



**RICHLAND SCHOOL DISTRICT**

**Student & Family Handbook**

*Richland Center Primary School*

*Early Childhood- 2<sup>nd</sup> Grade*

**2025-2026**

*P. (608) 649-HIVE*

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

Disclaimer: In addition to the information outlined in this Handbook, all students and staff of the Richland School District are to follow all policies established by the Richland School Board of Education. In the event information within this Handbook contradicts the language within policy, the policy language will prevail.

Richland School District policies can be found on our website at [www.richland.k12.wi.us](http://www.richland.k12.wi.us)

# **RICHLAND SCHOOL DISTRICT MISSION STATEMENT**

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

## **BUILDING FUTURES...ONE CHILD AT A TIME!**



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

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



## **BELIEF STATEMENTS**

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

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# ***SCHOOL PROGRAMS & SERVICES***

## **CONTACT INFORMATION**



District Office 608 649-HIVE  
Primary School 608 649-HIVE  
Food Service 608 649-HIVE Kobussen Bus Service 608 647-4446

## **ARRIVAL AND DEPARTURE OF STUDENTS**

1. Classes begin at Richland Center Primary School Monday thru Friday at 8:00 am Monday, Tuesday, Thursday and Friday our day ends at 3:00 pm. On Wednesdays our District has an early release, at RCPS the day end will be 2:00 pm.  
Our 4K class sessions are Monday and Thursday OR Tuesday and Friday.  
Early Childhood Class sessions are Monday, Tuesday, Thursday, and Friday am (7:50-10:50 am) and pm (12:00-3:00 pm).
2. Bus students will begin arriving at 7:40am. Students should not be dropped off at school prior to 7:40 am. due to the building not being unlocked and ready to welcome students.
3. Breakfasts are available at 7:40 am.
4. If bus students plan on going somewhere other than their own residence, parents **must** call or send a dated permission note. This would include those times when a child is riding to a friend's home or being picked up at school by someone other than a parent or guardian.
5. Buses will depart shortly after 3:00 pm
6. Day end pick up is on the playground at 3:05 pm Parents & guardians are to walk over to pick up their child(ren) from their teacher(s).

## **CANCELLATION OF SCHOOL**

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

## **CHANGE OF ADDRESS OR PHONE**

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

## **STUDENT ACCEPTABLE USE OF COMPUTER & INTERNET GUIDELINES**



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

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

### **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)**

The entire policy 7540.02 District Digital Platforms, Apps and Services can be viewed here <https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJM7V54DEE9>

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

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

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

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

Under the Protection of Pupil Rights Amendment (PPRA), parents may inspect certain instructional materials and opt their child out of specific surveys, physical exams, or collection of personal information. Contact the school office if you wish to opt your child out of these activities.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

The entire policy 7540.03 Student Technology Acceptable Use and Safety  
can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJM7W54DEEE>

Any violation of the policy regulations may result in loss of access to the Internet, suspension of computer privileges as well as other disciplinary or legal action. Access to the District Network and Internet are provided for educational purposes. The District does monitor and filter inappropriate Internet sites. It is impossible for the District to restrict all controversial and offensive materials. The Richland school District is not responsible for materials retrieved from the Internet. The Richland School District may access, search, monitor or review messages or information created, received, or sent over District technology resources.

## **GUIDANCE PROGRAM**

The school will provide guidance services based upon the American School Counselor Association's National Model. This includes individual counseling and curriculum delivered to each 4K through 2nd grade classrooms. School Counselors may assist with individual student concerns as needed.



## **LIBRARY**

All elementary schools have libraries. Library skills and lessons are taught for students in grades 5K-2, along with 4K Book Read Aloud, and book checkouts for students.

## **RCPS PARENT TEACHER ORGANIZATIONS**

We have RCPS-Parent Teacher Organization (PTO) for parents and families to participate with staff in the development of additional services and programs for our EC-2<sup>nd</sup> grade students. Parents should contact the RCPS Office for information regarding how to get involved and when PTO monthly meetings are held. Meeting information is also posted in our monthly newsletters.

## SCHOOL MEAL PROGRAM

The entire policy 8500 Food Services can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CWERZB7065C2>

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

### Making a Deposit



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

- When a family's account has reached a low balance of \$7.50 an automated call will be made from the food service department to your residence. To help facilitate all communication, it is important that the school has current phone numbers.
- If a family's account has fallen into a negative balance, another call is made from the food service department.
- If a family account is allowed to reach a negative \$15.00, no further purchases will be allowed, and students will need to bring a sack breakfast or lunch until the balance is paid up and a deposit for future meals is made.
- Questions may be directed to Jodie Pretsch, District Food Service Director, at 608 647-6063.

### Breakfast Program

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

### Milk Money

Milk money should be paid in advance, to your child's account. Milk may be purchased daily to accompany a cold lunch. Skim, 2%, or chocolate milk is served with each meal.

### FOODSERVICE PRICES

2025-26

<u>Breakfast</u>	<u>Daily</u>
Grades EC-6	\$2.00
Grades 7-12	\$ 2.15
Adults	\$ 2.65

<u>Lunch</u>	<u>Daily</u>
Grades EC-6	\$3.50
Grades 7-12	\$ 3.75
Adults	\$ 4.65

<u>Milk</u>	
Per Carton	\$ .40

### Free or Reduced Meals

There is a program to provide free or reduced priced meals to children who are eligible (based on family income). **Applications for this program must be approved each year, even if a child has been eligible in previous years.** Application forms are available on pages at each school office, on the district website at [www.richland.k12.wi.us](http://www.richland.k12.wi.us) (Click on "Food Service"), or can be mailed to your home. Families who have changes in their income can fill out a form any time during the school year. If you have questions, please feel free to contact the District Food Service Director: Jodie Pretsch at 608 647-6063. The entire policy 8531 Free and Reduced-PriceMeals can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMXA5CC496>



## **STUDENT FEES**

4K School Supply Kit	\$20.00
OPTIONAL: 5K Mini (Reading) Binder	\$6.00
OPTIONAL: 4K Rest Mats	\$16.00

### **One to One Device Fee Information**

First Time fee Accidental Damage *	\$10.00
Malicious Damage **	\$90.00
Replacement Charger	\$30.00
Replacement Protective Case	\$40.00
Device	Replacement Cost

\* The \$10 accidental damage fee is applied when there is minor unintentional damage to school property, covering incidents beyond normal wear and tear.

\*\* The malicious damage fee applies when multiple components are damaged. This kind of damage suggests behaviors that go beyond accidental incidents.

## **STUDENT HEALTH SERVICES**

### **Emergency Information:** (Richland School District Student Enrollment Form)

During Super Registration you are to log in to Skyward to complete emergency information (Richland School District Student Enrollment Form). Please notify the school if you change addresses, phone numbers, or emergency contact persons during the year. It is very important that our records are kept up-to-date. If needing assistance with Skyward contact our Office 608 649-HIVE.

### **Illnesses or Injuries at School:**

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

### **Communicable Diseases and other Special Health Needs:**

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

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

Parents should also contact the school if special arrangements need to be made in order for their child to return to school following an injury or hospitalization. This would include any situations where a child is unable to immediately participate fully in all regularly planned school activities. Obvious examples are children with casts, crutches, physical

weakness, and limitations due to lack of exercise, or less than complete recovery from an injury. A doctor's excuse is necessary if a child cannot participate in outdoor activities or in physical education.

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

#### Immunization Requirements:



State law requires that every child attending school must be properly immunized against certain diseases (chicken pox, rubella, measles, polio, mumps, hepatitis B, & DPT/DT/TD). Parents must make arrangements to have their child receive the first dosage of any needed immunizations within 30 days after the start of the school year, or the school district is legally required to notify the local health authorities. Exemptions to immunization can be obtained for medical, religious, or personal conviction reasons. Immunization forms are available in the office of each school.

#### Medication Procedures:

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

##### A. Nonprescription Medication:

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

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

##### B. Prescription Medication:

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

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

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

#### Student Insurance

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

## **STUDENT HEALTH AND WELLNESS**

The Board of Education believes that good student health helps student academic performance. Hence each student should be provided an education that will promote student health and wellness through healthy dietary lifestyles, regular on-going physical activity and an atmosphere that promotes a lifelong practice of wellness behaviors. The entire policy 8510 Wellness can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJM9D54DFD5>

## **SPECIAL EDUCATION**

The special education program of the Richland School District is designed to serve children with special needs. The programs are governed by legislative mandates including Chapter 115 Laws of Wisconsin and Public Law 94-142 enacted by Congress. A copy of these may be obtained from the District Office. If you have questions about special education, please contact Shaun Tjossem, Director of Special Education, at (608) 649-HIVE.

### **Section 504 and ADA Rights**

Section 504 and the Americans with Disabilities Act (ADA) protect students with disabilities. If you believe your child may need accommodations or modifications due to a disability, please contact your school principal or the Director of Special Education.

### **Child Find Notice**

The Richland School District identifies, evaluates, and provides services to children ages 3-21 who may have a disability. If you suspect your child may have a disability, contact your school office to initiate the evaluation process under IDEA or Section 504.

## **TITLE I INSTRUCTION**

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

## **ALTERNATIVE CHARTER SCHOOL (Alternative Education)**

All items in this handbook pertain to students at Alternative Charter Schools (commonly referred to as Alt. Ed.) except:

- Schedules: Alt. Ed. students/class/work schedules can vary and this is communicated through the Alternative Ed. Teacher.
- Grades: Alt. Ed. students' work is not completed in a letter grade or GPA format, and can be based on credit hours earned. If you have questions about this, talk to the Alt. Ed. staff.
- Attendance: Alt. Ed. Student attendance is managed between the staff and the student. It can look many different ways and is always managed on an individual basis. (However, truancy can still be reached in this format.)
- IF A STUDENT TAKES A CLASS OR CLASSES AT RCHS, RCIS, OR RCPS, THE ABOVE FLEXIBILITIES DO NOT APPLY.

# STUDENT/PARENT RIGHTS AND RESPONSIBILITIES

## ATTENDANCE

### State Truancy Law

In accordance with state law (s. 118.15), all children between six and eighteen years of age must attend school full-time until the end of the term, quarter, or semester of the school year in which the child becomes 18 years of age.

The entire policy on School Attendance can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMWF5CC41E>

### Richland County Ordinance

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

### Reporting Absences

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

### Excused Absences

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

- **Illness or injury**

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

- **Emergencies at home**

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

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

- **Court appearances**

- **Religious holiday**

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

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

- **Extenuating circumstances** approved by an administrator

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



### Truancy/Unexcused Absences

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

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

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

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

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

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

### Habitual Truancy

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

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

## **BUS TRANSPORTATION**

The entire District policy on Transportation can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJM9H54DFE9>



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

Student Behavior Please see attached Bus Transportation rules on page 31.

### **Discipline Procedures**

Violation of bus rules will result in the following action:

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

### **Video Cameras on School Busses**

The Richland School District approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students.

## **SURVEILLANCE EQUIPMENT IN THE SCHOOLS**

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

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

This policy shall be distributed annually to students, employees and on facility use forms. The entire policy 7440.01, Video Surveillance & Electronic Monitoring can be viewed here <https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMWZ5CC46C>

## **ENTERING SCHOOL DURING THE SCHOOL DAY**

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

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The entire policy 2260, Nondiscrimination and Access to Equal Educational Opportunity can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJLXC54DA77>

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;



- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

## **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

The entire policy 2266, Nondiscrimination on the Basis of Sex in  
Education Programs or Activities can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJLXL54DA94>

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

### **Title IX Nondiscrimination Statement**

The Richland School District does not discriminate on the basis of sex in any education program or activity. Title IX Coordinators:

- Shaun Tjossem, Director of Special Education - [tjos@richland.k12.wi.us](mailto:tjos@richland.k12.wi.us)
- Amber Bingham, HR Director - [bina@richland.k12.wi.us](mailto:bina@richland.k12.wi.us)

Both are located at 1996 US Hwy 14 W, Richland Center, WI 53581. Phone: 608-649-HIVE.



## **BULLYING**

The entire policy 5517.01, Bullying can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMWP5CC443>

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### **Definitions**

#### **"Bullying"**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

- D. ""Cyberbullying" - the use of information and communication technologies, such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank - or a serious stunt - and its commission has all but been erased when it comes to cyberbullying activity;
5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mails or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on websites.

## **DUE PROCESS RIGHTS**

The entire policy 5611 Due Process Rights can be viewed here  
<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJM5D54DD84>

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

**A. Students subject to suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

**B. Students subject to expulsion:**

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents

## **STUDENT ANTI-HARASSMENT**

The entire policy 5517 Student Anti-Harassment can be viewed here  
<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=D4UHR5493554>

### **Prohibited Harassment**

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 - Bullying).

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

## **STUDENT CODE OF CLASSROOM CONDUCT**

The entire policy 5500 Student Code of Classroom Conduct can be viewed here  
<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMWM5CC43A>

The entire policy 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia  
can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMWQ5CC447>

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

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

1. Possession or use of a weapon or other item that might cause bodily harm to persons in the class or otherwise in violation of the District's policy entitled "Possession of Weapons in School".
2. Throwing objects in the classroom.
3. Being under the influence or possession of alcohol or otherwise in violation of the District's policy entitled "Student use or possession of intoxicants, drugs, or paraphernalia".
4. Being under the influence of or in possession of controlled substances or look-alike products or otherwise in violation of the District's policy entitled "Student use or possession of intoxicants, drugs, or paraphernalia".
5. Being in possession of tobacco products in violation of Richland School the District's policy entitled "Student use or possession of intoxicants, drugs, or paraphernalia".
6. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive class environment, or otherwise is in violation of the District's policy entitled "Harassment and/or Bullying".
7. Obstruction of class activities or other action taken to attempt to prevent the teacher from exercising assigned duties.
8. Restricting another person's freedom to properly utilize class facilities or equipment.
9. Repeated disruption or violation of class rules.
10. Excessive or disruptive talking.
11. Interfering with the orderly operation of the class by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
12. Repeated class interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
13. Behavior that causes the teacher or other students fear of physical, psychological, or emotional harm.
14. Taunting, baiting, inciting and/or encouraging a fight or disruption.
15. Pushing or striking a student or staff member.
16. Physical confrontations or verbal/physical threats including fighting.
17. Disruptions and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
18. Willful damage to school property or property of others.



19. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
20. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
21. Use of profanity.

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

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

### **ACADEMIC HONESTY**

The entire policy 5505 Academic Honesty can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/Public#>

Students in violation of this policy may be subject to disciplinary action outlined under the Classroom Code of Conduct.

### **STUDENT DISCIPLINE**

The entire policy of 5610 Suspension and Expulsion can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=D4UHR6493559>

The entire policy of 5610.02 In School Discipline can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJM5C54DD80>

#### **Suspension**

Suspension, in-school or out of school, is a step taken in response to severe misbehavior cases. A student may be suspended up to five days. The decision for such action is to be taken by the school administration. All class assignments must be completed.

#### **Expulsion**

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are

related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

\*If a student is expelled they are not allowed on District premises, this includes bus stops.

#### Long-term removal from class

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

Procedures for long-term removal from class are:

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

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

## **SECLUSION AND PHYSICAL RESTRAINT OF STUDENTS**

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

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

Seclusion is defined as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving. If

a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or to others, and it is the least restrictive intervention feasible, seclusion may be used according to the policy.

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

## **SUICIDE PREVENTION**

The entire policy of 5350 Student Suicide Prevention can be viewed here  
<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJM4954DCFA>

The Board recognizes that depression, anxiety, and other mental health conditions are severe problems among children and adolescents. A student who lives with a mental illness may not be able to benefit fully from the educational program of the schools, and a student who has engaged in or attempted self-harm poses a danger both to himself/herself and to other students.

All school personnel should be alert and report to an administrator or school psychologist, school counselor, or school nurse regarding any student who exhibits symptoms or warning signs of depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The law provides that any officer, employee, or volunteer of this Board who, in good faith, attempts to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to the suicide or attempted suicide.

Using the Department of Public Instruction notice, the District Administrator shall annually inform the professional staff of the resources available from the Department and other resources regarding suicide prevention. The District Administrator shall also implement procedures to obtain payment or reimbursement for professional mental health services provided by any licensed treatment professional.





## CONDUCT AND DRESS

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

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

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

- ⇒ Use only acceptable forms of language.

Profane, vulgar, or off-color language has no place in the classroom or on the playground. The use of inappropriate language may result in a suspension for 1-3 days.

- ⇒ Respect self, other students, school personnel, and visitors at all times.

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



## **DANGEROUS WEAPONS**

No one may have any kind of weapon (knives, etc.) on school grounds or at any school sponsored function. No one may use gestures as acts of violence or imitation of weapons, any article as a weapon to threaten or to injure another person. There will be disciplinary steps for these actions, including but not limited to suspension. The possession, use or misuse of lighters, matches, or hazardous combustible materials such as cigarettes, smoke bombs, or fireworks are not permitted.

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

## **ELECTRONIC COMMUNICATION DEVICES**



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

## **DRUG AND ALCOHOL ABUSE**

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

## **ACADEMIC STANDARDS**

The Richland School District follows the state standards as adopted by the State of Wisconsin Department of Public Instruction as an outline of base expectations for its students. The related accountability and testing is conformed to as appropriate to be in compliance with all state and federal laws. Where appropriate, classroom materials have been aligned to the Common Core Standards. The Common Core Standards, being only an outline of base expectations, are exceeded in almost all areas of school course offerings.

## **OUT-OF-SCHOOL ACTIVITIES**

- Balloons and flowers for birthdays will be held in the office until the end of the day.
- Chain letters and similar type activities should not be sent to school.
- Party invitations are acceptable if all students in the classroom are invited, so all are included.

## **PLAYGROUND RULES**

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

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



## **PLAYGROUND AND BUS LINE ATTIRE**

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

## **SEARCH AND SEIZURE**

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

### 1. Locker Search

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

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

## **SEPARATED AND DIVORCED PARENTS**

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

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

Once the school receives the information, it is the parent's responsibility to notify the school of any changes.

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

## **PERSONAL AND RELIGIOUS BELIEFS**

The entire policy 2240 Controversial Issues in the Classroom can be viewed here  
<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJLXA54DA71>

The entire policy 2270 Religion in the Curriculum can be viewed here  
<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CSJLXA54DA71>

### **Controversial Issues in the Classroom**

The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. In addition, the opportunity can lead students to learn about how to use critical thinking and problem-solving skills, to study and analyze relevant issues, evaluate different sources of information, make intelligent decisions regarding issues, and how to appreciate the value of differing viewpoints.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion and/or likely to arouse both support and opposition in the community. These issues may range across a wide spectrum of political, social, economic, and religious topics.

### **Religion in the Curriculum**

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal or District Administrator.

# **SCHOOL BUS RULES**



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

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

## **UNACCEPTABLE ITEMS ON SCHOOL BUS TRANSPORT**

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

- Skate boards
- Fishing Poles
- Bows & Arrows

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

Jon Bosworth  
Richland School District – Transportation Director

## **FOOD SERVICES**

The entire policy 8500 Food Services can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CWERZB7065C2>

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA)



- and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

### **FREE AND REDUCED-PRICE MEALS**

The entire policy 8531 Free and Reduced -Price Meals can be viewed here  
<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMXA5CC496>

The Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's administration of the School Nutrition Programs.

The Board designates the District Administrator to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

### **Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination



Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

### **PROMOTION, PLACEMENT, and RETENTION**

The entire policy 5410 Promotion, Placement, and Retention can be viewed here  
<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CWERZB7065C2>

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

#### **Definitions**

**Promotion:** Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy and shall be moved forward to the next grade.

**Placement:** Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the Administration.

**Retention:** Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the Administration.

A student will be promoted to the succeeding grade level when the student has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

## **STUDENT RECORDS**

The entire policy 8330 Student Records can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMWE5CC417>

Student records shall be available for inspection or release only with notification or prior written approval of the parent or adult student, except in situations where legal requirements specify release of records without such notification or prior approval.

### **Directory Data**

By legal definition directory data 118.125 (1)(b) includes pupil'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 school most recently attended.

Directory Data may be disclosed to any person unless the adult student or parent, legal guardian ad litem, of a minor student informs the school that all or part of directory data may not be released without prior consent of the adult student, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after the opening of school or receipt of this notice.

## **FERPA ANNUAL NOTIFICATION**

Under the Family Educational Rights and Privacy Act (FERPA), parents and legal guardians have the right to inspect and request correction of education records. The District may disclose "directory information" (such as name, grade level, and participation in activities) unless parents opt out in writing. Please contact the office for more information or to request an opt-out form.

## **OPEN ENROLLMENT**

The entire policy 5113 Open Enrollment can be viewed here

<https://go.boarddocs.com/wi/richsd/Board.nsf/goto?open&id=CZKMWE5CC417>

### **Processing of Open Enrollment Applications**

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the

Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:

1. Specific reason(s) for denial
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

In accordance with federal law, the District maintains an asbestos management plan that is available for public review at the District Office. There are no known asbestos-related hazards at this time.

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### **STUDENT AND FAMILY SIGNATURE/ACKNOWLEDGEMENT** **2025-2026 School Year**

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

\*This is part of the online Skyward Enrollment process and acknowledgement.