

2024-2025 STUDENT & FAMILY HANDBOOK



Richland Center Intermediate School (Grades 3-6)

1801 Highway 80 South - PO Box 649

Richland Center, WI 53581

Phone Number: 608-649-HIVE FAX: (608) 647-4735

www.richland.k12.wi.us

#RichlandPride

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

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

Approved by the Richland Board of Education on May 13, 2024 & June 24, 2024

TABLE OF CONTENTS

| | | | |
|---|-----------|--|-----------|
| <u>GENERAL SCHOOL INFO</u> | 4 | Fire Safety Equipment | 10 |
| Welcome to RCIS | 4 | Safety Drills | 10 |
| Mission Statement | 4 | Lockers | 10 |
| Contact Information | 4 | Search and Seizure (Policy 5771) | 10 |
| Office Hours & Services | 4 | Video Surveillance (Policy 7440) | 10 |
| Arrival & Departure Times | 4 | | |
| Stay up to Date! | 4 | | |
| School Closing Information | 4 | | |
| Lost and Found | 4 | | |
| Student Records | 5 | | |
| Directory Data | 5 | | |
| Processing of Open Enrollment Application | 5 | | |
| <u>GENERAL STUDENT SERVICES</u> | 5 | <u>STUDENT EXPECTATIONS AND PROCEDURES</u> | 11 |
| Food Service Program | 5 | General Expectations | 11 |
| Breakfast Program | 5 | Classroom Code of Conduct (Policy 5500) | 11 |
| Milk Money | 5 | Disruptive Behavior | 11 |
| Free and Reduced Meals | 5 | Appropriate Language | 11 |
| Food Service Prices | 5 | Seclusion and Physical Restraint | 12 |
| School Counseling Program | 6 | Academic Honesty | 12 |
| Student Suicide Prevention (Policy (5350) | 6 | Backpacks, Bags, Purses, etc. | 12 |
| Student Health and Wellness (Policy 8510) | 6 | Gum and Soft Drinks | 12 |
| Accident Benefit Plan | 6 | Dress and Grooming (Policy 5511) | 12 |
| Student Health Services | 6 | Outside | 13 |
| Health Rooms | 6 | Playground Rules | 13 |
| Excuses from Physical Education | 6 | Drugs/Alcohol/Tobacco (Policy 5530) | 13 |
| In an Emergency | 6 | Stealing/Vandalism | 13 |
| Medications | 6 | Off Campus Choices = On-Campus Results | 13 |
| Office Telephone and Messages to Students | 6 | Disciplinary Responses | 14 |
| Separated and Divorced Parents | 7 | Office Referral | 14 |
| | | Detention | 14 |
| <u>ATTENDANCE</u> | 7 | Suspension (Policy 5610) | 14 |
| Attendance Policies (Policy 5200) | 7 | Expulsion (Policy 5610) | 14 |
| Compulsory School Attendance | 7 | Due Process Rights (Policy 5611) | 14 |
| Excused Absences | 8 | Specific Locations | 15 |
| Unexcused Absences/Tardiness | 8 | Cafeteria and Recess | 15 |
| Truancy and Habitual Truancy | 8 | Hallway and Hall Passes | 15 |
| Make-up Work | 8 | IMC | 15 |
| Leaving the Building/Campus | 9 | Off-Campus (School-Sponsored) | 15 |
| Missing School on the Day of an Activity | 9 | Technology | 15 |
| | | Student Acceptable Internet Use (Policy 7540.03) | 15 |
| <u>ACADEMICS</u> | 9 | Children's Online Privacy Protection Act (COPPA) (Policy 7540.02) | 16 |
| Course Changes | 9 | Personal Electronics | 16 |
| Grading | 9 | School-Issued Devices | 16 |
| Incomplete Grades | 9 | | |
| Promotion and Retention | 9 | <u>STUDENT TRANSPORTATION</u> | 17 |
| | | School Bus Expectations | 17 |
| <u>SCHOOL SAFETY AND SECURITY</u> | 10 | Unacceptable Items on School Bus | 17 |
| District Safety | 10 | Bus Cameras | 17 |
| Building Access for Visitors/Parents | 10 | School Bus Discipline | 17 |
| | | Bus Pass Procedure | 17 |
| | | Parent Drop-Off and Pick-Up | 17 |
| | | RCIS Traffic Pattern Map | 17 |
| | | Transportation (Policy 8600) | 17 |

| | |
|---|-----------|
| DISTRICT ANNUAL NOTICES | 18 |
| Pupil Non-Discrimination and Complaint Procedure (Policy 2260) | 18 |
| Questioning by Governmental Agencies (Policy 5540) | 18 |
| Firearms and Weapons (Policy 5772) | 18 |
| Bullying (Policy 5517.01) | 18 |
| Student Anti-Harassment (Policy 5517) | 19 |
| Equal Educational Opportunities/Discrimination (Policy 2260) | 20 |
| Non-Discrimination on the Basis of Sex | 20 |
| Controversial Issues in the Classroom (Policy 2240) | 21 |
| Student Religious Accommodations (Policy 2270) | 21 |
| Food Service (Policy 8500) | 22 |
| Free and Reduced- Meal Prices (Policy 8531) | 23 |
| <u>24-25 RCIS Student/Family Handbook Agreement</u> | 24 |

General School Info

Welcome to RCIS!

The RCIS school community welcomes you to the 2024-2025 school year! We look forward to working with you to ensure that each student's overall potential is maximized. Together, we must stress the importance of school and support each other 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. This student/family handbook is created to highlight official policies and administrative guidelines of the Richland School District.

4 B's

- › Be Respectful
- › Be Responsible
- › Be Safe
- › Be Kind/A Friend

One Hive

- › Healthy Choices
- › Integrity
- › Values
- › Empathy

If clarity is needed for any aspect of this handbook, 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 parents.

DISCLAIMER: This student/family handbook is based primarily on policies adopted by the Board of Education and Administrative Guidelines developed by the Administrative Team. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, please be advised that such updates/modifications are possible after the approval of this handbook. The school district and the school retain the right to address any situation not specifically outlined in this handbook for the purpose of maintaining the order and effectiveness of the school.

Mission Statement

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

RCIS seeks to fulfill this mission by providing educational experiences based on the developmental characteristics and needs of each student. We seek to address the whole child with a dual focus on both the academic and social/emotional needs of each student.

Contact Information

Richland Center Intermediate: 608-649-HIVE

Richland School District Office: 608-649-HIVE

Food Service: 608-649-HIVE

Kobussen Bus Garage: 608-647-4446

Office Hours & Services

The RCIS Office is open from 7:30 AM - 4:00 PM during the school year. Students may enter the designated waiting areas at 7:45 AM. Breakfast is served from 7:45-7:58 a.m.

Arrival & Departure Times

Classes begin at 8:00 a.m. and end at 3:00 p.m, Monday, Tuesday, Thursday and Friday. On Wednesdays, classes will begin at 8:00am and end at 2:00pm. Bus students will begin arriving between 7:35- 7:45 a.m. Students should not arrive prior to 7:35 a.m. due to lack of supervision. Students arriving after 8:00 a.m. may not have access to breakfast in the cafeteria.

2 hour delay: School doors open at 9:45 a.m. and students are to be in the classroom at 10:00 a.m..There is no breakfast served on these days. Students are dismissed at 3:00 p.m.

Early Release Weather Related: School doors open at 7:45 a.m. and students are to be in the classroom at 8:00 a.m. Students arriving after 8:00 a.m. may not have access to breakfast in the cafeteria. Students are dismissed at 1:00 p.m.

Stay up to Date!

RCIS families are encouraged to keep the RCIS Office informed of changes in contact information (phone numbers, email, address, etc.) throughout the year. A majority of our communication takes place via email, so it is imperative that families enable successful communication.

School Closing Information

Changes to the school day (i.e.: cancellation, delayed start, early release, etc. due to weather or other factors) will be communicated via the radio (WRCO 100.9) and television (WISC Channel 3, WMTV Channel 15, or WKOW Channel 27). Notice will also be communicated via the District's social media presence and via Skyward/Skylert (when possible).

Lost and Found

Lost and found items will be placed in a designated location (i.e.: outside of the main office). Misplaced jewelry, glasses, etc. will be left in the office until claimed. Unclaimed items will be repurposed/donated as needed throughout the year. The school is not responsible for personal property. If you don't want to risk losing it, then leave it at home. If an article is lost, check to see if it has been turned into the office.

Student Records (Policy 8330)

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 (Policy 8330)

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 inform 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.

Processing of Open Enrollment Application (Policy 5113)

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.

GENERAL STUDENT SERVICES

Food Service Program (Policy 8500)

Hot lunches are served daily or students can bring a sack lunch. Students may use money deposited in advance in their school lunch account to purchase meals. Students may also bring a sack lunch. Students will be required to remain at school during lunch periods unless special arrangements have been made with the office in advance.

Breakfast Program

RCPS, RCIS, and RCHS schools provide a breakfast program. A breakfast meal will be served from 7:45 AM until 7:57 AM. Students who received free/reduced meals will receive free/reduced breakfast. If there is a two hour delay, breakfast will NOT be served.

Milk Money

Students who receive free/reduced meals will receive free milk for milk break. Milk money should be paid in advance to your child's school, for the semester. Milk may be purchased daily to accompany a sack lunch. Skim, 2%*m*, or chocolate milk is served with each meal.

Free and Reduced Meals (Policy 8531)

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 (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

Food Service Prices 2024-2025

| | | |
|-------------------------|---------------------|----------------------|
| <u>Breakfast</u> | <u>Daily</u> | <u>Weekly</u> |
| RCPS & RCIS | 2.00 | 10.00 |
| RCHS | 2.15 | 10.75 |
| <u>Lunch</u> | <u>Daily</u> | <u>Weekly</u> |
| RCPS & RCIS | 3.50 | 17.50 |
| RCHS | 3.75 | 18.75 |
| <u>Milk</u> | <u>Daily</u> | <u>Weekly</u> |
| Per Carton | 0.40 | 2.00 |

School Counseling Program

The school counselor is available to all RCIS students and families to serve all students as advisors on academic, personal/social, and career concerns. The school counselor provides guidance services upon the American School Counselor Association's National Model. The role is to support students through academic and career learning, transitions in school, delivering curriculum, social emotional learning and tools, and exploring other avenues to help children find connections and success at RCIS. The school counselor keeps information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information is appropriately disclosed. The school counselor will consult with appropriate professionals when in doubt of the validity of a possible exception. The counseling department is also available to meet with individual students/parents for conferences as well.

Student Suicide Prevention **(Policy 5350)**

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. Our school administrator and/or school counselor will work with the family to help support the needs of their child through the use of community and school resources.

Student Health and Wellness (Policy 8510)

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 ongoing physical activity, and an atmosphere that promotes a lifelong practice of wellness behaviors.

Accident Benefit Plan

The Richland School District will offer an accident insurance program. Information folders describing the benefit plan and the cost may be obtained in the office. Be sure to report any injury immediately to the teacher/coach in charge or to the office. Injury claims not reported promptly may not be collectible from the plan. A doctor's written permission may be needed to re-enter practice or competition if the injury is in athletics.

Student Health Services

The RCIS Health Service Program is supervised by the school district nursing staff. Procedures for using the services are explained below

:

Health Rooms

Health rooms are located in the office area. Students that become ill in school should get a pass from the teacher and report to the office. If a child is too ill to attend class, parents will be notified and asked to take the child home. Students will also be asked to go home if we find the child has a fever, has vomited, or any other illness that may be contagious.

Excuses from Physical Education

Students may be excused temporarily from physical education by written permission from a parent or for an extended period of time by written permission from a physician. If you go to a doctor, be sure to bring back a permission slip indicating when you can return to physical education or return to a sport. These permission slips must be presented to the office.

In An Emergency

We reserve the right in an extreme emergency to have a student transported to the clinic or hospital. The parents will be notified as soon as possible.

Medications

The school must have written authorization to administer medication at school. A medication form is available from the RCIS office. This needs to be completed by the parents and/or doctor. Prescription medication must have the prescription label on the bottle. Non-prescription medication must be in its original container. Medications are kept in a locked cabinet in the office and school personnel will dispense medications following the directions on the medication form. If you have questions, contact the RCIS office or the school nurse.

For safety reasons, student medications should be brought to the office by the parent/guardian. Medications should not be transported by the student on the bus and/or kept in a school location other than the office.

Office Telephone and Messages to Students

Students may ask office personnel for permission to use the school phone to call a parent during appropriate time frames (i.e.: before & after school, during lunch, etc.). Students may also be given permission to get their cell phones from their lockers to use in the office as well.

Parents who need to communicate with their student during the school day may leave a message with the office. The message will be relayed to the student during the next appropriate time frame (i.e.: passing time, etc.). Students will not be called out of class unless it is an emergency.

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 visitational 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. The district will adhere to the following Administrative Regulations for Custody Actions (Board Policy)
- 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.

ATTENDANCE

Attendance (Policy 5200)

Attendance expectations at RCIS are based on the following State and District policies:

Compulsory School Attendance: WI Stats. 118.15

In accordance with State law, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse. A legal excuse would include:

- illness, religious observance, family emergencies, medical appointments or family vacations and other absences for which prior arrangements with the school administration have been made.

Parents may excuse their child's absence in writing before the absence.

A child may not be excused for more than 10 days in a school year under this provision, Wis. Stat. sec. 118.15(3)(c), without proper, third-party verification (i.e.: medical documentation from a qualified healthcare provider).

Excused Absences

The responsibility for regular school attendance of a student rests upon the student's parent/guardian. All excused absences require the parent/guardian or legal custodian to give written or verbal verification, which is to be submitted to the RCIS Office in advance of the

absence or prior to re-admittance to school. If a student is to be absent from school for unplanned reasons such as illness, parents must call the RCIS Office (608-647-6381) before 9:00 AM on the day of the absence. If contact is not made with the school the day of the absence(s), the student must bring a written note from the parent/guardian explaining the absence. **Failure to explain a student's absence(s) will result in the absence(s) being marked as unexcused.**

Reasons for excused absences may include:

- personal illness, funeral, required legal appearances, designated

Religious holidays, medical or dental appointments, family emergencies, approved School District activities, pre-approved absences which have been deemed educationally beneficial for the student, or if the student is absent due to school suspension or expulsion ([Wis. Stat. 118.16\(1\)\(1m\)](#)).

Pre-arranged, excused absences include medical or dental appointments, family vacations, and pre-approved absences that have been deemed educationally beneficial for the student (i.e. curricular related events, conferences and competitions). The parent/guardian notifies the RCIS Office of anticipated absences in advance via phone, email, or a note.

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.

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.

Students with an excused absence will be given the opportunity to make up work in accordance with the following guidelines:

- The student must make arrangements with their teachers to make up any missed classwork.
- The number of days allowed to make up missed work is the number of days absent plus one (1). The student may request an extension of this timeline.
- Students will be permitted to take any examinations missed during their absence as established by the building principal.

Unexcused Absences/Tardiness

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
 - Oversleeping
 - Shopping
 - Errands
 - Family Trips not communicated 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.

Truancy & Habitual Truancy

According to [Wis. Stat. 118.16\(1\)\(c\)](#), "truancy" means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means the intermittent attendance carried on for the purpose of defeating the intent of the state's compulsory attendance law.

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.

We realize that each attendance situation is unique and we want to work with each student/family as much as possible. However, please realize that we also have a legal obligation to remain collectively accountable for the attendance of each student in our building. We just ask that parents communicate with RCIS who are willing to work with families as long as lines of communication are open.

Make-up Work

Students may make up major examinations or equivalent examinations within a reasonable and mutually agreeable time. Pupils will not be denied credit in coursework or subjects solely because of truancy. The school may, with Board approval, set standards of attendance and performance for passing a course or subject. Students may not have grades lowered based solely on the unexcused absence.

If a student has been or is going to be absent, homework may be requested by contacting the RCIS Office (608-647-6381). **24 hours notice is needed to collect homework from teachers.**

Leaving the Building/Campus

If a student must leave during the school day, s/he must secure a pass from the Office in advance. Parents must notify the office prior to their child leaving. No student will be permitted to be transported from school other than by school-provided transportation or by the parent/guardian unless permission (call or note indicating who will be picking up the student) is received from the parent/guardian before dismissal.

Missing School on the Day of an Activity

Students are not eligible to attend or participate in any school activity on the day of their absence from classes. An exception may be made in special cases when permission is granted ahead of time by the principal or if the student has attended school for over half of the school day.

ACADEMICS

Course Changes

Course changes (drops/adds) for 6th grade students may be considered prior to the start of the next quarter. Change requests should be discussed with the principal, teacher, and parent. Changes will only be made because of an acceptable reason and if class space is available.

Grading

Grading at RCIS will be done at the end of each 9-week period (quarter). Specific grading expectations will be communicated by the individual teacher.

Coursework is expected to be submitted on time. Late work may result in a grade reduction for that specific assignment (please refer to your teacher's expectations as communicated at the start of the course for specifics). Students who have an excused absence for less than five (5) days will have an extra day for each day absent to make-up coursework (with no reduction penalty). Students who have excused absences for five (5) or more consecutive days will be dealt with on an individual basis by the student's teachers.

Incomplete Grades

It is the responsibility of the student to have all assigned work completed on time. On occasion, students may encounter an extenuating circumstance that causes coursework to be unfinished at the end of the grading period. The student may receive an incomplete ("I") on his/her report card. Incomplete grades will be treated like an "F" unless a different grade is earned within a time frame determined by the principal in cooperation with the teacher.

Student Retention and Promotion (Policy 5410)

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.

SCHOOL SAFETY AND SECURITY

District Safety

The Board of Education believes that everyone is entitled to a safe school environment, which includes every student, employee, and visitor. Furthermore, the Board believes that accident prevention is a result of appropriate planning, training, and implementation of wise safety practices.

Building Access for Visitors/Parents

Individuals (including parents) seeking to visit RCIS during normal school hours of operation must obtain a visitor's pass from the main office. Visitors may be directed to wait in the office until they can be escorted to their desired location in the building. This is for the purpose of maintaining a safe learning environment for all.

Fire Safety Equipment

The unlawful discharging of a fire extinguisher or activating the fire alarm system is not permitted. Violators will be suspended from school and reported to the Police Department.

Safety Drills

RCIS will conduct a variety of drills and safety procedures as needed throughout the school year (i.e.: fire, tornado, lockdown, administrative hold, relocation/evacuation, active threat). The building may be informed of drills in advance. Systems are in place to notify parents in the event of a true emergency.

Lockers (Policy 5771)

The district retains ownership and possessory control of student lockers. Random searches by school personnel can occur at any time without reasonable suspicion. Students are responsible for keeping their locker in good condition.

Search and Seizure (Policy 5771)

The Board of Education recognizes everyone is entitled to a safe school environment. In order to maintain a safe school environment, searches may be performed at any time without prior notice or consent.

School officials may initiate limited random, unannounced searches when reasonable suspicion exists. The search may include inspection of the student's person, purse, coat, backpack, duffel bag, or similar articles. The search may also require a sample of the student's breath or for the student(s) to be subject to a metal detector. The search may take place while the student is on school property, on school transportation, or at school sponsored activities. Illicit items will be confiscated by the school or law enforcement. Those found in possession of dangerous weapons, illegal drugs, or illicit items may be referred to law enforcement. The students will be disciplined according to school procedures.

Video Surveillance (Policy 7440.01)

The Board of Education authorizes the 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. These cameras are not continuously monitored and only authorized individuals are permitted to review recordings.

Any person who takes action to block, relocate, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action (including police referral).

STUDENT EXPECTATIONS AND PROCEDURES

General Expectations

Classroom Code of Conduct (Policy 5500)

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 including, but not limited to, pupil handbooks, school rules, classroom rules, administrative regulations, and Board Policy.

Staff may have specific requirements (classroom and school expectations) within their learning setting (including on-campus and for school-related events that take place off campus). If/when a student fails to meet classroom/school expectations, the 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 "Illicit Use of Drugs/Alcohol/Tobacco".
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 "Illicit Use of Drugs/Alcohol/Tobacco".
5. Being in possession of tobacco products in violation of Richland School the District's policy entitled "Illicit Use of Drugs/Alcohol/Tobacco".
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. Pushing or striking a student or staff member
17. Physical confrontations or verbal/physical threats including fighting.
18. Disruptions and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
19. Willful damage to school property or property of others.
20. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
21. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
22. 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.

Disruptive Behavior

The Board of Education, in an effort to provide a safe, secure, and tranquil environment for students, staff, and visitors to school property or functions, believes that disruptive behavior cannot be tolerated. Disruptive behavior can occur in many forms and in many places and needs a process to ensure that it is not repeated. The disciplinary response from the school will be based on the individual and overall nature of each situation.

Appropriate Language

Students are expected to be kind or be quiet. Profanity, swearing, and inappropriate language (verbal, written, or gesturing) are prohibited. Violators will be subject to a disciplinary response (up to and including suspension and/or a police referral).

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 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 policies. 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.

Academic Honesty (Policy 5505)

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

Backpacks, Bags, Purses, etc.

Students may bring backpacks, bags, purses, etc. to school for the purpose of transporting school-related items to and from school. All backpacks (and related school/personal bags) must remain in the student's locker throughout the school day (from arrival until departure). Contact the office if an exception needs to be considered.

Gum and Soft Drinks

Gum chewing is allowed at the discretion of the individual teacher.

Students may not bring soft drinks to consume with their lunch. Soft drinks may be taken away if consumed or possessed at other times during the school day. Energy drinks are not allowed.

Dress and Grooming (Policy 5511)

The purpose of our dress code is to provide clear and equitable expectations for all students and to facilitate a learning environment that minimizes distractions and maximizes the potential of each student.

Students can experience significant changes in their

height/weight during the school year. Please realize that what fits in the fall may not fit well enough in the spring. We want to work with each situation while also maintaining an appropriate learning environment.

Student dress, grooming, and/or visible accessories/personal items **should not**: promote alcohol, drugs, sex, tobacco, gangs, or contain other undesirable ads/slogans; display obscene, lewd, or vulgar comments; intend to harass, threaten, or demean an individual or group; promote actions that are illegal or in violation of school policies.

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.

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.

Hats, caps, headbands, other types of headgear, and sunglasses should be removed when entering a building.

Due to safety concerns, the wearing of coats, jackets, or other outside apparel is not allowed in the classrooms. It is recommended that students keep a sweatshirt or sweater in their lockers to wear on colder days.

Footwear must be worn at all times (except as dictated by the educational program).

1. Footwear with steel toes is prohibited.
2. Footwear that marks/damages the school/floors is prohibited.
3. Non-traditional/unconventional footwear (i.e.: wheelies) is prohibited.

If questions should arise regarding the appropriateness of student attire, the administration retains the right to make decisions on student dress. Students found to be in violation of expectations will be given the opportunity to provide or obtain a solution. Students who fail to comply with directives to correct dress/grooming deficiencies will be subject to a disciplinary response. Any school time lost will be unexcused.

Outside

Students are expected to leave the outside elements where they lie in order to contribute to a safe school setting. Therefore, throwing snow, ice, dirt, rocks, grass, etc. is prohibited. Students who fail to adhere to this safety expectation will be subject to a disciplinary response and/or a police referral. The student and his/her family may also be expected to pay for any damage/injury incurred.

Playground Rules

- 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.**

Drugs/Alcohol/Tobacco (Policy 5530)

The Board directs the administrators and staff to cooperate with law enforcement officials in their effort to eradicate drug and alcohol problems.

For purposes of this policy, the term "drugs" means any illegal substances, prescription drugs used by someone other than the person for whom the medication has been prescribed, or that is used in violation of law or school policy, controlled substances, or any other substances that cause or result in intoxication or discernibly altered states of mood or mind, including unregulated substances intentionally used in order to produce intoxication or discernibly altered states of mood or mind. The term "drugs" also includes any "look-alike" substances that are intended to resemble or be mistaken for drugs, as defined by this policy. The term "drugs" does not include substances that are possessed or used by a student pursuant to that student's valid prescription, when possessed or used in a manner consistent with school policy.

For the purposes of this policy, the term "drug paraphernalia" has the meaning specified in Section 961.571 of the Wisconsin Statutes.

The possession, storage, use, sale, distribution, solicitation, purchase, or manufacture of drugs, drug paraphernalia, or alcohol, on District property, including on school grounds and premises, on grounds leased by the school, at school-sponsored events or activities, and in vehicles owned, operated, rented, or contracted by the District, or participation in any plan to further such conduct, is prohibited. Furthermore, the possession, storage, use, sale, distribution, solicitation, or purchase of all tobacco products including e-cigarettes on premises owned or rented by, or under the control of, the District is prohibited.

Being under the influence of drugs or alcohol is prohibited on District property, including on school grounds and premises, on grounds leased by the school, at school-sponsored activities, and in vehicles owned, operated, rented, or contracted by the District.

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Such disciplinary action shall be rendered in accordance with state and federal law and board policy. Violation of this policy may also result in a referral to law enforcement officials for prosecution under specific state, federal, or local laws. The student's parent(s) or guardian(s) will be notified if the school refers a matter to, or requests the assistance of, law enforcement officials. Students and parents are specifically advised that the District reserves the right to suspend or expel a student when permitted by law even if this policy does not apply to the conduct at issue.

The District may use all justified and permissible means to search for or detect drugs, alcohol, or tobacco including e-cigarettes on District property, including lockers and vehicles parked on District property, as specified in the District's policies entitled "Search and Seizure" and "Locker and Student Search". A student refusing justified and permissible search or test procedures is subject to school disciplinary procedures, as specified in the District's policy entitled "Search and Seizure". A visitor refusing justified and permissible search or test procedures shall be escorted from District property and/or referred to law enforcement officials.

Students participating in co-curricular activities are subject to additional disciplinary action as defined in the activity code of conduct.

Stealing/Vandalism

Students who make choices that result in temporary (stealing) or permanent (vandalism) damages (the possession, destruction, or defacement of school or personal property, whether willful or accidental) are subject to restitution, police referral, and a disciplinary response (including suspension or expulsion from school)

Off-Campus Choices = On-Campus Results

The 24/7 nature of today's society means that many situations start or continue off-campus and/or outside of the school day. The responsibility to provide a safe learning environment requires a more inclusive approach by the District. Therefore, student choices/behaviors that occur off-campus (including via social media) that have the potential to impact the school day are subject to a disciplinary response from the school (including suspension and expulsion) and/or a police referral.

Disciplinary Responses (Policy 5610.02)

Consistency with disciplinary responses is preferred, but the reality is that each situation is unique. Therefore, the disciplinary response from the school will be based on the individual and overall nature of each situation. The primary objective is to coach each student to make better choices when they encounter struggles/frustrations. The sooner students subscribe to consistently improving their choice making, the sooner they will realize greater achievement and perspective as learners and as members of our community.

Office Referral

Students who struggle to meet expectations (i.e.: in the areas of compliance and contributing appropriately to the learning environment) will be sent to the office to provide needed separation for the student and the learning environment. Students will spend the remainder of the period in the office to process their choice making. If needed/appropriate, students may spend more time in the office. Students referred to the office will be marked accordingly in attendance (which parents can view via Skyward). An office referral will often coincide with a discipline entry into Skyward. The staff member entering the discipline will communicate with the student's parent/guardian to ensure awareness at home. The intent is that school and home work together towards the collective improvement of the student.

Detention

Students may have a disciplinary response that occurs during their lunch/recess (detention). This can take place over one (1) or a number of periods, depending on the unique nature of the individual and overall student situation. When necessary, students may have to make-up class time missed due to an office referral. This will consist of an after-school detention. A parent will be contacted prior to the after-school detention in order to coordinate transportation needs.

Suspension (Policy 5610)

The Board of Education recognizes student suspension as a necessary consequence for unacceptable student behavior. A suspended student may also be referred to other school district personnel and/or community agencies. Suspensions can take place in-school (ISS) or out-of-school (OSS).

When a suspension occurs, the student will make up the coursework missed. Suspended students shall not be denied the opportunity to complete any coursework or exams missed during the suspension period.

Expulsion (Policy 5610)

Under this policy, the Board recognizes student expulsion as a necessary consequence for unacceptable student behavior. 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 a student is expelled, they are also not allowed on district premises, which includes bus stops.

When it is necessary to expel a student, the District shall follow procedures outlined in [WI Stats. 120.13\(c\)](#) and Federal Law 18 USC 921(2)(3).

Due Process Rights (Policy 5611)

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.

Specific Locations

Basic student behavior expectations are the same in all settings on and off campus (be your best with your words, actions, and reactions). Specific details are shared below for specific locations.

Cafeteria and Recess

Students will provide their best during breakfast/lunch by:

1. Following the directives of the kitchen staff and the lunchroom supervisors in the cafeteria and during recess.
2. Waiting in line with patience and respect.
3. Cleaning up as needed, whether or not they made the mess. Leave it better than you found it.
4. Coming to the cafeteria prepared to go outside for recess throughout the year during lunch. This includes coming with appropriate outdoor apparel in the winter.
5. Contributing to a safe setting. Specifically by:
 - a. Walking & speaking at an appropriate volume.
 - b. Demonstrating sportsmanship during recess.
 - c. Re-entering the building with patience & respect/courtesy for others.

Students who struggle with expectations will have the privilege of eating in the cafeteria and/or recess removed as an opportunity.

Hallway and Hall Passes

Students will provide their best by:

1. Walking with patience and courtesy at all times.
2. Using an appropriate volume.
3. Using passing time with efficiency (restroom, water fountain, etc.).
4. Requesting a pass from the sending teacher if the student anticipates the possibility of arriving late to his/her next class.
5. Contributing to a clean hallway and utilizing trash cans.

Each teacher/learning setting has a hall pass that may be used with permission by one student at a time. Time in the hallway is time away from learning. Students who struggle with appropriate use of the hallway and hall pass system will have the privilege modified and/or removed as an available opportunity.

IMC

The RCIS Instructional Media Center (IMC) is a resource for students and staff that is utilized as available. The IMC is a community area that requires the RCIS school community to collectively take care of the space. Students will only enter the IMC with permission and supervision from a staff member.

Off-Campus (School-Sponsored)

Students who leave campus for a school-sponsored activity/event during and outside of the school day will continue to provide their best by:

- Remaining calm/courteous while being transported. Students will also leave the school van/bus better than they found it.
- Remembering that they represent the RCIS school community. Courtesy, respect, and manners will be demonstrated at all times.

Students who struggle to meet expectations off-campus will be subject to a disciplinary response from the school, a police referral, and/or restitution for any damages/injury incurred as a result of the student's choices/actions off-campus.

Technology

Student Technology Acceptable Use & Safety **(Policy 7540.03)**

1. District Technology Resources, including Internet access, are provided to students for educational purposes.
2. Student users of the internet have no rights to personal privacy in connection with their usage of the internet, thus district staff may monitor usage.
3. District retains the right to monitor, access, intercept and review all messages or information created, received or sent over the internet.
4. Students on the internet must adhere to the same standards of conduct expected and required in the classroom.
5. All internet communications and information shall be assumed to be copyrighted materials.
6. The internet shall not be used to degrade or disrupt system performance of district hardware or software or interfere with another user's work on the internet.
7. Use of the internet to access and/or distribute objectionable and/or obscene material, child pornography, or other material that is harmful to minors (per Children's Internet Protection Act Code of Conduct) or to promote gang-related, racist, or other inappropriate activities is prohibited.
8. Use of the internet for any objectionable, vulgar, or inappropriate purpose is strictly forbidden.
9. Use of the internet to harass others by interfering with another's work, sending unwanted messages, or insulting or attacking others is prohibited.
10. Students are prohibited from sharing personal information about themselves or others on the internet, including computer passwords.
11. Students are prohibited from using another person's password.
12. All district computers with internet access will be equipped to restrict, by use of available software filtering technology, all student access

to materials that are believed to be obscene, child pornography, or harmful to minors under CIPA Rules of Conduct.

14. 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.
15. Students must read and sign the Student Internet Acceptable Use Form on a yearly basis. This is a part of the regular student handbook signing.

Children's Online Privacy Protection Act (COPPA) (Policy 7540.02)

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(ren) to access these online resources, an opt-out form must be acquired from the District Office, completed, and returned.

Personal Electronics

Students are prohibited from using personal electronics (i.e.: cell phones, iPods, laptops, etc.) during the school day. Students who bring personal electronics to the school are expected to keep them powered off and away in their locker from the time they arrive until they depart at the end of the day.

Students who struggle to meet this expectation will have their personal electronics kept in the office for the rest of the day or for as many days as needed. Parents will be notified of these infractions.

School-Issued Devices

RCIS students who can handle the responsibility are issued a device (either an iPad or a Chromebook) as part of our 1:1 technology plan. Technology is utilized in a variety of ways throughout the building. Technology should enhance the education opportunities of the student and facilitate the student's development/understanding of digital citizenship. This includes the self-discipline to appropriately use technology (how, where, and how often). Students will have their technology access modified, restricted, and/or removed if they demonstrate that technology is hindering rather than enhancing their educational progress.

Students may be placed "on the paper route" (technology restrictions/removal) if they have any struggles with technology expectations. Paper route decisions will be made on a case-by-case basis.

If school devices are damaged, families will be charged the following fees

One to One Device Fee Information

| | |
|------------------------------------|-------------------------|
| First Time fee | \$10.00 |
| Accidental Damage * | |
| 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.**

RCIS students and families should refer to the RCIS Student Technology Use Agreement for a complete reference.

STUDENT TRANSPORTATION

School Bus Expectations

The Board of Education promotes safety on buses, and believes student behavior on school buses is a safety concern of student riders, parents, bus drivers, and school officials. Therefore, it is imperative that the bus driver maintains order on the bus at all times with the support of teachers, administrators, and parents.

The bus is an extension of the school. Therefore, school expectations apply on the bus and at the bus stop. Students who ride the bus will provide their best in the following ways:

1. Always listen quickly and respectfully to the driver.
2. Do not interfere with the health and safety of others.
3. Remain seated at all times and keep the aisles clear.
4. Keep body parts, belongings, etc. respectfully away from others.
5. Keep all body parts and personal items inside the bus at all times.
6. Loud noise levels are not permitted.
7. Swearing and the use of profanity are prohibited.
8. General school district rules are enforced at all times.

Unacceptable Items on School Bus

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
- Other items that could cause harm to others on the bus.

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

Jon Bosworth- Transportation Director

Bus Cameras

The Richland School District has 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. Each bus is equipped with cameras that record video and audio. Video recordings are only viewed by the bus terminal manager and RSD administration. The entire District policy on Transportation can be found in [Policy 8600](#).

School Bus Discipline

The bus service is an independent business, separate from the Richland School District. Riding the bus is a privilege and can be eliminated by the building principal if the student fails to meet expectations. Students suspended from the bus are not excused from school. Transportation becomes the responsibility of the student's family.

Violation of bus rules will result in the following action:

1. Immediate disciplinary action by bus driver.
2. Kobussen Buses will notify parents.
3. Written notification to principal by Kobussen Buses. (This may result in loss of bus privileges.)
4. Student-Principal conference and written notification to parents by Principal.
5. 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.

Disciplinary responses may be unique to the individual and overall nature of the student situation. Students are reminded that they are responsible for their words, actions, and reactions. Reacting to the poor decision of another with your own poor reaction is unacceptable. Choose wisely!

Bus Pass Procedure

Bus drivers are not allowed to transport students who aren't assigned to his/her bus. Therefore, parents should contact the RCIS Office if the student needs to ride a different bus than assigned or to be dropped off at a different location. A bus pass will be issued to the student for that specific date/location.

Parent Drop-Off and Pick-Up

Students who are transported to/from school by personal transportation before/after school are to be dropped-off and picked-up in the South Parking Lot. Vehicles in the bus lane (along the front of RCIS) during the designated drop-off/pick-up times without principal approval are placing convenience/impatience above student/school safety.

RCIS Traffic Pattern Map

Transportation (Policy 8600)

DISTRICT ANNUAL NOTICES

Pupil Non-Discrimination and Complaint Procedure (Policy 2260)

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.

Questioning by Governmental Agencies (Policy 5540)

Law enforcement and the Department of Health & Human Services (DHHS) will be requested to complete the Richland School District Pupil Release Form prior to questioning, interviewing, or taking a student into custody.

Students may be questioned on school grounds by law enforcement or DHHS upon completion of a pupil release form and with parents' permission.

Students may be questioned, interviewed, or removed from the school premises without informing the parents if:

- A. DHHS suspects child abuse.
- B. A court order has been presented.
- C. Law enforcement suspects child abuse.

Firearms and Weapons (Policy 5772)

Weapons are prohibited on school property, within school buildings, in school vehicles, or at school sponsored activities. A weapon is defined as a firearm (loaded or unloaded), knife, razor, chemical spray, karate stick, metal knuckles, or any other object that, by the manner it is used or intended to be used, or by its appearance, is capable of inflicting bodily harm and/or is being used to threaten, frighten, or intimidate. No student shall possess, sell, distribute, fire, threaten to use, or explode any firearm, bomb, smoke bomb, firecracker, or other explosive or incendiary device on school premises, buses, or school sponsored events. 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.

Bullying (Policy 5517.01)

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.

Student Anti-Harassment (Policy 5517)

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 reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Non-Discrimination and Access to Equal Educational Opportunity (Policy 2260)

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.

Non-Discrimination on the Basis of Sex in Education Programs or Activities (Policy 2266)

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 District Coordinators:

Shaun Tjossem, Special Education Director
608-647-6106
tjos@richland.k12.wi.us
Amber Bingham, Payroll/Benefits
608-647-6106
bina@richland.k12.wi.us

Controversial Issues in the Classroom **(Policy 2240)**

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.

The entire policy can be viewed by clicking the link above or searching for Policy 2240 on the Richland School District website.

Student Religious Accommodations **(Policy 2270)**

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.

The entire policy can be viewed by clicking the link above or searching for Policy 2270 on the Richland School District website.

Food Service (Policy 8500)

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 (Policy 8531)

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.

Non-discrimination 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, 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.

2024-2025 RCIS Student/Family Handbook Acknowledgement

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

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

Students will review the Student & Parent Handbook at the start of the school year and sign the agreement below, acknowledging that they have had the handbook explained to them and understand the handbook.

Student Name: _____

Student Signature: _____ Date: _____