities that are offered by and through the District. For purposes of this Board policy, "full participation" means fair and equitable participation opportunities (1) in a manner consistent with applicable nondiscrimination requirements, and (2) to the extent that the budget, facilities, or type of activity allows. The co-curricular director, or designee, is responsible for informing students and parents and guardians of the co-curricular and recreational activities that are available at the relevant grade levels and for implementing registration and scheduling processes in a manner that gives due regard for the goal of full participation.

The District shall not unlawfully discriminate in admission to or participation in any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of the person's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This policy does not, however, prohibit the District from placing a student in a program or activity based on standards of individual performance, or from providing separate programs and facilities in interscholastic athletics for males and females if such programs and facilities are sufficiently comparable in type, scope, and support from the District. Discrimination complaints shall be processed in accordance with established District procedures.

### **Legal References:**

#### **Wisconsin Statutes**

- [Section 118.13](#) [student discrimination prohibited]  
[Section 118.133](#) [home-based private educational program student participation in interscholastic athletics and extracurricular activities]  
[Section 118.293](#) [requirements for addressing concussions and head injuries in youth athletic activities]  
[Section 120.12\(23\)](#) [policy requirement; access to extracurricular and recreational activities by K-8 students]  
[Section 120.13\(1\)](#) [school board power to adopt student conduct rules and discipline students]

#### **Wisconsin Administrative Code**

- [PI 9.03\(1\)](#) [student nondiscrimination in student extracurricular activity and interscholastic athletics policies]

Approved 7/21/93

Revised: 8/16/93, 2/20/95, 6/19/95, 4/28/97, 12/17/07, 7/21/08, 7/11/16, 7/24/17

## **CO-CURRICULAR ACTIVITY CODE**

### Activity Code

The Richfield Joint School District No. 1 expects that students involved in co-curricular activities will be leaders in our school. These students should conduct themselves in such a way as to assure respect for themselves, for the co-curricular program, and for our school. Organizational rules for particular activities shall be communicated to participants and parents/guardians by the respective coaches/advisors.

As a member of a co-curricular group, the following rules will be enforced:

#### Scholastic:

Students must sit out one contest per D or F grade earned on the mid-term progress report. Students must sit out the next immediate contest(s)

Students must sit out one contest per D earned on the end-of-trimester report card. Students must sit out the next immediate contest(s).

Students earning a grade of F on the end-of-trimester report card will become ineligible for a three week period. Students may participate in practices during this time. At the end of the three week period, the student's grade will be reviewed. After the three week period, students who are able to earn and maintain a grade of C or better will be fully reinstated; those who are unable to earn and maintain a grade of C or better will be removed from all team activities for the remainder of the season.

Under certain circumstances the student may work out a contract with the parent, coach, and district administrator, or designee, to become eligible or remain eligible for the current season of activity.

#### School Attendance

A student must be in regular attendance for the entire day on the day of a contest or activity.

#### Co-Curricular Attendance

An unexcused absence is one that the coach/advisor is not informed as to why a student is not at a practice, meeting, or contest. Where applicable, after two unexcused absences the student has to sit out one contest. After three unexcused absences the student is dismissed from the group.

#### Conduct

For the second, and each subsequent major behavioral infraction, students will be required to sit out a single contest per infraction. Students must sit out the next immediate contest(s).

Students receiving an in-school suspension will be ineligible to participate in the next two contests for the first offense and the remainder of the academic year for additional suspensions. Students receiving an out-of school suspension will be ineligible to participate in the next three contests for the first offense and the remainder of the academic year for additional suspensions. Under certain circumstances during the school year, if a student uses, or is in possession of tobacco, alcohol, or any other illegal substance, he/she will be dismissed from the group/team and will be ineligible to participate in any group/team for a period of six calendar months.

#### Team/Group Dismissal

If a student misses four contests because of unexcused absences or school conduct he/she will be dismissed from all co-curricular activities for the remainder of that season (fall, winter, or spring).

#### Extenuating Circumstances

Extenuating circumstances may be given special consideration by the co-curricular director.

#### Participation Fees

Students are required to pay a participation fee for certain activities, unless they are exempt.

## **Health/Safety**

### **SAFE SCHOOLS**

The Richfield School Board and staff provide a safe and healthy learning environment. This means that the school district reserves the right and obligation to provide a drug and violence free environment through various options such as supervision, transportation rules, canine searches or other appropriate means.

### **EMERGENCY DATA SHEETS**

Emergency data sheets for **all** pupils must be on file in the school office. These sheets are mailed to your home in August. Parents are asked to record the required information for each child in their family and return the sheet(s) promptly. Please make sure the sheet is signed and **both sides** are completed. The school secretary must be notified any time there is a change in the information recorded on these sheets, such as a change in your work number, or emergency contact person/number.

### **HEALTH INFORMATION**

A physical examination is requested for each kindergartner beginning school in Richfield Joint District No. 1. In order for your child to register and attend school, an immunization form must be completed, signed and returned to the school.

## **IMMUNIZATION LAW:**

Every student must provide evidence of complete immunization or submit a signed waiver claiming health, religious or personal conviction reasons for not being immunized. The school the student is attending must receive this information within 30 days of admission. The state immunization requirements are as follows:

Pre-K (ages 2 through 4 years): 4 DTP/DTaP/DT, 3 Polio, 3 Hepatitis B, 1 MMR, 1 Varicella  
Grades K through 5: 4 DTP/DTaP/DT/Td, 4 Polio, 3 Hepatitis B, 2 MMR, 2 Varicella  
Grades 6 through 8: 4 DTP/DTaP/DT/Td, 1 Tdap, 4 Polio, 3 Hepatitis B, 2 MMR, 2 Varicella

Parents of students who are not immunized and do not have a signed waiver on file will be notified by the school, within 30 days after admitting that student, about the consequences of failure to comply with the law.

Consequences include notifying the local district attorney of students who are non-compliant. The district attorney may seek legal action against the parents resulting in a fine of up to \$25.00 per day for every day the student remains non-compliant and an order for the child to be immunized.

If an outbreak of any vaccine-preventable disease occurs, those students who are not completely immunized against that disease may be kept out of school by the Department of Health and Social Services until the outbreak ends.

Parents of children who are not immunized are urged to contact the Washington County Community Health Nursing Services at 262-335-4462 immediately for immunizations and further information.

## **SCHOOL BOARD MEDICATION POLICY**

### **ALL MEDICATIONS ADMINISTERED AT SCHOOL REQUIRE A SIGNED PARENTAL CONSENT ON DISTRICT MEDICAL FORMS.**

Pupils requiring medication at school shall be identified by parents to the administrator. Designated school personnel will be involved in administration of the medication. This does not prohibit parents from determining that their older and reliable child may assume the responsibility of self-administration of medication with approval of the practitioner and notification of district administration.

The practitioner or pharmacist shall be requested by the parents to supply a **properly labeled and dated unopened container of medication** for the school authorities that includes the **written instructions from a practitioner.**

Over the counter medication sent to school by a parent must be in a new, unopened container. School personnel shall **under no circumstances** provide aspirin or any similar medications to students. Diagnosis and treatment of illness and the prescribing of drugs are never responsibilities of the school and should not be practiced by any school personnel.

## **SCHOOL NURSE**

The Richfield School District contracts with CESA #6 for School Nursing Services. Any questions for the school nurse should be directed to Janet Jocham at the Richfield Elementary School at 262-628-1032

## **ACCIDENTS AND INJURIES**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the person in charge and to the school office via the online accident report form, which can be found at: [http://www.richfield.k12.wi.us/staff/staff\\_only/#](http://www.richfield.k12.wi.us/staff/staff_only/#).

In the event of injury requiring a doctor's attention, every effort will be made to contact the parents. In cases of extreme emergency, or when parents cannot be reached, the Washington County Sheriff's Department or the Richfield Fire Department will be called for assistance.

The safety and welfare of students is of great importance to parents and the district. If a child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of the child:

- A. **If a child has a minor accident, the following action will be taken:**
  1. First aid will be administered, following standard Red Cross or school approved procedures.
  2. The child will be returned to class.
  
- B. **If a child is unable to go back to class because of illness or minor injury, the following steps will be taken:**
  1. Parents, guardians or emergency contacts will be called to transport the child home.
  2. If the district is unable to reach any of the above, the child will be kept in school and continued attempts will be made. If the district is unable to contact anyone by the end of the school day, the child will be sent to his/her **regular after school place**, i.e. home, sitter, etc.
  
- C. **If a child is in need of immediate medical attention, the following steps will be taken:**
  1. First aid will be rendered immediately, according to standard Red Cross or school approved procedure.
  2. Parents, guardians or emergency contacts will be called.
  3. When necessary, the student will be taken to his/her physician's office or to the nearest medical facility.
  4. Transportation to a medical facility will be arranged for the student through the parent, by ambulance, or by school personnel, when deemed necessary.
  5. School district physician and/or the family physician may be contacted.

#### CHILD FIND

Notice of Child Find Activity: Confidentiality of Personally Identifiable Information Obtained Through Child Find Activities

Richfield School District

The information in this publication also appears in Spanish and Hmong.

Richfield School District is required to locate, identify and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year: 4K and 5K screening in the spring. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any format. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- The right to request the amendment of the student's education records Parents or eligible students may ask the Richfield School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special

task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### **COMMUNICABLE DISEASES**

The guidelines set forth by School Board Policy 453.3 will be followed regarding communicable diseases. This policy reads, in part, as follows: "The rights and responsibilities of parent/guardian and their children, as well as those of school staff, shall be recognized. These rights and responsibilities, however, are to be balanced with the general welfare of the total school population." "Students and staff may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease as defined in the Administrative Procedure (Section B-C) that poses significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedure."

#### **24 hour rule for illness:**

A student should be kept at home when the following signs and symptoms prevail:

- A temperature of 100 degrees or more (without treatment with pain/fever reliever),
- A productive cough
- Purulent (green, yellow, thick, or otherwise unusual) nasal or eye drainage
- Diarrhea (liquid, colored stools)
- Skin rashes/eruptions
- Red throat, swollen glands around the jaws, ears, or neck
- Complaints of severe ear ache, stomach ache, sore throat, headache
- Nausea or vomiting
- Lethargy, general complaints of muscular aches and pains
- Head or body lice

Students presenting any of the signs or symptoms mentioned above should **remain at home until they are symptom free for 24 hours**. Our purpose is not only to protect all students, but also prevent students from returning to school with a decreased resistance to infections.

### **WELLNESS POLICY 458**

#### **School Wellness Policy Statement**

Recognizing that improved health optimizes student performance potential, the Richfield Jt. School District #1 shall promote life-long healthy habits to enhance each child's academic, physical, emotional, and social development. The Richfield Jt. School District #1 shall create an environment that supports wellness education with an EC-8 curriculum, good nutrition and healthy eating habits, and opportunities for regular physical activity as part of the total learning environment. This wellness policy aims to provide students the opportunity to develop the knowledge and skills for a variety of physical activities, maintain physical fitness, and understand the benefits of a physically active and healthy lifestyle.

Approved: 2/22/07

## School Wellness Policy Administrative Rules and Guidelines

### Comprehensive EC-8 Physical Education Curriculum

- Physical education should be designed to build interest and proficiency in the skills, knowledge and attitudes essential to lifelong physically active lifestyle.
- The District whenever possible, shall encourage other means of disciplinary action other than using withholding physical activity.
- Provide time for students to engage in age appropriate physical activities. A quality physical education program is an essential component for all students to learn about and participate in physical activity.
- Physical education will be included in a school's education program from grades K5 through 8<sup>th</sup>.
- In grades K5-8, physical education will be provided 3 times a week so that students develop the knowledge and skills to be physically active for life.

### Student Nutrition Services: Food and Beverages Served and Sold During the School Day

#### *General Guidelines*

- Classroom snacks should reinforce the importance of healthy choices. The schools shall provide suggestions of healthy choices for parents and families
- Classroom celebrations should encourage healthy choices and portion control. Staff should receive guidance from the school on foods that are appropriate for such celebrations (i.e. classroom parties, birthday parties, etc.)
- Food and beverages sold as part of a fundraiser shall not be sold during the school day. Order forms for fundraising are allowed in accordance with school rules.
- Reevaluate merit party rewards for middle school. The use of food as a reward (such as candy) should not be a common practice.
- School stores shall not sell food items and beverages other than water.
- Encourage staff and students to utilize healthy, nutritious food choices or non-food items for class or student incentives.

#### *Concession Stands*

- Concession stands operated by school-sponsored groups shall include healthy food and beverage choices.

#### *Vending*

- All vending machines, accessible to students, shall have healthy choices, increasing the number of healthy choices offered each year for the next three years.

#### *Lunch*

- Food and beverages available offered over the course of a school week should be nutrient-dense, including whole grain products and fiber-rich fruits and vegetables to provide students a variety of choices to maintain a balanced diet.
- Foods and beverages during the school day should include a variety of healthy choices that are of excellent quality, appealing to students, and served at the proper temperature.
- Foods and beverages available during the school day should minimize the use of trans and saturated fats, sodium, and sugar and meet or exceed the Dietary Guidelines for Americans.

#### *Water Consumption*

- Building principals shall encourage the consumption of water throughout the school day. In the content area classes where water consumption poses a safety concern (i.e. science, computer lab, etc.) teachers shall use their own discretion.

### Community Awareness

- Fitness and nutrition education will be provided to parents/guardians beginning at the elementary level. The goal will be to continue to educate parents/guardians throughout the middle school level.
- Fitness and nutrition education may be provided in the form of handouts, postings on the District website, community activities or presentations.
- An annual school-wide health promotion event that focuses on nutrition value and healthy lifestyles will be held each year.

## Monitoring and Evaluation

A District Health and Wellness Committee shall be established and representatives shall include: a District Administrator, school board member, food service representative, physical education teacher, 1-2 classroom teachers, district personnel, 3 parent/community members, and 2 students, 6<sup>th</sup> & 7<sup>th</sup> grade.

### Goals for Measurement and Evaluation

The faculty and staff of Richfield School Jt. District #1 will review quarterly for the first 2 years of implementations, then semi-annually annually thereafter, the Wellness Policy and make recommendations to the Wellness Committee. The Wellness Committee will then discuss and provide future recommendations to the school board, administration and affected school programs.

## **Behavior**

### **STUDENT CODE OF CONDUCT**

#### Policy 443 - Student Conduct

The District recognizes and accepts its responsibility to create, foster, and maintain a safe and orderly school environment, conducive to the teaching and learning process. Every member of the school community is expected to cooperate in this primary mission. Administrators, teachers, and all other staff members will work collaboratively to provide schools, classes, and activities that are safe and where effective learning is possible.

Students are expected to come to school ready and willing to learn and to follow school rules while at school, and while representing the school in the larger community. Students are also expected to abide by the code of conduct and behavior as outlined in the Parent - Student Handbook, and/or as stated in the rules and regulations established in each school.. Any student who violates the Code of Conduct may be subject to disciplinary action.

The District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability/handicap, or any other basis protected by state or federal law.

Good student behavior is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth. Good discipline habits assume consideration for the rights of others, cooperation with everyone in the school community, respect for others and the property of others, self respect for one's own individual worth, and pride in one's own achievements.

Good student conduct provides for a safe and orderly environment where students can grow to their full academic and social potentials.

Students who exhibit appropriate behavior will receive positive reinforcements individually and on a group-wide basis. Values such as honesty, integrity, truth, respect, right and wrong, responsibilities, etc. are taught in the Richfield School District.

Legal Reference: WI State Statutes Sections 118.128, 118.13, 118.164, and 120.12(1).  
WI Administrative Code PI 9

Adopted: 7/20/15

## **VANDALISM INCLUDING CARE OF SCHOOL PROPERTY Policy 731.2**

Students should share in the responsibility of keeping the school property and equipment in their best possible condition.

The Board views vandalism against school property by students as reprehensible. Any student who intentionally damages school property or equipment shall be held responsible and shall make restitution to the school in the amount determined by the Administration. When a student is unable to make restitution, his/her parent/guardian shall be held financially liable.

Adopted: 4/25/16

## **STUDENT LOCKERS – POLICY 446.1**

School lockers are the property of Richfield Joint School District No. 1. At no time does Richfield Joint School District No. 1 relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Introduced: 9/19/94 Approved: 12/19/95

## **MONEY, VALUABLES, CELL PHONES, AND ELECTRONIC DEVICES**

Students should leave money and valuable items at home. Cell phones or electronic devices may be brought to school but must be kept in locker and/or backpack and used only before or after school hours as a family communication/emergency device. All cell phones used during the school day will be confiscated by the staff and returned at the discretion of the staff. Electronic devices are to be kept in lockers or kept in the school office with special permission. Confiscated cell phones and electronic devices are returned at the discretion of the District Administrator based upon repeated offenses, the level of disruption caused by the use of a cell phone and/or the reaction of the student to the confiscation. Cell phones and electronic devices are only to be used at designated times at movie nights, dances or at graduation. Cell phones will be confiscated if they are being used without permission at these events and will be returned at the discretion of the District Administrator. The use of cameras or cell phones to take photographs is prohibited in locker rooms, bathrooms, or other areas where a staff member or student could reasonably expect privacy. A detention(s) may be given to a student by a member of the administration if a cell phone or electronic device is confiscated. The administration has the authority to ban an individual student from having a cell phone on school property or in their locker.

Richfield students may use their own personal cell phones to call home for forgotten items before or after school. The items must be brought to the office. Students will return immediately to their classes and may not wait at the doors or outside for their forgotten item(s).

## **GROOMING**

Proper student dress and grooming is a responsibility of the student and their parents. Neatness and cleanliness, should prevail as acceptable standards for attire and appearance. Clothing that is distracting to the educational environment will be addressed on a case-by-case basis. Students should dress according to the weather. Dry shoes are to be worn in the classrooms at all times. **All students** are required to keep a pair of gym shoes at school for the year. Coats, hats, and jackets are not to be worn during the school day unless specific directions are made to wear them ("Hat Day," etc.). The Administration, or designee, will have a discussion with students and parents about the appropriateness of attire. In some cases, students will need to change their clothes and/or be sent home if inappropriate clothing is worn to school.

For the safety of the children, appropriate footwear must be worn at school.

## **ANTI-BULLYING**

Anti-Bullying Policy

443.71

The Richfield Jt. School District No. 1 School Board supports an educational environment that is free of bullying. It is the policy of the District that its students, parents, employees, or volunteers will not engage in any form of bullying or intimidation toward other students, employees or volunteers.

“Bullying” means, among other things, striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts of intimidation which cause discomfort to, or humiliate another person or which interfere with the recipient’s academic or job performance. “Intimidation” means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Behaviors characterized as bullying or intimidation may take place at school; during a school-sponsored activity; on school buses; or through the use of school equipment, the internet or social media in the case of “cyberbullying.” Cyberbullying is defined as bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Bullying or cyberbullying may take place in or out of the school environment, and at any time. Students who engage in any form of bullying or cyberbullying behavior at school or at a school-sponsored activity, will be subject to disciplinary action in accordance with Board policy. This action may include off campus behavior that causes substantial disruption to the educational environment. Consequences and sanctions for such actions, including retaliating against someone for reporting

Third party witnesses are strongly encouraged to report observed incidents of bullying/intimidation to staff or school representative. Efforts will be made, when requested, to maintain the confidentiality of a witness’s identity unless the witness is requested to testify in a hearing.

Retaliation against any individual who complains of bullying/intimidation or anyone who participates in a bullying/intimidation investigation is strictly forbidden by the District, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

Students are encouraged and expected to report incidents of bullying to any staff member or school representative at his or her school, preferably within 24 hours, for proper investigation. Reported incidents of bullying will be investigated by the district accordingly.

Education, intervention and prevention shall exist for staff and students to ensure a learning environment free of bullying or intimidation toward and between students and staff. The Administration and staff will inform students that the Richfield Jt. School District No. 1 does not tolerate bullying or intimidation and will take all necessary and appropriate action to eliminate it, up to and including discharge or expulsion of offenders.

This policy and complaint procedure will be made available to all students on an annual basis. Employees will be informed of the policy on an annual basis.

**Adopted 9/20/10**

## **SEXUAL HARASSMENT – POLICY 411.1**

In order to maintain a school environment that encourages optimum respect for its students and employees, it is the policy of the district to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward personnel and students.

Sexual harassment refers to acts of physical, verbal, or psychological harassment that creates an intimidating, hostile, or offensive work atmosphere.

Any person who believes he/she has been sexually harassed may file a complaint in accordance with the district's Nondiscrimination Policy with the District Administrator.

LEGAL REF: State Statutes 111.36, 118.13, 118.20 P19, Wisconsin Administrative Code Title IX, Education Amendments 1972

CROSS REF: Policy 411 – Nondiscrimination Policy

Approved: 12/21/92 Reaffirmed: 9/19/94

### **TOBACCO AND ALCOHOL PRODUCTS**

All tobacco and alcohol products are banned from the school district's property per state law and school board policy.

### **WEAPONS POLICY - POLICY 832**

The Richfield Joint School District No. 1 is committed to providing a safe and healthy environment for all employees, students and visitors on school premises or when attending school-supervised activities. As part of this commitment, the District prohibits the possession or use of weapons at all times on school premises, including in school buildings and other buildings owned, occupied or controlled by the District and in school-provided transportation, and at activities under school supervision, except as otherwise specifically authorized in this policy.

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under [section 948.61](#) of the state statutes) is prohibited at all times in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided or -authorized transportation, and at activities under a school's control and supervision, except (1) in any situation where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations; and (2) the Board does not intend for this policy to restrict the authority of a qualified current law enforcement officer or a qualified former law enforcement officer to possess (and, where necessary in a safety emergency, use) any agency-issued weapon when acting in his/her official capacity or his/her licensed firearm to the same extent otherwise permitted by applicable state and federal law and policy.

A look-a-like weapon may also be considered as a weapon under this policy if it is possessed or used in a manner that is intended to alarm, intimidate or threaten another person.

When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or onto school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose.

- On a case-by-case, the District Administrator, or designee, may give advance approval allowing an Exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with discretionary exceptions authorized under state law. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of administration except during the actual demonstration or presentation when the weapon shall be used only under adult supervision.

Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement

officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan.

Students who violate this policy shall be suspended from school, and referred to local law enforcement officials for prosecution under state criminal laws. Based on the nature of the violation a student may be referred to the Board for expulsion. The parents/guardians of students who violate this policy shall be notified in all cases.

A student who possesses a firearm while at school or while under the supervision of a school authority shall be expelled from school for not less than one year as required by state and federal law. The Board may modify this expulsion requirement on a case-by-case basis.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment in accordance with the employee handbook and Board policy. Employee violators shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

This policy shall be published annually in student and employee handbooks and through other means appropriate to notify the public as required by law or determined by the administration.

The Richfield Joint School District No. 1 School Board, administration and staff reserves the right to change any rule or policy at any time it is deemed necessary in order to maintain the daily safe and orderly operation of the school for students, staff and community.

#### **Legal References:**

##### **Wisconsin Statutes**

- [Section 118.07](#) [school safety plans]
- [Section 118.31](#) [use of reasonable force to obtain weapon]
- [Section 120.13\(1\)](#) [board authority for rule-making]
- [Section 120.13\(1\)\(bm\)](#) [state law suspension mandate for possession of a firearm]
- [Section 120.13\(1\)\(c\)2m](#) [state law expulsion mandate for possession of a firearm]
- [Section 120.13\(1\)\(g\)](#) [board authority to modify expulsion mandate on case-by-case basis]
- [Section 175.60](#) [license to carry a concealed weapon]
- [Section 941.23](#) [carrying a concealed weapon]
- [Section 943.13](#) [criminal trespass law, includes provisions related to carrying firearms]
- [Section 948.60](#) [possession of dangerous weapon under 18 years of age]
- [Section 948.605](#) [gun-free schools zones]
- [Section 948.61](#) [dangerous weapons other than firearms on school premises]

##### **Federal Laws**

- [Gun-Free Schools Act](#) [student possession of firearms prohibited; student referral to law enforcement/juvenile justice system required in policy]
- [18 U.S.C Sec. 921\(a\)](#) [federal definition of "firearm" (including destructive devices) that is used within the Gun-Free Schools Act and within section 120.13(1)(c)(2m)]
- [Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes authority to order change of placement for weapons possession]

Introduced: 9/16/96  
Approved: 11/18/96  
Revised: 4/27/15  
1/18/16  
7/24/17

## **STUDENT ACCEPTABLE USE OF INFORMATION TECHNOLOGY AND COMMUNICATIONS RESOURCES POLICY- POLICY 363.2**

Technology resources are provided for staff and students of the Richfield School District to explore educational topics, conduct research, create content, and exchange information with others in the educational world. Technology is an essential part of preparing children for life in the 21<sup>st</sup> century to become contributing members of the global society and successful future employees.

The District shall provide 4-year old kindergarten through eighth grade students with access to filtered sites on the Internet and access to electronic networks to enhance teaching and learning. Access to the Internet is to be used as a tool to further educational purposes as an integral part of the curriculum under adult supervision. Students shall be provided appropriate instruction to develop the skills necessary to access, analyze, and evaluate information obtained through the Internet. Students are expected to use the Internet only for the intended educational purposes.

To the best of its ability, it is the Richfield School District's policy to: (a) prevent access by minors to inappropriate matter on the Internet; (b) instruct in the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) prevent unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) enforce measures restricting minors' access to materials harmful to them per the Children's Internet Protection Act.

The District reserves the right to monitor and access all use of or content on the District's computers and networks. No person or user has an expectation of personal privacy in connection with their use of or content stored in, created, received or transmitted over any District property, including its computers and networks, unless such right is guaranteed by statute or other law.

Students are responsible for exercising good behavior and responsible for complying with all District policies when using District devices and networks. Any student's failure to exercise good behavior or comply with this policy will warrant serious consequences including, but not limited to, loss of devices and network privileges, discipline, suspension, expulsion, and legal action. Students are expected to take responsibility for conducting themselves in an appropriate, efficient, ethical, and legal manner when using the Richfield School District hardware, software, network resources, and accessing the Internet. The use of information technology resources is a privilege, not a right.

The accompanying rule establishes expectations for student conduct and behavior with regard to the use of technology and communication resources.

**Approved 2/16/98**

**Revised 1/17/11**

### **BUS RIDER RULES AND REGULATIONS**

- I. Previous To Loading - (For reasons of orderliness)
  1. Be on time at the designated school bus stops; keep the bus on schedule. Bus riders are to conduct themselves in a safe manner while waiting.
  2. Wait until the bus comes to a complete stop before attempting to enter.
  3. Be careful in approaching and waiting at bus stops.
  4. Line up and board the bus in an orderly manner.
  
- II. While On The Bus
  1. Students should keep their hands, feet and belongings to themselves.
  2. Students should converse no louder than levels 1 (whisper) or 2 (conversational).
  3. Students should not eat or drink on the bus.
  4. Students should remain seated when the bus is in motion.

### III. After Leaving The Bus

1. If necessary to cross the road after getting off the bus, follow the driver's directions. Cross in front of the bus only after looking both ways to ensure no traffic is approaching from either direction. (Do not cross until the driver waves you across).
2. Help look after the safety of small children.

Students riding buses are subject to Wisconsin Statutes dealing with bus transportation.

Students who do not cooperate or conduct themselves in a manner conducive to the safety of themselves or others shall be disciplined by the district administrator, or designee.

Examples include, but are not limited to, verbal warning, loss of recess, communication home, temporary or permanent removal from the bus, detention and/or suspension.

Revised: 8/16/93, 5/15/95, 1/19/04, 4/25/16

## **Student Conduct on School Buses– POLICY 443.2**

### **Policy 443.2 - STUDENT CONDUCT ON SCHOOL BUSES**

The Richfield Joint School District No. 1 requires students while on a school bus to conduct themselves in a manner consistent with established standards for classroom behavior.

When a student fails to conduct himself/herself properly, such misconduct shall be brought to the attention of the appropriate personnel by the bus driver. Where continuing or serious problems exist, the bus riding privileges of the student may be suspended.

Bus transportation is provided for pupils attending Richfield School District and private schools in accordance to state statutes. Routes have been planned to adequately cover all areas. No route, however, is permanent and is subject to change as conditions and population in a given area change.

#### Responsibilities:

**STUDENTS:** All students are responsible for their own behavior on the bus since their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted and subsequently could endanger the lives of all being transported. Behavior infractions are therefore reported by the bus driver and disciplinary action may be taken.

**PARENTS:** Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions which become necessary to help their child change inappropriate behavior which may jeopardize their bus riding privileges.

**DRIVERS:** The primary responsibility of the driver is to safely transport the students to and from school and school-related activities. While transporting students, the driver has the critical responsibility of maintaining discipline on the bus. The bus should be viewed by parents and students alike as an extension of the classroom. Therefore, the driver will report behavior infractions to the proper district personnel.

Video monitoring systems may be used on school buses for the purpose of documenting a bus conduct problem and determining which students may be involved in an incident. Disciplinary action may be taken based on a video documentation. The District reserves the right to introduce a videotape in any disciplinary investigation/hearing involving student misconduct or rule violations on the school bus as permitted by state and federal law. The viewing of videotaped material shall be in accordance with District policies and procedures.

Students who have had their bus riding privileges suspended will be afforded due process as provided by law. In cases where bus riding privileges are suspended, the parent(s)/guardian(s) are responsible for seeing that the student gets to and from school safely and is in regular attendance.

## **PLAT SCHOOL RULES AND REGULATIONS FOR BUS PICK UP AND DROP OFF**

For the safety of our children:

1. Only students who are eligible for transportation at their residence will be transported unless district approval has been granted.
2. Students will only be dropped off or picked up at a specific building address within the Richfield School District.
3. The morning pick up points must be consistent during each week throughout the school year. (2 addresses allowed)
4. The dismissal drop off point must be consistent during each week throughout the school year (2 addresses allowed)
5. If any permanent changes are to be made, a new "Application for Transportation Change" must be made one week in advance through the Plat School office.
6. Approval of Transportation Change Requests are contingent upon availability of seating space on existing routes.
7. Morning drop off at Plat School is always an option for families. Children should not arrive before 8:15 a.m.
8. Dismissal pick-up at Plat School is also an option. Please let the Plat School office know (by phone, e-mail or morning note) at least one hour prior to dismissal.

Bus transportation for the Richfield Jt. School District No. 1 is provided by the GoRiteway Bus Company. Questions appropriate for the bus carrier may be directed to GoRiteway Bus at 677-3282. All buses servicing the Richfield School District will be equipped with surveillance cameras.

### **ALL STUDENTS ARE EXPECTED TO:**

1. Be Respectful
2. Be Responsible
3. Be Kind
4. Be Safe

When students do not follow the code of conduct, consequences will be issued at the discretion of the classroom teacher and/or administration.

Examples include, but are not limited to, verbal warning, loss of recess, communication home, detention and/or suspension.

A student may attend a field trip only if the permission slip and fee are returned to school on or before the due date. Students unable to attend or participate in a school field-trip due to disciplinary action, or for other reasons, may face forfeiture of fees already paid for that field-trip.

These may be modified at the discretion of the classroom teacher or administrator if they do not effectively deal with the individual student's behavior problems. Other disciplinary measures that may be taken for the first or any violation of school rules could include being sent to an Administrator.

### **SUSPENSION**

Students who commit serious violations of school rules or engage in repeated violations of school rules may be suspended from school. Suspension is at the discretion of the Administration. Suspensions may be served in or out of school. Unacceptable behavior on the school bus could result in a suspension from school. Misbehavior in a classroom, on the bus, on the playground, or at an extracurricular event could also result in a student spending time in the main office at the discretion of the District Administrator or other reasonable and appropriate disciplinary measures.

**APPEAL TO THE SUPERINTENDENT**

- The student’s parent may request to have a conference with the superintendent, or designee, within 5 school days after the discipline has commenced
- Within fifteen (15) working days of the conference, the superintendent, or designee, shall issue a decision affirming, overruling, or modifying the disciplinary decision.
- The ruling by the Superintendent is to be the final determination; no further appeals will be allowable.

<b>Code of Conduct Violations</b>		<b>Definition</b>
<b>Classroom/School Environment</b>	<b>Attendance</b>	Failure to report to class, or leaving class without permission. Failure to serve a detention.
	<b>Disruptive Behavior</b>	Repeated or excessive violations of classroom rules or norms that cause disruptions to learning.
	<b>Dress Code and Grooming</b>	Dressing or grooming in a manner that disrupts the teaching and learning of others and is in violation of the district grooming/dress code.
	<b>Gang Activity</b>	Disruption and intimidation caused by gang or group symbols or gestures.  Gang or group posturing to provoke altercations or confrontations.
	<b>Insubordination/Disrespectful Behavior</b>	Insubordinate or disrespectful behavior directed towards district staff.
	<b>Plagiarism/Cheating/Forgery</b>	Using the ideas or work of another person as if they were one's own without proper credit.  Aiding or receiving aid from another for school work in a dishonest or deceptive manner.
<b>Property</b>	<b>Inappropriate Use of School Property</b>	Intentional misuse of school equipment or materials. Restricting another person’s freedom to properly utilize classroom facilities or equipment.
	<b>Inappropriate Use of</b>	Behavior in violation of the student acceptable use of

	Technology	information technology and communications resources policy. Inappropriate use of personal electronic devices.
	Personal Property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
	Theft	Taking of property belonging to another individual or group without prior permission and with specific intent to permanently deprive; or the possession of property without permission of the owner.
	Vandalism	Intentional damage to school property or the property of others.
Controlled Substances	Possession of Controlled Substances	Possessing, possessing with intent to distribute, selling, giving away, transferring, or having under one's control, alcohol, tobacco, or other controlled substances or intoxicants.
	Use of Controlled Substances	Using, or being under the influence of alcohol, tobacco, or other controlled substances.
Physical Safety/Mental Well-Being	Bullying	Behavior in violation of the district's <i>Anti-Bullying Policy 443.71</i>
	Fighting	Physical confrontation, including but not limited to pushing, striking, and/or the exchange of physical blows.
	Threatening/ Harassing Behavior	Use of language, either written or spoken, or conduct or gestures, which are obscene, lewd, vulgar, threatening or sexually suggestive that are directed at district staff, students, and/or visitors during the school day or at school events.
	Weapons	Possession or use of weapons or other materials/items that are a threat to the physical health of staff, students, and/or visitors.

Other	Other	Any misconduct not otherwise addressed within code that requires intervention from district staff.
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### Additional Services

#### FOOD SERVICE PROGRAM

Richfield Joint School District No.1 offers a daily hot lunch program and breakfast program that will begin on the first day of school and will continue through the last day of school. The school district lunch and breakfast programs will be computerized. Families will be able to deposit money into their family account, and access their child's lunch and breakfast accounts through Skyward Family Access. Please refer to the Food Service Brochure that was mailed in the back to school packet to your home for more detailed information regarding the computerized lunch and breakfast program and food service procedures.

The cost of breakfast will be \$1.85, the cost of lunch will be \$2.85 and the cost of milk a la carte will be \$0.30.

Middle school students will have the option to purchase either breakfast before school or participate in grab-and-go breakfast which occurs at approximately 10:00 a.m. Students may not participate in both.

Students may bring a cold lunch to eat during the lunch period. Students will not be allowed to have individuals other than Parents/Guardians bring them food for the lunch period. Any food items being brought into the school, other than packed cold lunches, need to be cleared with the Administration before being brought into the school. Students are not allowed to bring any soda or energy drinks to school.

If you believe you qualify for free or reduced meals/milk, please return the free/reduced application, which was also included in your packet, on the first day of school to the district office. If you qualify, you will be waived from paying school fees and co-curricular fees as well.

Students whose lunch accounts that reach a negative balance will be allowed to eat an alternative lunch of a peanut butter sandwich and a carton of milk. The lunch account will be charged for the cost of these items. Parents/guardians will need to pay the negative balance or make arrangements to do so, before the student may again charge a hot lunch. Students may pay cash for hot lunch at these times.

The sharing of food is greatly discouraged due to various food allergies. Students may bring a cold lunch to eat during the lunch period, or may participate in the hot lunch program. Only a student's parent/guardian may bring them food for the lunch period.

Lunch will not be served on early dismissal days.

#### SCHOOL FEES

School fees for the 2017 - 2018 school year are as follows:

**4K \$50.00    Grades 5K-8 - \$65.00**

Students in grades six through eight will be provided a lock and locker for physical education. If the lock is lost throughout the school year a charge of \$3.50 will be assessed to the student. Students will also be assigned a locker. Students are asked to keep their lockers clean both inside and out.

Please send a **separate payment for each child**. This fee includes payment for textbook usage, workbook purchase, and school supplies needed by each child. As grade level increases, additional fees are collected for individual use items such as science lab kits and specimens, Spanish materials and supplementary art project materials (i.e. ceramics materials, paper, weaving supplies). Families qualifying for free or reduced meals will have school fees automatically waived. (Applications for free/reduced meals are sent home in the August mailing).

**NOTE: Students who have not paid their school fees by the end of the first trimester will have their report cards held until their parents/guardians take care of that responsibility.**

## **STUDENT FEES**

**656**

While the School Board recognizes its legal responsibility to provide a public education for all students in the District, the Board also recognizes that certain educational program activities, materials and services may require additional and/or special funding. Therefore, reasonable student fees and other charges may be assessed accordingly. A student fee schedule shall be reviewed and adopted annually by the Board. The fee schedule shall include the specific student fees to be charged, a general description of what each fee covers and the fee amount.

The student fee schedule shall be published annually in the Student/Parent Handbook, posted on the District's website and distributed through other means necessary to inform families of the established student fees. Information regarding fee waiver/reduction opportunities will also be included in such postings and mailings.

All general student fees are to be paid at the time of registration or the first day of school, whichever occurs first. Students enrolling after school has begun, shall be charged a pro-rated general registration fee cost dependent upon enrollment date.

All school district students are to have paid both extracurricular fees and school fees in order to be eligible to participate in extracurricular activities. Fees are to be paid in full before extracurricular participation may commence. Once fees are paid in total, students will be eligible to participate in extracurricular activities.

Parents/guardians who claim that the financial conditions of their families are such that they cannot afford to pay the established fees may request that the fees be waived/reduced. All fee waivers/reductions shall be approved by the District Administrator or designee.

The District Administrator, or designee, shall be responsible for the accurate and timely collection of student fees in accordance with proper accounting procedures. It is the Board's expectation that the District Administrator or designee shall be expected to protect the taxpayers of the District by making every effort to collect all student fees due to the District.

Approved by  
The School Board  
On 11/21/11  
Revised: 12/15/14

### **Field Trips and Expenses Involved**

Field trips are opportunities to extend the school curricula and provide students with opportunities to interact with their peers, teachers, and the community, and broaden their understanding and perspective of the world around them. Field trips are scheduled by teachers in conjunction with their curricula. Costs will vary by trip. A student may attend a field trip only if the permission slip and fee are returned to school on or before the due date. Students unable to attend or participate in a school field-trip for any reason, may face forfeiture of fees already paid for that field-trip.

The District Administrator or Principal may remove a student from a field trip based upon the welfare and safety of the student, other students, or staff members.

### **SCHOOL PICTURES**

School pictures are taken twice during the school year. In the Fall, students will be given an order form ahead of time to choose a portrait package. A scheduled picture re-take day will be available. The Fall picture is the picture that will appear in the yearbook. In the Spring, the class pictures are taken as well as individual pictures. A full package of pictures are sent home with each child. Families have the choice to purchase all or a portion of the package; payment and any un-purchased pictures are to be returned to the school.

### **IDENTIFICATION - LOST & FOUND**

Parents are asked to mark their children's lunches, books, backpacks, coats, etc., with suitable identification. Lost or misplaced items will be housed in one of three designated lost-and-found areas. At the end of each school year, any unclaimed items will be donated. Both schools have designated lost and found areas. Richfield Elementary has a lost-and-found in both the 3-5 wing, as well as in the 6-8 wing.

### **TRANSPORTATION**

#### **BICYCLE RIDERS & WALKERS**

A parent permission slip must be on file in the school office stating your child has your permission to walk or ride their bike home. These forms are available in the RES office or in the office at Plat. Bicycle riders are to observe safety rules to and from school. No bicycle riding will be allowed on the school grounds between the hours of 7:45 a.m. and 4:30 p.m. Bikes are to be parked in the bike rack, **west** of the main entrance of the school. Please direct your child to keep his/her bike locked up when it is not in use.

**PLEASE NOTE:** The school assumes no responsibility for stolen/damaged bicycles.

#### **BUS TRANSPORTATION**

Bus transportation is provided for pupils attending Richfield Joint School District No. 1. Routes have been planned to adequately cover all areas. No route, however, is permanent and is subject to change as conditions and population in a given area change. Each bus is under the direct supervision of a trained driver. In the best interest of safety, parents are asked to help in instructing their children to follow the school bus rules and good habits of bus behavior. Actions such as assigned seats and reasonable rules such as no eating or drinking on the bus, hands and feet to self, remain seated and voices at a conversational level or lower are implemented to provide safe transportation for students. In order to avoid any lost, stolen or damaged items, students are not to bring and/or utilize any technology on the bus. Administrative approval may be granted on a case-by-case basis. **PLEASE NOTE:** WRITTEN consent from a parent or guardian is REQUIRED when a pupil plans to deviate from the regular routine. The request must be presented to the bus driver upon boarding the bus. Buses cannot be "booked" beyond passenger capacity.

## CONTACT INFORMATION

### Plat School Phone 628-1778

Akam, Aimee	Speech Therapist	<a href="mailto:akama@richfield.k12.wi.us">akama@richfield.k12.wi.us</a>	Ext. 1227
Blanco, Laura	Vocal Music	<a href="mailto:blanco@richfield.k12.wi.us">blanco@richfield.k12.wi.us</a>	Ext. 3217
Blau, Gail	Secretary/Food Service	<a href="mailto:blaug@richfield.k12.wi.us">blaug@richfield.k12.wi.us</a>	Ext. 2100
Carini, Holly	4K	<a href="mailto:carinih@richfield.k12.wi.us">carinih@richfield.k12.wi.us</a>	Ext. 2110
Carron, Jeff	Principal	<a href="mailto:carronj@richfield.k12.wi.us">carronj@richfield.k12.wi.us</a>	Ext. 2102
Droese, Kristine	Paraprofessional	<a href="mailto:droesek@richfield.k12.wi.us">droesek@richfield.k12.wi.us</a>	Ext. 3005
Hammiller, Ruth	School Psychologist	<a href="mailto:hammillerr@richfield.k12.wi.us">hammillerr@richfield.k12.wi.us</a>	Ext. 1171
Heinritz, Nathan	P.E.	<a href="mailto:heinritzn@richfield.k12.wi.us">heinritzn@richfield.k12.wi.us</a>	Ext. 2120
Jahn, Susan	Exceptional Education	<a href="mailto:jahns@richfield.k12.wi.us">jahns@richfield.k12.wi.us</a>	Ext. 2114
Klapperich, Stacy	5K	<a href="mailto:klapperichs@richfield.k12.wi.us">klapperichs@richfield.k12.wi.us</a>	Ext. 2112
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**RICHFIELD SCHOOL  
Grades 6 - 8  
Mission Statement**

The goal of the “middle school” program at Richfield is to provide a learning environment in which each student is provided multiple opportunities to develop his or her academic, physical, emotional, and social growth to the greatest extent possible. Our exceptional staff and instructional programs support that growth by reinforcing and enhancing basic skills while encouraging each student to stretch his or her talents to reach the highest level of achievement possible. We emphasize citizenship skills and guide our students to broaden their aspirations and become well-rounded contributors to society.

WE BELIEVE THAT EDUCATIONAL EXCELLENCE IN OUR SCHOOL DISTRICT WILL INCLUDE:

- \*A positive school climate modeled and practiced by every individual
- \*A clean, safe, healthy, and wholesome environment
- \*Students who demonstrate growth in all curriculum areas
- \*Respectful, properly behaved students, directed and supported by parents and school staff
- \*Students’ acceptance of responsibility for assigned work
- \*Utilization of available technology and learning resources by students and staff
- \*Continued professional growth of all staff and School Board members
- \*The timely review, evaluation, and revision of the curriculum
- \*Life-work skills learned by students in all grades
- \*“Students First” when decisions are made by the staff and School Board
- \*Open, positive, and proactive communication among parents, their children, our staff, and School Board in respect to academic achievement and the developmental needs of all

\*\*\*\*\*

The staff in grades 6 - 8 is professionally and personally dedicated in helping your children grow into becoming an independent and responsible adult. To help us do so, it is essential that we communicate as often and openly as possible. Please contact us with any questions or concerns, attend parent-teacher conferences, and support school activities. Your interest in school and in your children's school activities is integral to his or her success.

In middle school, there is something new and enlightening around every corner. Your presence at school functions, your interest in school happenings, and your contact with teachers and administrators will send a powerful message that “none of us is as smart as all of us.” We are a learning community!

**How is “Middle School” Different?**

**To Our Students:**

**Lockers** - You will have a locker. Locks will not be used. You will be responsible for the organization and cleanliness of your locker. No tape may be used on your locker. No inappropriate pictures may be displayed on your locker. Locker checks are frequently conducted. Locker cleaning may take place intermittently throughout the school year.

**First Hour** – First hour is where you sign up for hot lunch, pay for hot lunch, turn in field trip money, and receive items to take home.

**Classes** - You will still have the basic subjects like English language arts, math, social studies and science, but you will also be able to take electives or exploratory classes. Classes change approximately every 48 minutes, so you get a short break between each class.

**Responsibility** - As you move from sixth grade to eighth grade you take more responsibility for your school activity. This means being responsible for your books and homework and making wise decisions for yourself about middle school activities.

**What Else?** - Activities in middle school may include camping in sixth grade, 8<sup>th</sup> grade class trip, dances, yearbook, co-curriculars, and musical interests.

**YOU**-You are different from the person you were last year and you will be different next year. Middle school years are times of change. All of us at Richfield School want those changes to be positive for you.

### **Tips on Being a Successful Middle School Student**

1. Make sure that you have the necessary school supplies at all times: spiral notebook and pocket folder for each subject, pens, pencils, eraser, ruler, loose-leaf paper, and three-ring binder.
2. Organize your locker and keep it neat by cleaning it regularly.
3. **After being absent, check with each teacher for assignments that you have missed. Do not depend on other students for this information.**
4. Be a good listener during class. TAKE NOTES!! Make good use of your time.
5. Take your assignment notebook and all necessary books and supplies home each evening.
6. Set a regular time to study every night in a quiet, well-lighted area.
7. Prepare your homework neatly and thoroughly. FINISH ALL ASSIGNMENTS EACH EVENING!! Make a list of questions to discuss with your teacher if you run into problems concerning your homework.
8. When studying for tests, review your textbook, notes taken in class, quizzes, and any assignments that have been returned.
9. Middle school is an opportunity to explore special subjects such as band, Spanish, Tech Ed., chorus, music, and physical education/health. The offering of special subjects is an opportunity to help middle school students be prepared for high school.

### **Middle School Requirements**

#### **A. Assignment Notebook**

1. **All students must carry an assignment notebook to each class at all times.**
2. Assignments should be written into the notebook at the time the assignment is given.
3. If the notebook requires a teacher's signature, it should be obtained at the end of the class period or via e-mail from teacher to teacher.

#### **B. Homework**

1. Middle school students will be required to complete homework.
2. Students shall take advantage of the Richfield academic program in order to be prepared for high school.
3. Academic integrity is a requirement of middle school. Plagiarism is not allowed, and will be dealt with on a case-by-case basis.

### **Attendance and Absences**

Wisconsin's Compulsory School Attendance Law states that all students are expected to attend school regularly when school is in session. This includes arriving to school and classes on time. Students are expected to attend school every day, except for illness or a family emergency. After five unexcused absences per trimester a student is considered truant. Prior to a truancy referral, a letter will be issued if

unusual patterns or excessive tardiness/absenteeism occur. Such letters are to remind parents and students of our expectations for regular school attendance.

### Absences

When your child is absent, Richfield Joint School District No. 1 requires that a parent contact school reporting the absence. **A WRITTEN EXCUSE IS REQUIRED UPON THE CHILD'S RETURN TO SCHOOL.**

### Announcements

Middle School announcements will take place daily after second hour. Announcements provide valuable information to all students regarding changes in activities or school functions, upcoming events and other pertinent school information.

### Assignments / Homework Policy

1. Completing assignments in a timely fashion is a skill that students need to learn and carry into their future careers.
2. Exceptions will ONLY be granted for extenuating circumstances on an individual teacher/student basis.
3. **Anticipated Absence: Upon return to school** it is the students' responsibility to ask about any missed assignments. Please arrange class work/homework with each individual teacher.
4. **Unanticipated Absence:** Homework assignments may be requested, with arrangements made for either parental pick-up or student messenger.
5. **Completion time:** The student has an amount of time equal to the absence to complete assignments. Example: If you are absent two days, you will have two days to complete the work. There will be no exceptions for long-term assignments.
6. **Extenuating Circumstances:** Please see each individual teacher.

### Grades

The grades given to middle school students are based on the following scale:

A	100 TO 94	Excellent
A-	93	
B+	92	
B	91 TO 86	Very Good
B-	85	
C+	84	
C	83 TO 76	Satisfactory
C-	75	
D+	74	
D	73 TO 66	Unsatisfactory
D-	65	
F	64 AND BELOW	Failing

Teachers will contact parents when a student is failing or if there is an extreme drop in performance during a trimester. The progress report could be the first contact. There will be a second contact before the end of the trimester. In order to participate in extra-curricular activities students must have a C average and no grade below a D. (See Extra-Curricular Activity Code)

"No Child Left Behind" is an important federal mandate. As educators, we are concerned with each student's academic achievement. Therefore, we have implemented significant steps to ensure the academic success of our students.

## HONOR ROLL

All students are encouraged to try their hardest in their academic pursuits. Students will have the opportunity to earn a place on the Honor Roll at the end of each trimester. Honor roll designations categories are below:

High Honor Roll	3.7 - 4.0
Honor Roll	3.0 - 3.69

## Library

Use of our library on a regular basis is encouraged for both recreational reading and books that support various curriculum assignments. There are no fines for overdue books, but to make sure that materials are available for all students, it is his/her responsibility to return materials on time. Bills are sent out at the end of each semester for any books not returned.

Note taking is encouraged; therefore the cost of photocopying a print reference book page will cost 50 cents per page. Printing out information from the Internet will only be allowed with a teacher's permission.

## Field Trips and Expenses Involved

In every area of school life: academic achievement, citizenship, attendance, and involvement in extra-curricular activities, we see many positive strides from our sixth, seventh, and eighth graders. In recognition of these successes, we plan major activities to conclude the year. They are as follows:

1. Each May the sixth graders go to Camp Minikani on Lake Amy Belle.
2. The eighth graders take an end-of-the-year trip.
3. Middle School students may engage in a collective end of the year field trip.
4. Middle school student attendance and participation in end of the year reward trips is permitted through approval by the middle school teachers, the District Administrator and parents.
5. Field trips are scheduled by teachers in conjunction with their curricula. The cost will vary by each trip.

The activities listed above serve as a reward and a source of motivation to ensure responsible behavior and a commitment to the classroom through the end of the school year. Students need to understand that these rewards are earned; not entitlements. Students are to pay for field trips.

A student may attend a field trip only if the permission slip and fee are returned to school on or before the due date. Students unable to attend or participate in a school field-trip due to disciplinary action, or for other reasons, may face forfeiture of fees already paid for that field-trip.

The District Administrator may remove a student from a trip based upon the severity of a disciplinary situation.

## Problems and How to Solve Them

### or What Happens When We Have a Problem at School?

1. **Follow the chain of command.** Talk with your child's teacher. When your child tells you something that you feel needs further attention, call your child's teacher first and ask him or her

about it. Remain friendly and keep an open mind. The teachers in the middle school are concerned about each and every student.

2. After conferring with the teacher, you may wish to talk further with an administrator.

### Teacher Conferences

Parent conferences are held during the school year as listed on the school year calendar. In the middle school grades, parents may meet with any teacher during the announced conference hours. Conferences may also be arranged by calling or writing the teacher involved to set up an appointment.

### Middle School Discipline Processes

Middle School students, and their parents, are reminded to review the Code of Conduct cited earlier in this handbook.

1. The rules for student behavior are developed to optimize educational opportunities.  
ALL STUDENTS ARE EXPECTED TO FOLLOW THE BEHAVIOR MATRICES POSTED IN DESIGNATED LOCATIONS, AND TO:
  1. Be Respectful
  2. Be Responsible
  3. Be Safe

The District Administrator, or designee, may issue an appropriate form of discipline depending on the misbehavior.

The District Administrator, or designee, may remove a student from the 8<sup>th</sup> grade graduation ceremonies based upon the severity of a disciplinary situation.

Removal from a field trip in which money has already been paid and allocated may result in a forfeiture of fees paid.

### Detention Procedures

Misbehavior in a classroom, on the bus, on the playground, or at an extracurricular event could result in a student spending time in the main office at the discretion of the District Administrator.

### Course Offering/Sequence 2017-2018

	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Core Courses	English Language Arts Math Science Social Studies	English Language Arts Math Science Social Studies	English Language Arts Math Science Social Studies
Concurrent Courses	Spanish/PE Career & Counseling/Health	Spanish/ Physical Education Career & Counseling//Health	Spanish/ Physical Education Career & Counseling//Health
Elective Courses	Band,Orchestra, Tech Ed. 1, Music A-G, Popular Music, Communications, Tech Ed. 2, Art I, School Newspaper, PE Team Sports and PE. Student Designed	Band,Chorus, Orchestra, Tech Ed. I, Music A-G, Art 2, Drafting, Design & Vis. Comm., American and Popular Music, and Page- to-Stage	Band, Chorus, Orchestra, Art 2, Drafting, Design & Vis. Comm., American and Popular Music, School Newspaper, Tech Ed. 2, Page to Stage, PE Student Designed, PE Fit for Life and Economics & the Stock Market

### **College & Career Readiness (CCR)**

Providing the best learning environment is important for all of our students, whether they are at, above or below grade level expectations. During the CCR period, students will follow expectations and guidelines in place to help them succeed and advance to the next level by providing them with opportunities for growth in all areas. This will lead to student success academically, socially and physically, thereby fulfilling the mission of the Richfield School District. Emphasis on prevention, intervention and enrichment will allow students to increase achievement and the district to maintain high standards of academic excellence.

Services during this period will be provided by the middle school staff as well as math and reading specialists, and will include academic, collaborative and service work and opportunities.

### **Choir, Band and Orchestra**

Students will not be allowed to quit band, orchestra and/or chorus once the school year begins unless permission is granted by the District Administrator for an extenuating circumstance. middle school students may participate in band, orchestra and/or choir. Performances for these courses are mandatory. For further information, please refer to the Music Handbook.

### **8<sup>th</sup> Grade Graduation**

The 8<sup>th</sup> grade graduation ceremony is a reward to 8<sup>th</sup> grade students and their parents in honor of 8<sup>th</sup> graders meeting all School Board and State of Wisconsin requirements for graduation from middle school and entry into high school. Participation in the 8<sup>th</sup> grade graduation ceremony is a privilege to be earned by 8<sup>th</sup> graders. The District Administrator shall decide which 8<sup>th</sup> grade students are eligible for participation in the 8<sup>th</sup> grade graduation ceremony. The District Administrator shall also certify which 8<sup>th</sup> graders are recommended for promotion to high school.

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**7/24/17**