

# Raymond School Student-Parent/Guardian Handbook

## 2019-2020

**Welcome to Raymond School!** On behalf of all the members of the Raymond School Staff, we are pleased to have you here as a student. Working with our students and parents/guardians, we will do our best to make your experience here productive and successful.

### FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students and parents/guardians may have during the course of a school year. It summarizes many of the official policies and administrative guidelines of the Raymond Board of Education and the School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student-parent/guardian handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the District Administrator, Principal or School Counselor.

### MISSION OF THE SCHOOL

Raymond School District is dedicated to providing a child-centered learning environment, expecting all students to learn and succeed. We commit to providing and utilizing a progressive, relevant, and quality curriculum encouraging all students to be responsible citizens prepared to meet the challenges of the future.

### SCHOOL PERFORMANCE REPORTS

Annual School Performance Report is available on our website: [raymond.k12.wi.us](http://raymond.k12.wi.us). Paper copies will be available by May 1st each year.

### PUBLIC NOTICE OF PUPIL NON-DISCRIMINATION POLICY

It is the policy of the Raymond School District #14, that no person may be denied admission to public school in the district or be denied the benefits of, or be discriminated against in any curriculum, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II: 28 C.F.R. 35.106) Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973; School Board Policy 2260 & 2260.01C, AG2260D & Form 2260 F8, Staff Policy 3122 & 4122) PI 9.05.

Raymond School District #14 encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available in the district, however, to address allegations of violations of the policy. Any questions concerning this policy in the Raymond #14 School District should be directed to:

District Administrator  
Mr. Steve Harder  
262-835-2929, ext. 101  
[hardste@raymond.k12.wi.us](mailto:hardste@raymond.k12.wi.us)

School Principal  
Mr. Taylor Schmit  
262-835-2929, ext. 102  
[schmtay@raymond.k12.wi.us](mailto:schmtay@raymond.k12.wi.us)

School Counselor  
Ms. Ward  
262-835-2929, ext. 145  
[warddia@raymond.k12.wi.us](mailto:warddia@raymond.k12.wi.us)

Raymond School District #14  
2659 76th St., Franksville, WI 53126  
Telephone: (262)835-2929

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# Ambition. Belief. Character.

## Acknowledgement of Receipt of Student-Parent/Guardian Handbook

Please sign after reviewing with your child and return to school as close to September 4, 2019 as possible. Students will be denied use of the Internet without this signed form on file. This may affect their class work.

*I acknowledge that I have received the Raymond School District Student-Parent/Guardian Handbook. I further acknowledge that it is my responsibility to review and understand, or seek clarification of the contents of this handbook, including the school's policies on:*

**Student Attendance  
Student Records**

**Student Rights and Discipline  
Acceptable Internet Usage Policy**

**Student Non-discrimination  
Student Complaint Form and Procedures**

*I also understand that it is my responsibility to review the contents of this handbook with my children and that they will be responsible for the contents of this handbook.*

Names of Children: \_\_\_\_\_

1. What was your child's native or first-acquired language? \_\_\_\_\_
2. What language do your children most often speak? \_\_\_\_\_
3. What language is most often spoken in your home? \_\_\_\_\_
4. Is there an adult in your home who can read English? Yes      No  
If No, what language can be read? \_\_\_\_\_

### Permissions for Use of Student Name and Image

*I give permission for my child's name or image to be used for the following:*

\_\_\_\_\_ Raymond School Website

\_\_\_\_\_ Raymond School Newsletter

\_\_\_\_\_ Raymond School News releases to local newspapers

\_\_\_\_\_ Raymond Facebook Page *Note: Friend Requests from current students will be not be accepted by the Raymond Facebook page.*

\_\_\_\_\_ Raymond School Foundation website ([www.raymondschoolfoundation.org](http://www.raymondschoolfoundation.org)).

The Raymond School Foundation is a non-profit public charity dedicated solely to providing assistance to Raymond School. The Foundation's mission is to provide sustainable support to the Raymond School community with a focus on enhancing educational opportunities for the children of Raymond School.

\_\_\_\_\_ We have received and reviewed Student-Parent/Guardian Handbook.

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Name (Signature) \_\_\_\_\_

Date \_\_\_\_\_

## STUDENT-PARENT/GUARDIAN AGREEMENT - Concussion Law 2011 - Wisconsin Act 172

As a parent/guardian and as a student, it is important to recognize the signs, symptoms and behaviors of concussions. By signing this form you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury. This form must be completed for every school year in which your child will participate in any physical activity at school. This activity includes, but is not limited to: recess, physical education class, extracurricular sports, etc.

Parent/Guardian Agreement:

I, \_\_\_\_\_, the parent/guardian of

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(students names)

have read or can access the Parent/Guardian Concussion and Head Injury Information through the link below:

More detailed information regarding concussions can be found at:

**<https://dpi.wi.gov/sped/program/traumatic-brain-injury/concussion-guidelines>**

This information will help me understand what a concussion is and how it may be caused. I also understand the common signs, symptoms and behaviors. I agree that my child must be removed from practice/play/class if a concussion is suspected. I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me. I understand that my child cannot return to practice/play/class until providing written clearance from an appropriate health care provider to his/her teacher or coach. I understand the possible consequences of my child returning to practice/play/class too soon.

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Name (Signature) \_\_\_\_\_

Date \_\_\_\_\_

## Raymond School District Student-Parent/Guardian Technology Device Agreement and Acceptable Use Policy

Student Information:

Parent/Guardian Information:

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 Last Name, First Name

Grade

---

 Last Name, First Name

Email

The device owned by the Raymond School District is being provided for the use by the student under the following conditions:

- A district owned device remains at all times the property of the district and the student's possession of the device does not in any way change ownership of the device.
- The device is provided solely for the use of the student and for school purposes. The device may not be loaned to anyone else. The student's passwords and usernames are not to be shared with anyone. Doing so breaks the user agreement and the student loaning the device or sharing passwords and usernames would assume responsibility for the device.
- The device should not be used as a communication device to send non-school related messages to classmates or to send messages home or unauthorized external sources. Misuse of the device in this manner could result in behavioral consequences and/or loss of device rights.
- It is understood that the device will be returned to the district no later than the last day of school unless this agreement is terminated earlier by the district, upon student's withdrawal from the district, or with written consent from the district.
- This signed Acceptable Use Policy (AUP) governs the student's use of the device and other district technology. This document needs to be printed, signed, and turned into the office prior to issued a device. Failure to comply with district policies may result in immediate repossession of the device or restriction of district technology and other consequences.
- The student's use is also subject to copyright laws. No software may be loaded on the device without express prior approval of the district personnel.
- Failure to return the device to the district at the end of this agreement or when requested to do so by the district may result in the district taking legal action for the return of its property.
- Furthermore, failure to comply with any of the terms set forth above may result in the termination of the agreement by the district and immediate repossession of the device by the district.

Student use of district-owned devices:

- Students in 7th/8th Grade will carry and be responsible for their chromebook device on and off school premises. Students in 5th/6th Grade will carry and be responsible for their chromebook at school.
- Elementary students will have limited use in that the device will be available and assigned to them during school hours.
- It is crucial that the student demonstrate responsibility of the district-owned device during the school day.

Damages:

- Should the device be returned to the district inoperable and/or damaged beyond normal use, the District I.T. Administrator will investigate to determine if this was caused by inappropriate use and care. If it is determined to be the case, the family is responsible for the cost of repair or its fair market replacement value. If the device is lost or stolen, replacement expenses at the fair market value on the date of loss will be the responsibility of the family. Replacement cost will not exceed \$250.
- If damages occur to devices, an investigation by will be done to determine if this was due to inappropriate use and care. If it was damaged due to inappropriate use and care and it is able to be repaired, there will be a minimum \$50 repair fee charged. Common damages include keyboards, screens, and hinges.
- If it is determined that a student damaged their own or another student's device without consent of that student to have their device, there will be a minimum \$50 repair fee charged to the student responsible for the damage or the replacement costs described above, if the device is not able to be repaired.
- If a device is willingly given to another student and is damaged, it is the responsibility of the student assigned to the device, as the agreement states that the devices may not be loaned to anyone else.

By signing below, I acknowledge that I have read, understand and agree to abide by the terms set forth above.

---

 Student Signature

Date

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 Parent/Guardian Signature

Date

## Raymond School Volunteer Interest Form

While the Raymond School Board recognizes that school programs and activities can be enhanced by volunteers, the safety of our students is primary to our education goals. All volunteers shall abide by board policies and guidelines while serving as a volunteer; will be asked to sign a Volunteer Release Form. Volunteers going on field trips or working with students will also need to submit to a background (BG) check at their own expense before working directly with students. The cost of a background check is \$10 annually. Background checks can be performed in the office, but please do not wait until the day of the event.

More information can be found at <https://recordcheck.doj.wi.gov>

I am interested in volunteering at Raymond School in the following area(s):

Teacher(s): \_\_\_\_\_

\_\_\_\_\_ Classroom Volunteer

\_\_\_\_\_ Field Trips

\_\_\_\_\_ Character Education / Service Learning Projects

\_\_\_\_\_ Special Events and Activities

\_\_\_\_\_ Raymond School PTO

\_\_\_\_\_ PTO Fundraiser

\_\_\_\_\_ Athletics Booster Club

This interest form will be distributed to the appropriate individual(s) who will contact you when opportunities for volunteers arise. Thank you for considering volunteering at Raymond School.

Parent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Best time and method to make contact : \_\_\_\_\_

## Raymond School Visitor Procedures

This form will need to be filled out each school year by visitors in order to maintain a safe school environment for students, families and staff at Raymond school.

### Student Supervision

- Students are not supervised by Raymond staff if on school grounds before 7:15AM and after 2:30PM.
  - Students will be released from cars and busses when school supervision starts at 7:15AM.
  - On the first day of school, visitors may walk with their students to the front of the school for drop off. Beyond the first day, students will need to be dropped off through the car line or ride the bus.
  - If students are coming to use the playground after school, they need to leave school property and return with permission.
- Students being supervised during school hours
  - Visitors cannot stay during morning or midday recess while students are being supervised by staff members.
  - Visitors can visit classrooms during planned events. Please be sure to schedule a visit with the teacher and the office prior to arriving.

### Secure Entrance Procedures

- All visitors will wait at the secured entrance until the scheduled time and must return to the secured entrance after their reason for visiting.
- Visitor Passes
  - Visitors entering the school will sign in at the office, leave a Driver’s License or State ID and obtain a Visitor’s Pass. This will assist in accounting for who is in the building.
  - Visitors will need to return visitor passes to the office and sign out prior to leaving. IDs will be returned at this point.
  - A sign-in sheet will be used in place of these procedures for large events.

### Lunch Visit Procedures

- Lunch visits are limited to twice a month, with a one day notice given to the office.
- Lunch can be provided for your student(s) only.

### Photography

- If you plan to take photographs or video during your visit, you only have permission to take pictures of your own student(s).

Student(s) Names:

\_\_\_\_\_

\_\_\_\_\_  
Visitor Name (Printed)

\_\_\_\_\_  
Visitor Signature

\_\_\_\_\_  
Date

## SCHOOL OPERATIONS SCHOOL DAY

School begins - 7:30 a.m.

School ends - 2:30 p.m.

Students should not be on the school grounds before 7:15 am. Students must leave school grounds promptly at end of the day unless under the supervision of school personnel.

## SCHOOL CLOSING

When school must be closed/ delayed because of weather or other conditions, a voice message will be sent to the phone numbers on record for each student and it will also be broadcast on the following stations:

TV: WTMJ Milwaukee Channel 4 & WISN Milwaukee Channel 12

Radio: WRJN Racine 1400 AM/92.1 FM & Radio 620 AM

## EMERGENCY INFORMATION

In case of an emergency, it is essential that the school office has the following information concerning your child:

- Home address and phone (cell phone or home phone)
- Physician phone
- Name & phone number of two contacts when parents/guardians unavailable
- Business phone

## LEAVING SCHOOL DURING THE DAY

A written notice from the parent/guardian, stating the reason and time for leaving the building, must be presented in advance to the office. For the safety of the student, parents/guardians must pick up their children at the office and sign them out at that time.

## SCHOOL VISITS

Persons wishing to visit the school are encouraged to make arrangements in advance through the school office. Parents/guardians, other than those invited by a teacher, who wish to observe learning activities in their child's classroom are to confer, in advance, with the District Administrator or Principal and the teacher, stating the purpose of the visitation. Visitors will need to bring an ID each time, as well as sign off on the Raymond School Visitor Procedures once a year.

## TRANSFERRING PROCEDURE

Before a student transfers to another school, the Raymond School office must receive written notification from the parent/guardian. All district-owned devices, textbooks and library materials must be returned and financial obligations met.

## SCHOOL FEES

**Please make checks payable to Raymond School District.**

Annual Registration Fee: Annual school fees help pay for technology, workbooks, room supplies, and other consumable materials. They are paid in August during orientation. Costs are set on a yearly basis. For the 2018-2019 school year, the registration cost will be \$30 per student.

Hot Lunch: Hot lunch deposit envelopes are due the first day of the week. Please be sure to include child's name on deposit envelope. Hot lunch money paid to the school will be deposited in your child's account. To participate in the Hot Lunch program, accounts must have a positive balance. Students going through the hot lunch line without adequate funds will be offered a healthy alternative of a milk and cheese sandwich. Milk may be purchased daily during lunch. Lunch checks are payable to Taher. 2018-19 Lunch Prices from Taher are as follows: \$3.10 for Student/Adult meals, .10 for milk, reduced is \$1.15 and extra entree is \$1.50. Certain items are also available a la carte for \$1.00.

Lockers / Locks/Additional Fees: Fifth through eighth grade students must rent a lock for their school lockers. Seventh and eighth grade students will also have to rent a lock for their gym lockers. Homeroom teachers must have the combination to these locks. School lockers are property of Raymond School, and thus Raymond reserves the right to search lockers at any time without prior consent from students if there is reasonable suspicion of wrongdoing.

Damaged Textbooks and Materials: Students are responsible for the care and condition of their Chromebooks, textbooks and school-owned materials. The condition of these materials will be evaluated at the beginning and end of the school year. Students will be charged for damages. Chromebook damages will be outlined in the technology device agreement



### BUSINESS TRANSACTIONS

Students should transact business (pay fees, submit permission slips, etc.) before classes begin or during lunch break.

### LIBRARY

The school library is used regularly by every student. Valuable library skills are taught by the librarian to all grade levels as part of the curriculum. In addition, the librarian assists students with research projects, organizes the Book Fairs and develops reading incentive programs and contests. As an extension of the classroom, the library provides a whole range of instructional materials and services which include: individual study centers, separate area for beginning readers, fiction and non-fiction books for all ages, atlases and encyclopedias, magazines, newspapers and pamphlets, audio-visual equipment.

Quiet Please: Because the library is a multi-purpose room used simultaneously by individual students for study and by classes learning library skills, students must be quiet in the library at all times.

Overdue: Students with overdue library materials will lose library privileges and will not be allowed to checkout additional materials until the overdue items are returned.

Damaged or Lost Books: Students with lost or damaged library materials will not be allowed to check out additional materials until the lost/damaged item is paid for. If a book is found and returned, the money will be refunded.

### SPECIAL SERVICES

To meet the special needs of all students, the school provides the following personnel: Specialists in Learning Disabilities; Behavioral Disabilities; Reading; Early Childhood; Cognitive Disabilities; Physically Handicapped. Others include: School Nurse; Speech Therapist; Educational Psychologist; School Counselor. *Counseling referrals are accepted by parents/guardians, teachers, administration, and students. Reasonable efforts are made to schedule appointments outside of core academic class time. Students will be informed that serious matters typically warrant communication between the parent/guardian and the counselor to assist in thoroughly addressing their problems. Parents/guardians may deny student access to counseling services by filing a restricted counseling service form in the school office. This form will be honored in all cases except serious suspicion of abuse or neglect of a child as defined in chapter 48 of the Wisconsin Children Code.*

### STUDENTS RIGHTS UNDER SECTION 504

It is the policy of the Board of Education to provide a free and appropriate public education to each student with a handicap within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Please contact Ms. Jessica Gattuso, Section 504 Coordinator, if you have any questions.

### STUDENT PRIVACY AND RIGHTS WITH SURVEYS

The Board of Education respects the privacy rights of parents/guardians and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student's parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents/guardians;
- B. Mental or psychological problems of the student or his/ her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator or Principal shall ensure that procedures are established whereby parents/guardians may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the district administrator or building principal.

Consistent with parental/guardian rights, the Board directs building and program administrators to:

- A. Notify parents/guardians in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. Allow the parents/guardians the option of excluding their student from the activity;
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

Additionally, parents/guardians have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent/guardian will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments. For the privacy of students whose parents/guardians request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity. The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). The District Administrator or Principal is directed to provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator or Principal is directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled. For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or step-parent with whom the child lives, or a person who is legally responsible for the welfare of the child).

### **STUDENT RIGHTS & RESPONSIBILITIES**

#### **STUDENT CODE OF CLASSROOM CONDUCT**

The District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, the administration, and their classroom teachers.

#### **STUDENT CONDUCT CODE**

Philosophy: The purpose of the Raymond School Student Conduct Code is to establish standards of student behavior which embrace and support mutual respect for parents/guardians, teachers and students alike. With provisions of fairness, this code is designed to help administer and enforce school rules and regulations consistently, safely and with freedom from fear, giving assurances of rightful educational opportunities to all. Student awareness, acceptance and motivation for self-reliance requires the coordinated efforts of home, school and community in sharing responsibility for an effective learning process. Self-discipline is the responsibility one takes for one's actions and is an ultimate goal of education. At Raymond School, the goal is to help each student work to the maximum of her/his abilities. We are not interested in punishment but in developing a behavioral change when there are disciplinary infractions. We desire to rehabilitate but must punish when counseling, discussion and admonition fail. Should a student fail to meet her/his required responsibilities, she/he may be excluded from school.

**Rights of Students:**

- To have a safe, orderly school
- To be given the opportunity to be heard
- To receive an education without disruption
- To discuss educational concerns with teachers and other school staff
- To be informed of student responsibilities, rights and discipline policies
- To receive fair and equitable treatment without discrimination
- To be treated with respect
- To receive a quality education
- To be academically challenged
- To be transported in a safe manner

**Expectations for Students:**

- To resolve problems and concerns in a respectful way
- To be a good citizen
- To recognize when personal actions are interfering with the rights, personal space, feelings and property of others
- To be respectful of cultural diversity
- To develop a sense of responsibility for personal choices
- To succeed in school by working to the best of one's ability
- To attend school regularly, arrive on time, and bring supplies
- To follow discipline guidelines adopted by the class, school, and District
- To ask for help when in need of assistance
- To act in a courteous and responsible manner in all school related activities
- To be an active learner

**BEHAVIORAL EXPECTATIONS AND INTERVENTIONS**

Students, parents, and staff are part of the school community and are to follow the expectations below: act in a way that promotes a safe, orderly learning environment, respect and support others, their rights, their property and their cultural differences, accept responsibility for your education and your actions. Follow directions and rules from authorities the first time, be a contributing member of the school community, never do anything to physically or verbally hurt someone.

Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school, including:

- On school grounds
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school activity
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

The behavior types that follow are not an exhaustive list, but highlight common behavior types that would result in consequences:

Assault, Bullying/Harassment, Bus Violations, Cheating, Defiance/Non-Compliance, Destruction/Misuse of Property, Discriminatory Acts/Comments, Disrespect, Disruptions, Dress Code Violation, Drug/ Alcohol/Tobacco Possession or Use, Fighting, Inciting, Leaving Without Permission/Excessive Leave Requests, Inappropriate Physical Contact, Inappropriate Language/Gesture, Low Work Completion, Lying, Off-Task Behavior, Physical Aggression, Tardy, Technology Violations, Theft, Threats/Intimidation, Weapon Possession or Use

Behaviors can be categorized as minor, major, or severe depending on the specifics of the incident. Common responses to behavior levels are listed below are not an exhaustive list, but highlight common responses to behaviors.

**Minor Incidents:**

Alternate Location in Class, Conference with Staff and/or Family, Loss of Privilege, Office Visit, Parent/Guardian Contact, Proximity, Removal from Activity, Restorative Conference, Re-Teaching Expected Behavior, Student Reflection Form, Verbal and Nonverbal Redirects, Warning

**Major Incidents: (In addition to minor responses)**

Detention, In-School Suspension, Loss of Device, Out of School Suspension, Removal from Class, Restitution, Search and Seizure

**Severe Incidents: (In addition to minor and major responses)**

Contacting Outside Agencies and Authorities, Expulsion, Seclusion and Restraint within Legal Guidelines

**Note: Consequences listed in each category are subject to administrator's discretion. Other consequences could be implemented based on frequency, and/or individual student circumstances. Administrators may implement more than one consequence.**

#### SCHOOL DRESS CODE

The purpose of the dress code is to help maintain a safe learning environment while providing guidance on appropriate attire during school and at school-related functions.

- All tops and/or dresses must have a shoulder strap and cannot expose midriff.
- Tank tops will be permitted if they do not expose undergarments or have oversized armholes underneath the arm.
- Shorts and skirts cannot reveal any undergarments or be excessively short. Also, pants cannot be worn in a way that reveals undergarments.
- Once students enter the building, hats and hoods need to be removed.
- We will not allow clothing that presents safety concerns or clothing with double meanings, obscenities, inappropriate initial combinations, sexually explicit content, gang affiliation, or that promote drugs, alcohol, tobacco, violence, or discrimination.

Any list cannot be entirely comprehensive and there may be dress code issues that are not listed that may come up. If there are any questions, the administration will make a determination if the student is not following the dress code or the intent of the dress code. If a question of dress code compliance should arise, the issue will be looked into in a private manner between administration and students. Students will not be questioned regarding their compliance with the dress code in the classroom or in front of peers. Parents/guardians will be notified of any dress code inquiries.

#### REMOVING A STUDENT FROM CLASS

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint and understanding applied to any difficult situation will go furthest in resolving such matters.

However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the District Administrator or Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the District from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student. It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations in the Student Handbook;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to the following:
  1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
  2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
  3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
  4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
  5. Disruption or intimidation caused by gang or group symbols or gestures, or gang/group posturing to provoke altercations or confrontations.
  6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
  7. Interfering with the orderly operation of the classroom by using, threatening to use or others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.

8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
  9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
  10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
  11. Throwing objects in the classroom.
  12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
  13. Behavior that causes the teacher or other students' fear of physical or psychological harm.
  14. Willful damage to or theft of school property or the property of others.
  15. Repeated use of profanity.
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
  2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
- E. Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

#### **PROCEDURE - STUDENT REMOVAL FROM CLASS**

When a student is removed from class, the teacher shall send or escort the student to the office and provide the office with a written explanation of the reasons for removal of the student from class. In some instances, staff may be called to escort the student from class. The Principal will give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

#### **STUDENT PLACEMENT**

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

1. An alternative education program approved by the Board under State law;
2. Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
3. The class from which the student was removed or a partner class, if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative. When making the placement decision, the Principal should consider all relevant factors including, but not limited to, the following:
  - A. The reason the student was removed from class;
  - B. The severity of the offense;
  - C. The type of placement options available;
  - D. The estimated length of the placement;
  - E. The student's individual needs and interests;
  - F. The student's previous behavior in class (repeat offenders);
  - G. The relationship of the placement to other disciplinary actions such as suspension or expulsion. The Principal may consult with other school personnel and the student's parents/guardians as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.

#### **PARENT/GUARDIAN NOTIFICATION PROCEDURES**

The District Administrator or Principal shall inform the parent/guardian of a student removed from class of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the

student's removal from class. The notice shall also include the reasons for the Student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent/guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students. If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion, for the particular classroom conduct and/or other disciplinary incidents, the parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **DISCIPLINE POLICIES/ADMINISTRATION OF DISCIPLINE**

The School Board is empowered by the State of Wisconsin to set down rules pertaining to conduct of students "in order to maintain good decorum and a favorable academic atmosphere." (Laws of Wisconsin Relating to Public School, Chapter 120.13.). To maintain an atmosphere conducive to education, the school has developed specific guidelines for student behavior. The guidelines are not all inclusive; the administration and teachers reserve the right to take corrective action in any situation where student behavior interferes with the educational process. The severity of a student's behavior may cause an omission of any of the preceding steps. Infractions which are not disciplinary in nature are problems that a professional classroom teacher should try to solve for herself or himself. It is most desirable that each teacher makes an effort to solve her or his own disciplinary problems. We also recognize that a teacher's responsibility for discipline extends throughout the school. Whenever this type of procedure breaks down then it becomes necessary to invoke the Student Conduct Code for disciplinary reasons. It is the intention of this code that all students have the right to be heard.

### **STUDENT RIGHTS**

In the administration of the discipline guidelines due process consideration will be adhered to. The fourteenth Amendment of the United States Constitution provides in part that no state may "...deprive any person of life, liberty or property, without due process of law." The following procedure will be followed to guarantee due process;

1. The District Administrator or Principal will investigate and make a determination if the student has violated the conduct code and that disciplinary action is justified.
2. The student will be advised verbally or in writing prior to a detention or suspension, the reasons for the proposed disciplinary action.
3. Prompt notice of the proposed disciplinary action and the reasons for it will be communicated to the parent or guardian. The parent/guardian will be notified of the opportunity to ask for a conference with the Administrator, staff (including: teacher, aide, bus driver or other school employee), parent/guardian and student.
4. Requests for a conference must be made within seven days after notice of disciplinary action. The conference will take place within five school days of notification. If it is determined that the disciplinary action is unjust or inappropriate, references to the action will be removed from the student's records.
5. If problems concerning the disciplinary action cannot be resolved at the preceding levels, a hearing with the Board may be requested by student, parent/guardian or Administrator. If the disciplinary action is an expulsion from school, the Board, by State Law, must hold an expulsion hearing. Other procedures regarding expulsion will follow State Statutes, Section 12.13(1).

### **STUDENT ANTI-HARASSMENT**

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any student who violates the policy or administrative guideline will be subject to disciplinary action, up to and including suspension and expulsion from school. Any other individual in the School District community who violates the policy or administrative guideline will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. For purposes of this administrative guideline, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members." Third party" means individual outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District. Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental/guardian status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with a student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to- female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes, or rumors;

- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic;
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

### **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education.
- B. Submission or rejection of that conduct or communication by an individual is used as factor in decisions affecting that individual's education;
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;
- C. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status; unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- E. Unwelcome behavior or words directed at an individual because of gender. Examples are:
  1. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  2. Rating a person's sexuality or attractiveness;
  3. Staring or leering at various parts of another person's body;
  4. Spreading rumors about a person's sexuality;
  5. Letters, notes, telephone calls, social media, other means of technology or materials of a sexual nature;
  6. Displaying pictures, calendars, cartoons, or other materials with sexual content. It is further the policy of the Board that a sexual relationship between staff and student is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

### **BULLYING/AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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

It [aggressive behavior] would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student that believes s/he is or has been the victim of aggressive behavior should immediately report the situation to the building Principal or the District Administrator. The student may also report concerns

to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate action. This may include expulsion. Retaliation against any person who reports, is thought to have reported, files a complaint, otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. "Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e. repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

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

#### **CYBER BULLYING - Using Technology to Bully**

"Cyberbullying" –The use of information and communication technologies such as e-mail, cell phone device text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." (<http://www.cyberbullying.ca>)

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 cyber bullies 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 is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites.

#### **REPORTING PROCEDURES**

To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Principal is advised to designate both a male and female Complaint Coordinator to receive harassment complaints under this administrative guideline. The Complaint Coordinators may also serve as the District's 504 and Title IX Coordinators.

#### **COMPLAINT COORDINATORS**

District Administrator

Mr. Steve Harder

262-835-2929, ext. 101

[hardste@raymond.k12.wi.us](mailto:hardste@raymond.k12.wi.us)

School Principal

Mr. Taylor Schmit

262-835-2929, ext. 102

[schmtay@raymond.k12.wi.us](mailto:schmtay@raymond.k12.wi.us)

Coordinator of Student Learning

Mrs. Abigail Ramon

262-835-2929, ext. 120

[ramoabb@raymond.k12.wi.us](mailto:ramoabb@raymond.k12.wi.us)

Any student who believes s/he has been the victim of harassment prohibited under this administrative guideline is encouraged to immediately report the alleged harassment to a Complaint Coordinator, their primary teacher, or the District Administrator or Principal. Any parent/guardian of a student who believes the student has been the victim of harassment prohibited under this administrative guideline is encouraged to immediately report the alleged harassment to a Complaint Coordinator, the student's primary teacher, or the District Administrator or Principal. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of harassment prohibited under this administrative guideline is required to immediately report the alleged harassment to a Complaint Coordinator, or the District Administrator or Principal.

Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this administrative guideline is encouraged to immediately report the alleged harassment to a Complaint Coordinator, or the District Administrator or Principal. The District encourages the reporting party or complainant to use the report form available from the



District Administrator or Principal or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. However, if the report is given orally, the Complaint Coordinator shall personally reduce it to writing within twenty-four (24) hours. Nothing in this administrative guideline shall prevent any person from reporting harassment directly to the District Administrator or Principal. For example, if the Complaint Coordinator, the reporting individual may report the harassment to the District Administrator or Principal. For example, if the complaint involves the Complaint Coordinator, the reporting individual may report the harassment to the District Administrator or Principal. Complaint Coordinators will be available during regular school hours to address concerns relating to this administrative guideline. The District Administrator or Principal will also make arrangements for a Complaint Coordinator to be available to handle complaints of harassment that may require immediate attention outside regular school hours.

#### **INVESTIGATION PROCEDURE**

Upon receipt of a report or complaint alleging harassment prohibited under the policy or administrative guideline, the Complaint Coordinator shall immediately undertake or authorize an investigation of the complaint by another individual designated by the District Administrator or Principal as the Investigator. Generally, the District Administrator, or his/her designee, will oversee the investigation of the complaint. The District Administrator or Principal will also take immediate action, as may be appropriate, to prevent further violations of the policy or administrative guideline while the investigation is being conducted. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

#### **POLICY FOR DRUG-FREE SCHOOL**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State Statute, or substance that could be considered a "look a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violated this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify the law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school administrator or counseling office whenever such help is needed.

#### **SEARCH AND SEIZURE**

The Board of Education has delegated school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, of a student, in accordance with the following policy.

#### **SCHOOL PROPERTY**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places. The Board directs that the searches may be conducted by: District Administrator, Principal, Police Liaison Officer, and other designated individuals.

#### **DETENTION RULES**

1. Detentions will be served in an area designated by the Principal or District Administrator.
2. Detentions will be held the Tuesday following the incident. One day will be given to make arrangements if needed.

3. Detention is 45 minutes in length beginning at 2:30 pm, the end of the school day and ending at 3:15 pm.
4. Students late to detention may be assigned an additional detention.
5. Detention is an approved corrective measure. Students must have a book or study materials; sleeping is not allowed.
6. Parents/Guardians must provide their own transportation. Students must leave the school property after detentions unless supervised by school personnel. Parents/guardians must pick up their students at the office.
7. Students will not be excused from detention for work and/or extra-curricular activities. In case of emergency or schedule conflict, a parent/guardian must notify the Principal or District Administrator and the detention may be reassigned.
8. An absence from detention because of illness will not be accepted unless permission has been obtained in advance from the Administrator and the detention will be reassigned.
9. If absent from school all day or excused from school early, students must serve the detention the next designated day.
10. Missing detention or inappropriate behavior during a detention could result in further disciplinary action.

#### **SUSPENSION PROCEDURE OUT-OF-SCHOOL SUSPENSION**

A student suspended from school is in the custody and care of her/his parents/guardians. Students on suspension will be expected to complete all school assignments missed during suspension. Assignments and materials will be available to be picked up at school. Students on out-of-school suspension may not be on school grounds during their suspension, nor participate in extra-curricular activities representing the school.

#### **DURATION AND GROUNDS FOR SUSPENSION**

The District Administrator, Principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been set, for up to fifteen (15) consecutive school days if the suspension is reasonably justified and based upon any of the following misconduct:

- A. Noncompliance with school rules or School Board rules
- B. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
- C. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others
- D. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority
- E. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled.

Under paragraphs C, D, and E above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, Principal, or a teacher designated by the District Administrator shall suspend a student if the student possessed a firearm as defined in 18 U.S.C.921(a)(3) while at school or while under the supervision of a school authority. The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

#### **SUSPENSION PROCEDURE**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student must be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his/her conduct. The District Administrator, Principal or designated teacher will inform the student's parents/guardians of the reason for the proposed suspension prior to suspending the student or as soon as thereafter is practicable.

#### **NOTICE OF SUSPENSION**

The parent/guardian of a suspended student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Verbal notice may also be given to the student's parent/guardian; however, it must be confirmed in writing.

#### **SENDING STUDENT HOME ON DAY OF SUSPENSION**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt

to contact the student's parent/guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

#### **OPPORTUNITY TO COMPLETE SCHOOL WORK**

A suspended student shall not be denied the opportunity to take any grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

#### **REFERENCE TO SUSPENSION IN STUDENT'S RECORD**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records. The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his/her designee, to discuss removing reference to the suspension from the student's records. Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- a. The student was suspended unfairly or unjustly;
- b. The suspension was inappropriate, given the nature of the alleged offense; or
- c. The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, shall make his/her finding within fifteen (15) days of the conference.

#### **CO-CURRICULAR OR EXTRA-CURRICULAR**

A student's participation in co-curricular or extra-curricular activities during an in-school suspension shall be determined on a case-by-case basis.

#### **EXPULSION**

A student expelled from school is in the custody and care of her/his parents/guardians.

Students will not receive credit for school work during the entire period of expulsion. Students who are expelled from school may not be on school grounds during their expulsion, nor participate in extra-curricular activities representing the school.

#### **GROUND FOR EXPULSION**

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- a. Repeatedly refused or neglected to obey the rules established by the School District;
- b. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health, or safety of others;
- d. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

#### **EXPULSION FOR BRINGING A FIREARM TO SCHOOL /POSSESSING A FIREARM AT SCHOOL**

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C.921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

#### **NOTICE OF EXPULSION HEARING**

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent to the student's parent/guardian(s). The notice must be sent at least five (5) days prior to the date of hearing. In counting the number of days, the day the notice is sent is excluded. The notice must include the following information:

1. The specific grounds upon which the expulsion proceeding is based, pursuant to State Statute
2. The particulars of the student's alleged conduct, including the approximate date and location of the conduct
3. The time and place of the hearing
4. That the Board will keep written minutes of the hearing
5. That the hearing may result in the student's expulsion
6. That the student's parent/guardian have the right to request a closed hearing or the Board may choose to close the hearing under Wis. Stat. section 19.85(1)(f)
7. That the student and the student's parent/guardian may be represented at the hearing by counsel
8. That the administration intends to present witnesses at the hearing with knowledge of the alleged conduct
9. That the parties shall have the right to cross-examine witnesses and to present such evidence and witnesses as deemed appropriate that in considering whether to expel the student, and if so, for what period of time, the Board may also consider the student's complete disciplinary and academic records. These student records are available for the student and parent/guardian to review.
10. If the student is expelled, the Board will determine the length of the expulsion period.
11. If the Board orders the expulsion of the student, the School District clerk shall mail a copy of the order to the student's parent/guardian.
12. If the student is expelled by the Board, the student's parent/guardian may appeal the Board's decision to the Wisconsin Department of Public Instruction
13. If the Board's decision is appealed to the Department of Public Instruction, within sixty (60) days after the date on which the Department receives the appeal, the Department shall review the decision and shall, upon review, approve, reverse, or modify the decision the decision of the Board shall be enforced while the Department of Public Instruction reviews the Board's decision
14. An appeal from the decision of the Department of Public Instruction may be taken within thirty (30) days to the circuit court for the county in which the school is located

#### **HEARING PROCEDURES**

The procedures for the expulsion hearing shall be as follows:

1. The hearing shall be closed.
2. The student and the student's parent/guardian may be represented at the hearing by counsel.
3. A quorum of the Board shall be present at the hearing.
4. The Board shall keep written minutes of the hearing.
5. The parties shall have the right to cross examine witnesses and to present such evidence and witnesses as deemed appropriate.
6. The student should be advised of his/her rights and the procedures to be followed during the hearing.
7. The Administration's burden is to prove the allegations against the student by a preponderance of the evidence.

#### **EXPULSION ORDER**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

#### **POST-HEARING PROCEDURES**

The following post-hearing procedures shall be followed:

1. If the Board orders the expulsion of the student, the School District shall mail a copy of the order to the student's parent or guardian.
2. If the student is expelled by the Board, the student's parent/guardian may appeal the Board's decision to the Wisconsin Department of Public Instruction.
3. If the Board's decision is appealed to the Department of Public Instruction, within sixty (60) days after the date on which the Department receives the appeal, the Department shall review the decision and shall, upon review, approve, reverse, or modify the decision.
4. The decision of the Board shall be enforced while the Department of Public Instruction reviews the Board's decision.
5. An appeal from the decision of the Department of Public Instruction may be taken within thirty (30) days to the circuit court for the county in which the school is located.

#### **STUDENT RECORDS**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

#### **SERVICES DURING EXPULSION**

No School Board is required to enroll a student during the term of his/her expulsion from another school district. Notwithstanding Sections 118.125(2) and (4), if a student who has been expelled from one (1) school district seeks to enroll in another school district during the term of his/her expulsion upon request the School Board of the former school district shall provide the School Board of the latter school district with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled and the length of the term of the expulsion.

#### **CONDITIONAL EARLY REINSTATEMENT**

"Early reinstatement" means the reinstatement to school of an expelled student before the expiration of the term of expulsion specified in the student's expulsion order. "Early reinstatement condition" means a condition that a student is required to meet before s/he may be granted early reinstatement or a condition that a student is required to meet after his/her early reinstatement but before the expiration of the term of expulsion specified in the student's expulsion order. A School Board, independent hearing panel, or independent hearing officer may specify one or more early reinstatement conditions in the expulsion order. Early reinstatement conditions must be related to the reasons for the student's expulsion.

#### **CONDITIONAL EARLY REINSTATEMENT APPEAL RIGHTS**

If the expulsion order is issued by an independent hearing panel or independent hearing officer, the student's parent/guardian must be informed of their right to appeal the determination regarding whether an early reinstatement condition specified in the expulsion order is related to the reasons for the student's expulsion to the School Board. The appeal must be taken within fifteen (15) days of the issuance of the expulsion order by the independent hearing panel or officer. The decision of a School Board regarding that determination is final and not subject to appeal.

#### **SATISFACTION OF EARLY REINSTATEMENT CONDITIONS**

The District Administrator or his/her designee, who shall be someone other than a principal, administrator or teacher in the student's school, has sole discretion to determine whether a student has met the early reinstatement conditions that s/he is required to meet before s/he may be granted early reinstatement.

1. If the District Administrator or designee determined the early reinstatement conditions have been met, s/he may grant the student early reinstatement.
2. The determination of the District Administrator or designee regarding satisfaction of early reinstatement conditions is final.

#### **EARLY REINSTATEMENT REVOCATION**

If a student violates an early reinstatement condition that the student was required to meet after his/her early reinstatement but before the expiration of the term of expulsion, the District Administrator or a Principal or teacher designated by the District Administrator may revoke the student's early reinstatement.

#### **REVOCATION PROCESS**

Before revoking the student's early reinstatement, the District Administrator or his/her designee shall do all of the following:

1. Advise the student of the reason for the proposed revocation, including the early reinstatement condition alleged to have been violated
2. Provide the student an opportunity to present his/her explanation of the alleged violation
3. Make a determination that the student violated the early reinstatement condition and that revocation of the student's early reinstatement is appropriate
4. If the District Administrator or designee revokes the student's early reinstatement, the district administrator or designee shall give prompt written notice of the revocation and the reason for the revocation, including the early reinstatement condition violated, to the student's parent/guardian.

#### **TERM OF EXPULSION FOLLOWING REVOCATION**

If a student's early reinstatement is revoked the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order, the student's parent/guardian and the School Board, independent hearing panel or independent hearing officer agree, in writing, to modify the expulsion order.

#### **REVOCATION DECISION APPEAL RIGHTS**

Within five (5) school days after the revocation of a student's early reinstatement, the student's parent/guardian may request a conference with the District Administrator or his/ her designee, who shall be someone other than a principal, administrator or teacher in the student's school.

1. If a conference is requested, it shall be held within five (5) school days following the request.
2. If, after the conference, the District Administrator or his/ her designee finds that the student did not violate an early reinstatement condition or that the revocation was inappropriate, the student shall be reinstated to school under the same reinstatement conditions as in the expulsion order and the early reinstatement revocation shall be expunged from the student's record.
3. If the District Administrator or his/her designee finds that the student violated an early reinstatement condition and that the revocation was appropriate, s/he shall issue a written decision and mail separate copies of the decision to the student and, if the student is a minor, to the parent/guardian.

The decision of the Administrator or his/her designee is final as to an appeal of the decision to revoke early reinstatement.

#### **REFERRAL TO CRIMINAL JUSTICE OR JUVENILE DELINQUENCY SYSTEM**

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

#### **SAFE ENVIRONMENT POLICY ON WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District, a school-sponsored event, or in a District vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy. The District Administrator will refer any student who violates this policy to the student's parents and/or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion. Policy exceptions include:

- A. Weapons under the control of law enforcement personnel;
- B. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as part of a presentation);
- C. Theatrical props used in appropriate settings; starter pistols used in appropriate sporting events.

#### **SCHOOL TRIPS**

School trips will be offered throughout the year. Adult chaperones are always needed for school trips. A volunteer form and background check is required to chaperone a school trip.

Field Trips: are educational and directly pertain to a specific element of the curriculum. A field trip is used as a teaching tool to supplement classroom instruction.

Fine Arts Trips: are educational and directly pertain to a specific element of the art or music curriculum. Fine Arts Trips are scheduled so they will minimally affect the overall class schedule.

Class or Club Trips: are of recreational or entertainment value. Participation is on a voluntary basis and paid entirely by the students. Class or club trips will take place during non-school hours only. They are an extra-curricular activity. Written permission signed by a parent/guardian must be on file in the office before a student may leave on any trip. All school rules, policies and bus rules will be followed on all trips. Participation in non-educational trips is subject to student behavior.

When disciplinary action is taken, participation in all trips may also be affected with sufficient notice given. Suspension of the trip privilege or requirements for attending may be required.

***Modifications to the aforementioned information may be made at the administrator's discretion.***

### RULES

No set of guidelines or rules can be all-inclusive. The fact that a particular act or type of conduct is not specifically prohibited does not mean that it is acceptable. Students are expected to be cooperative, courteous, and respectful and to use common sense. Students are not allowed to chew gum in school or on the bus as it presents a maintenance problem. Do not bring valuables or extra money to school. The school is not responsible for lost or stolen articles.

### LUNCHROOM

In order to provide a pleasant lunchroom atmosphere for everyone, students are expected to be considerate and use appropriate table manners.

1. Excessive noise or shouting is not allowed.
2. Students should stay in line and not skip.
3. To avoid waste, please eat all food taken unless arrangements are made beforehand with the staff.
4. Garbage should be placed in proper receptacles. Do not leave trash on or under tables.
5. Throwing food is not allowed. Students who throw food will receive disciplinary action.
6. Students will wait and visit quietly until dismissed by an aide or teacher.

### PLAYGROUND

In order to have a safe and fun recess, students are expected to observe the following rules:

1. Students must stay on school grounds, away from the road and cars. They must play in the designated area for their age group. Muddy areas should be avoided.
2. Playground equipment should be used properly.

### ELECTRONIC DEVICE POLICY

Except as provided below, students are prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones, pagers, CD players, I-Pods, and MP3 players, during the school day, in school buildings and vehicles, and at all school-sponsored activities. The school day shall begin at 7:30 am and end at 2:30 pm. The school day shall include lunch periods and passing periods. "Using" shall include, but not be limited to, having the ECD "ON," making calls, receiving calls, text messaging or taking pictures. Students must place their cell phones and other ECD devices in their lockers during the school day. Failure to do so may result in either the student being asked to place the device in their locker if they forgot or bringing it to the office to be given back at the end of the school day if they are using the device. Repeat occurrences may result in behavioral consequences and require a parent/guardian to pick up the device. Under no circumstances may ECDs be used or possessed in any locker room during a school-related event. This includes, but is not limited to, the use and possession of a cell phone with a picture feature. Students participating in extra-curricular activities must contact their coach or sponsor for the rules involving ECD use during the activity. Coaches or sponsors and the building principal will establish the rules. Such rules shall be written and consistent with this guideline. The District is not responsible for the loss, theft, damage, or vandalism to ECDs as well as other student property. Students and parents/guardians are strongly encouraged to ensure that students not leave ECDs unattended or unsecured. They are a popular theft item. Using an ECD in an unauthorized manner, or in violation of this guideline, may result in disciplinary action, up to and including expulsion.

### EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include sports, clubs, trips, performances, and other activities in which participation is voluntary and is apart from the regular curriculum. Raymond School provides a wide range of learning experiences for our children's education. In order for students to participate in these activities, they must be responsible for their work in required courses and responsible for their actions as described in the Student Conduct Code. Students' school work and behavior are given priority over participation in extra-curricular activities. Extra-curricular activities are offered as an addition to the regular curriculum. Participation in these activities is a privilege, not a requirement.

Eligibility: All sixth through eighth-grade students are eligible for participation in extra-curricular activities based on progress reports run every Friday or the last school day of the week for the duration of the activities. Eligibility will begin the second week of a trimester, so limited grades would not have a disproportionate effect on eligibility. In order to be eligible, students must:

- 1) Maintain a progress report with no failures;
- 2) Maintain a grade point average of at least 1.66 on a 4.2-grade point scale.

Ineligible students may "try-out" for an activity. Students not meeting the eligibility requirements will be required to attend practices (or homework club if pre-arranged with the coach/advisor) and events but will be ineligible to participate in extra-curricular activities. The athletic director and/or principal will notify the student, teacher, coach and/or advisor when a student becomes ineligible. If a student becomes eligible, or if an administrative exception is made, the same groups would be notified of the student's eligibility by the athletic director and/or principal. Ineligible students will regain eligibility immediately after the failing grade is removed or the 1.66-grade point average is achieved. Teachers will make reasonable efforts to update grades and inform the athletic director and/or principal when a student becomes eligible. However, there may be delays with late or missing work, as teachers still need to maintain their current assignments and responsibilities.

There are also unique activities, groups, and clubs that are related to curriculum or only have limited availability and opportunities. Some of these activities would use the eligibility criteria as determined by administration and students would be made aware of that by the advisor or coach prior to starting the activity. If using the eligibility criteria, limited opportunity activities would have eligibility run two weeks prior to that activity. This will allow students more time to regain eligibility and would allow advisors and/or coaches more time to adjust if students are ineligible.

Notification of student grades is provided to parents/guardians and students through Skyward (online grading system) on a regular basis. Eligibility is also dependent on behavior related to disciplinary action. Eligibility will be reviewed on a yearly basis to best meet our students' needs. Concerns regarding eligibility should be directed to the athletic director and/or principal.

#### **EXTRA-CURRICULAR ACTIVITIES AND DISCIPLINARY ACTION**

When disciplinary action is taken, participation in extra-curricular activities may also be affected with sufficient notice given. Suspension of extra-curricular activities or requirements for participating may be required. *Modifications to the aforementioned information may be made at the administrator's discretion.*

1. Detention: Participation in all extra-curricular activities, including after school and evening, is suspended until a missed detention is served.
2. Out-of-School Suspension: Participation in all extra-curricular activities is suspended for the duration of a student suspension. This will be outlined in the Out of School Suspension Form given to parents/guardians.

#### **ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES**

The school continues to be responsible for all students attending extra-curricular activities. Students are expected to remain at the event and not to wander the halls or leave the building during games, dances, performances or other events. Once students leave an event, they will not be allowed to return. Students not in attendance at an extra-curricular activity will be expected to leave school grounds.

#### **SCHOOL ATTENDANCE**

Regular attendance and promptness are essential for good performance. Absence is the greatest single cause of poor achievement in school. If a student is not in regular attendance, performance lags, interest lessens and the student generally falls further behind in classroom work.



### STUDENT ABSENCES AND EXCUSES

All students are expected to be in class each day of the regular school year unless they have an excused absence. Parents/guardians should call the school office prior to 8:30 A.M. on the day of any absence to inform the school of the absence and the reason for it. Please do not rely on email or a message to the student's teacher, as this is not always checked throughout the day. A written excuse signed by the parent or guardian and indicating the reason for the absence must be sent to school when the child returns. In addition, all students reporting to school after 7:30 a.m. must sign in and obtain an "Admit Slip" from the office. The following are considered excused absences:

1. Illness or temporary physical or mental conditions, and the student is receiving medical, dental or psychological treatment which prevent the student from attending school;
2. Receiving medical, dental or psychological treatment.
3. Receiving routine physical or dental treatment or examinations (Parents/guardians are encouraged to schedule these during non-school hours and give advance notice when possible.);
4. Weather conditions so adverse that in the parent/guardian's judgment, the health, welfare and /or safety of the student would be in danger; or
5. Religious holidays during which the school is open.

It is also recognized that on infrequent occasions parents/guardians may decide to withdraw a student from school for personal reasons. Absences for which excuses from parents/guardians are received in advance will be considered for approval by the Administrator. Forms for Permission for Absence by Student per Parent/Guardian Request are available in the office and should be filled out and returned to school at least one week before the expected absence.

Parents/guardians are allowed, under state law, to excuse their child for up to ten days per school year, provided the parent/guardian excuse is submitted PRIOR to the absence. The Administrator will investigate any unusual number of such instances.

Teachers will allow and assist students to make up work missed during approved absences. Students are permitted one day for each day of an excused absent to make up and turn in all school work missed. Parents/guardians are urged to make every effort to avoid interruptions in the educational program. If a parent/guardian plans to withdraw a student for an extended period, they must notify the school office and teachers far enough in advances so that teachers can establish a schedule for work to be completed.

### UNEXCUSED ABSENCES

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator, or an individual designated by the District Administrator, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. Counseling the student
- B. Requiring the student to make-up lost time
- C. Requiring the student to make-up course work and/or examination, as permitted under this guideline
- D. Conferring with the student's parents/guardians
- E. Referring the student to an appropriate agency for assistance including health department, social services, and/or law enforcement.

Administrative action to address unexcused absences shall be in accord with due process, as defined in the Student Code of Conduct, and other applicable Board policies.

### TARDINESS

All students are responsible for arriving on time to school, class and study centers. Tardiness is disruptive to the educational process. Students who are late to school must report to the office upon arrival with a written excuse and explanation from the parent/guardian. All students must be in the building and classes unless excused as state law makes the school responsible for students. Students who are late to class during the school day because of a teacher-caused delay will be excused for tardiness. The following violations of established attendance policies may result in disciplinary action: two unexcused tardies; out of school building or off school grounds without permission; class cut or truancy; failure to report to office when late to school

### ATTENDANCE POLICIES

AM- SESSION: 7:30 - 10:30

PM. SESSION: 10:30 - 2:30

- A student must be present a minimum of one hour in any one-half day to be considered in attendance for that half day.
- Students coming to school before 10:30 a.m. would be considered tardy. Students coming to school after 10:30 a.m. would be considered absent for the a.m. session. If a student leaves school with parents/guardians after 12:30 p.m. no absence is recorded.
- Students leaving school prior to 12:30 p.m. who will not return for the remainder of the day would be considered absent for the p.m. session.
- If a student leaves with parents/guardians for an appointment and returns to school, no absence is recorded if the absence is within the above time frames.

### GRADING PRACTICES / REPORT CARDS

Report cards are issued three times a year. Evaluating and reporting student progress is important and complex. The primary purpose of grades is to present an appraisal of accomplishments; guide parents/guardians and students in planning realistically for the future; and to promote communication between home and school. Students are graded in academics.

### GRADING SCALE

4K through 4th Grade uses Standards Based Grading. 5th-8th grade uses a percentage/GPA grading system outlined below:

Letter Grade	Percentage	GPA Weight
A+	98-100	4.2
A	95-97	4.0
A-	93-94	3.67
B+	91-92	3.33
B	87-90	3.0
B-	85-86	2.67
C+	82-84	2.33
C	79-81	2.0
C-	77-78	1.67
D+	75-76	1.33
D	72-74	1.0
D-	70-71	.67
F	1-69	0

## LATE ASSIGNMENT POLICY

The Raymond School District believes that students need to develop a responsible attitude toward their work and completing school assignments when due. With these factors in mind, the district has established a procedure to guide students and staff members. The procedure will start at the beginning of each trimester and pertains to each individual subject. This process will be reviewed on a regular basis as a school and at grade levels to best meet our students' needs.

The following information is for our 5th-8th Grade classes that use a percentage based grade book.

## For Grades 5-6

The 5th and 6th-grade team uses a Points Card for all 5th and 6th-grade students. Points are awarded for positive behaviors and may be taken for negative behaviors such as late assignments.

- For each assignment that is not completed when due, the student will lose points from his/her Points Card on the first day it is late.
  - If the student wishes to earn those points back, the parent/guardian must sign the student's assignment notebook. It is the responsibility of the student to show his/her signed assignment notebook to the teacher on the following day.
- The student will be required to stay in for recess and work on the assignment until it is complete.
- Only under extenuating circumstances may the policy be waived or modified by the classroom teacher who must be allowed flexibility in determining when to apply it. If there is a question regarding the application of this policy, the decision of the school principal/administrator is final.

## For Grades 7-8

- For each assignment that is not completed when due, the assignment grade is lowered, as indicated below, and "late" is entered into the assignment planner.
- If the assignment is not completed by the third school day following the original due date, the grade for the assignment will remain a zero.
- Only under extenuating circumstances may the policy be waived or modified by the classroom teacher who must be allowed flexibility in determining when to apply it. If there is a question regarding the application of this policy, the decision of the school principal/administrator is final.

School Days Late	If Completed	If Not Completed
1	Lowered 8%	See day 2
2	Lowered 16%	See day 3
3	Lowered 24%	Grade Remains a Zero

### 6th-8th GRADE SERVICE HOUR REQUIREMENT

Understanding the value and purpose of service to others is an integral part in developing outstanding citizens. Effective beginning the 2016-2017 school year, the Raymond School service hour graduation requirement is designed to give our students real world experience while encouraging the development of skills and qualities that cannot be measured using standard academic grading. Furthermore, the goal of this service hour requirement is to improve student development of our core values: Ambition, Belief, and Character.

*Ambition - A strong desire to achieve something, typically requiring determination and hard work.*

Our students will need to take the initiative and actively seek areas of need within our community. Demonstrating sustained discipline and hard work, our students will need to become ambitious citizens in order to fulfill the service hour requirements.

*Belief - Trust, faith, and confidence in someone or something.*

Our students will gain trust in their ability to affect change within our community. Service to others will cultivate confidence within the student and confidence in our school from the community.

*Character - Qualities of honesty, courage, integrity; a reputation of high moral or ethical standing.*

Our students will engage in activities and experiences that grow their mental and moral qualities - such as honesty, courage, and integrity. Students will live up to the reputation that Raymond School graduates are citizens of character.

Students will complete service hours at the following levels, and must be completed by the end of the school year to earn their diploma at the end of 8<sup>th</sup> grade.

6th Grade: Minimum of 10 Service Hours

7th Grade: Minimum of 20 Service Hours

8th Grade: Minimum of 30 Service Hours

Service projects or initiatives will be reviewed by the Principal or designee, and hours may be earned immediately following successful completion of the previous school year. Hour requirements not met will roll over and be added to the following school year. Required hours will be prorated for new students who enroll after the school year begins, as determined by administration. A service hour tracking form and other required forms are available from teaching or office staff.

#### Requirements

Hours may be earned for service work with non-profit groups, except under special circumstances. Hours may not be earned for babysitting or animal sitting for a neighbor, nor may hours be earned for helping a family member (i.e. family chores). Working for no charge does not necessarily qualify the project as service. Projects will be reviewed by the Principal or designee to ensure appropriateness and that hours qualify as service. Students are encouraged to apply service hours outside of the school day. However, Raymond School Administration understands that some students will not be able to do so, and will offer a variety of service opportunities that can be completed by the individual during the school day that may include, but are not limited to: hosting PTO or school events, bus/parking attendants, recess supervisor aides, lunchroom aides, tutoring after school, or other leadership opportunities. Service projects occurring during the school day cannot replace or take place during required academic classes. Administration has final approval for all service projects. Please contact Principal or main office staff for the list of recommended non-profit groups or service opportunities.

### 8th GRADE GRADUATION REQUIREMENTS

Our 8th Grade students, as potential graduates of Raymond School, are expected to uphold and promote the Raymond School mission and demonstrate maturity and responsibility as citizens prepared to meet the challenges of the future. To prepare our students to become effective leaders of self and their community, Raymond School 8th grade students are required to complete the following in order to be eligible to receive their diploma at the end of their 8th grade academic year. With the exception of the service hours, all of the following items will be included within the Raymond School curriculum and students will be given instruction and some class time to complete. These requirements are effective beginning with the 2016-2017 school year.

#### Service Project

8th grade students will have completed at least 30 service hours during their 8th grade school year - committing their time, skills and efforts towards improving their community. Service hour requirements are outlined above, and projects will be reviewed by the Principal or designee.

### Letter of Recommendation

8th grade students will develop the ability to network with stakeholders in our community. Students will be required to submit one letter of recommendation or survey form from an advisor or an organization member connected with the student's service project. This letter of recommendation or form should recap what the student accomplished during their project and must speak on behalf of the student's ability to demonstrate Raymond School's high standards of Ambition, Belief, and Character.

### Letter of Intent

Students in grades 6-8 will learn how to create, review, and revise a professional letter as part of Raymond School's writing curriculum. Students applying for graduation (8th Grade) will write a letter of intent, also known as a cover letter, that will help introduce the student and their abilities. The document will include specific information regarding the student's current academic status, achievements or progress, why the student feels s/he is deserving of a diploma from Raymond School, and why the student feels s/he has proven to our community that s/he has demonstrated Ambition, Belief, and Character.

### Resume

Throughout the course of the academic year, all students in 7th and 8th grade will learn how to develop, write and routinely update a resume as part of Raymond School's academic curriculum. Reviewed quarterly, this resume will include academic accomplishments, activity involvement, leadership positions, and other important skills and abilities. Students who are eligible graduation as 8th graders will submit a completed resume with their application materials for review by teaching staff and Principal.

### Portfolio of Student Work

Student academic work is a reflection of their ability to apply their skills and efforts toward completing a task. Applicants for Raymond School graduation will submit three (3) pieces, articles, or artifacts of student academic work that best demonstrates their growth in intelligence, creativity, and/or academic progress. The artifacts included in the student portfolio will serve as supporting evidence for each student's focused conversations during exit interviews.

### Formal Exit Interview

As a summative assessment of the individual's growth as a person and student, 8th grade students will prepare for and participate in a formal exit interview. This will occur at least once for each student eligible for graduation during the month of April or May of their graduation year. During this interview process, applicants for graduation will showcase their work, review their personal and academic growth throughout their time at Raymond School, and engage in discussion using sample interview questions. This practice is designed to give students real-world experience and an opportunity to actively promote their individual skills and abilities with an adult in a student-friendly environment.

## STUDENT AWARDS

**Outstanding Student Award:** This is an Award that is voted on by staff and is given to an 8<sup>th</sup> grade student at graduation. Criteria includes commitment to academics, athletics, and music/fine arts involvement and effort, involvement in and contribution to school and community development, respect and responsibility for self and others, a strong work ethic, motivated, responsible, has a strong moral compass, a good role model, and exemplifies traits of good character.

**Michael Guard Memorial Award:** The Michael Guard Award was established in 1992. Given at graduation, the recipient of this award has displayed outstanding achievement and creativity in written essays, projects, and understanding of the English language. This award also honors the student that has displayed creativity and interest in the communication arts.

**Valedictorian:** Awarded to the 8<sup>th</sup> grade student with the highest ranking among his/her graduating class, based on highest grade point average from 5<sup>th</sup> – 8<sup>th</sup> grade

**Salutatorian:** Awards to the 8<sup>th</sup> grade student who ranks second highest among his/her graduating class, based on highest grade point average from 5<sup>th</sup> – 8<sup>th</sup> grade.

**High Honor Roll:** Student has earned A Honor Roll for all three trimesters.

**A Honor Roll:** GPA of 3.5 or higher for the given trimester

**B Honor Roll:** GPA of 3.0-3.49 for given trimester

## PARENT/GUARDIAN-TEACHER-STUDENT CONFERENCES

Parent/Guardian-Teacher-Student conferences are an important part of the evaluation process. Conferences are scheduled during the school year as announced in the newsletter. Other conferences may be scheduled at the request of a parent/guardian, teacher, or student. Parents/guardians of students whose work is consistently below average in any subject or whose work falls below normal rating will be notified and arrangements made for a conference.

### RETENTION AND PROMOTION POLICY

Retention and acceleration are attempts to help a student develop academically, mentally, emotionally, socially and physically. No student should be retained or accelerated unless evidence clearly indicates it is in the child's best interest. Teachers will recommend grade placement after thoroughly examining student's cumulative records and reports including: past performance, attitude, class rank and result of special testing. A parent/guardian-teacher conference will be scheduled in January to discuss the possibility of retention or promotion. The student's progress will then be monitored to determine the next course of action. Another conference to include, parent/guardian, teacher, Administrator and other school staff will be scheduled no later than May 1st, to discuss recommendations and make a decision. A consensus of all adults concerned with the welfare of the child should be reached. The final recommendation is the responsibility of the Administrator. Parent or student may appeal the Administrator's decision to the Board.

### TRANSPORTATION SAFETY

#### Safety and Courtesy Rules for the Bus

The bus is an extension of the school and therefore all school rules will apply while students are riding the bus. Rules are established to ensure the safety of everyone on the bus. Removal from the bus could be a consequence for bus-related incidents.

- 1) The driver is in full charge. Bus drivers reserve the right to assign seats on the bus.
- 2) Similar expectations for classroom conduct must be observed on the bus as well at all times.
- 3) Children may only ride their assigned buses.
- 4) Damage done to the bus due to misbehavior will cause a fine to be paid.
- 5) Try to be 5 minutes ahead of designated school bus stop times.
- 6) Stay off road at all times while waiting for the bus. Wait until bus comes to a complete stop before attempting to enter.
- 7) Be careful in approaching bus stops, bus riders are not permitted to move toward the bus at the school loading zone until buses have been brought to a complete stop.
- 8) Keep yourself and all objects inside the bus at all times.
- 9) Volume levels need to be reasonable so they do not divert the driver's attention and cause safety concerns.
- 10) Please keep items in backpacks, including electronics. Also keep aisles clear of items, such as band instruments.
- 11) Windows are to be opened only with the permission of the driver and may not be lowered to more than the third notch.
- 12) Students must be quiet when approaching a railroad crossing stop.
- 13) Bus riders are not permitted to leave their seats while the bus is in motion.
- 14) No eating, drinking, or smoking on the bus. Report any injury to the driver.
- 15) No transporting of animals, skateboards, or objects that may cause harm to another student.
- 16) Riders are expected to be courteous to fellow pupils and to the bus driver. Vulgar/profane language will not be tolerated.
- 17) In case of emergency, children are to remain in the bus or evacuate the bus as directed by the driver. Do not leave by the rear door, except in case of emergency.
- 18) Cross the road when necessary, after getting off the bus (at least ten feet in front of the bus, never behind) only after getting the signal from the driver. Be alert to the danger signal from the driver.

### BUS RULES VIOLATION

*Parents/guardians, please go over safe riding rules with your child. A safe ride is our main concern for all. Violation of these rules will be reported to the Principal and there could be consequences for behaviors on the bus.*

Violation of these rules will be reported to the Principal and given a Bus Conduct Report listing misconduct behaviors and there will be a determination of disciplinary actions to be taken.

### WALKING TO SCHOOL

Students may choose to walk to school at their own risk. The school is not responsible for their safety, as we only allow car/bus riders. Since the school is located on a busy highway, extreme caution is advised. Pedestrian safety rules should be carefully observed at all times. Students may walk to and from school with parent/legal guardian's permission on file in the office.

### TITLE I -- PARENTS/GUARDIANS' RIGHT TO KNOW

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the District Administrator shall make sure that all parents/guardians of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the state requirements have been waived
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
- D. The qualifications of any paraprofessionals providing services to their children.

In addition, the parents/guardians shall be provided information on the level of achievement of their children on the required State academic assessments & timely notice if the parent/guardian's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified."

### RELIGIOUS ACCOMMODATION

Raymond School District #14 will provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodation should be submitted in writing to the District Administrator or Principal. The District Administrator or Principal will consider the request and will respond to the parents/guardians within ten (10) workdays of the receipt of the request. If parents/guardians are not satisfied with the decision of the District Administrator or Principal the parents/guardians may within ten (10) work-days appeal the decision in writing to the Board of Education. The Board of Education will consider the appeal at its next regularly scheduled meeting or within thirty (30) workdays.

### CONTROVERSIAL ISSUES

Raymond School Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. 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. 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. The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. Is related to the instructional goals of the course of study and level of maturity of the students;
- B. Does not tend to indoctrinate or persuade students to a particular point of view;
- C. Encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting. Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/ her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents/guardians find objectionable. If after careful, personal review of the program lessons and/or materials, a parent/guardian indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent/guardian requested absences.

### STUDENTS RECORDS

Parents/guardians have the right to inspect their student's educational records. Requests to inspect the records should be directed to the District Administrator. The District Administrator will make a review of the record available to the parents/guardians within seven (7) workdays of the receipt of the request. Parents/guardians may seek amendments of their student's educational records that they believe to be inaccurate, misleading or otherwise in violation of the student's privacy rights. Requests to amend their student's record are to be submitted in writing to the District Administrator. The District Administrator will review the request and will respond within seven (7) workdays. If the parents/guardians are not satisfied with the decision of the District Administrator that parents/guardians may appeal the decision in writing to the Board of Education. The Board of Education will consider the appeal at its next regularly scheduled meeting or within thirty (30) workdays.

### PUBLIC NOTIFICATION REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS

Mrs. Hebron, acting Librarian, is responsible for coordinating inspections of instructional materials at the school. Her office is located at 2659 76th Street, Franksville, WI 53126 or she can be reached by calling 262- 835-2929. Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, teacher's manuals, films, tapes and other supplementary material used as part of the educational curriculum.

### STUDENT PRIVACY AND PARENTAL/GUARDIAN ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents/guardians and their children. The Board is also committed to ensuring that parents/guardians are fully informed about the gathering of information regarding their children how that information is used and what instructional material is presented to them as part of the curriculum. The Board accordingly adopts the following policy.

### SURVEYS REQUIRING CONSENT

No student shall be required as part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, his/her parents/guardians if a minor, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliation(s) or beliefs of the students or his/her parents/guardians; mental or psychological problems of the student or his/ her family;
- B. Sex behavior or attitudes;
- C. Illegal, anti-social, self-discriminating or demeaning behavior;
- D. Critical appraisals of other individuals with whom respondents have close family relationships;
- E. Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- F. Religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- G. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

### STUDENT RECORDS NOTICE

The Raymond School District maintains student records for each student attending school in the District. The records include:

1. Student progress records (i.e. courses taken, grades, attendance, immunizations, extra-curricular activities,) and
2. Student behavioral records (i.e., standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating to an individual student's behavior, student physical health other than immunizations, law enforcement records obtained by the District and other student records which are not progress records.)

Further, the District has designated the following student record information as directory data: student's name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person unless the eligible student, or parent, legal guardian, or guardian ad litem of a minor student in the school within fourteen (14) days of receipt without the prior consent of the eligible student, parent, legal guardian, or guardian ad litem. This designation will remain in effect until it is modified by the written direction of the eligible student or the parent, legal guardian, or guardian ad litem of a minor student. State and Federal laws require that the maintenance of student records assure confidentiality. Accordingly, the following shall apply in the District:

- A. The parent(s)/guardian of a student, has the right to inspect, review, and obtain copies of the student's school records upon request in accordance with established District procedures. Copies of the District's student records procedures are available upon request at the District Office (Raymond School). Regular office hours are 7:15 a.m. to 3:15 p.m., Monday through Friday.
- B. The parent(s)/guardian of a student, has the right to request the amendment of the student's school records if s/he believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.
- C. The parent(s)/guardian of a student, has the right to consent to the disclosure of information contained in the students' school records, except to the extent that State and Federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police/school liaison officers); a person serving on the Board of Education; a person or company with whom the District has contracted to perform



specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District shall transfer a student record to another school or school district without consent upon request in accordance with State law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

1. The parent(s)/guardian(s) of a student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with Federal Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue SW, Washington D.C 20202-4605.

Student progress records shall be retained permanently after the student ceases to be enrolled in the District. All student behavioral records will be destroyed on (1) year after the date the student graduates from or last attends school in the District unless the parent/guardian of a student gives permission that the records may be maintained for a longer period of time.

#### **STUDENT NETWORK & INTERNET ACCEPTABLE USE POLICY**

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and may result in disciplinary action. The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, pornographic, or otherwise harmful to minors. The Board also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet which are inappropriate.

#### **FIRE AND EMERGENCY DRILLS**

Fire and emergency drills are very serious. In case of an actual emergency, lives may be saved by carefully following instructions. It is for this reason that ALL students and school personnel MUST practice emergency procedures.

Fire drills are held regularly throughout the school year. The teacher in each classroom will explain fire drill procedures and post directions and evacuation plans near the door.

Tornado drills are held periodically during the school year. Teachers will explain tornado drill procedures and post instructions in each room near the door. Students should become familiar with these instructions and follow them exactly.

Safety procedures for intruders and active shooters will be coordinated with Racine County Emergency Management personnel. Raymond students will receive instruction from their teachers on the procedures they are to follow during these drills.

We urge you to talk with your children about the importance of following procedures related to all required school drills. Your child's safety is of utmost importance to us. We will do everything possible to help your son or daughter feel comfortable, safe, and secure while at school. Practicing school safety drills is one more way to help our students and staff gain confidence in handling a real life crisis situation.

#### **PARENT/GUARDIAN INVOLVEMENT**

##### **PARENT-TEACHER ORGANIZATION AND ANNUAL FUNDRAISER**

The P.T.O. is a volunteer service organization for the school. Annual fund raisers have enabled the P.T.O. to contribute to graduation, playground equipment, student lockers, equipment for the library, the music and physical education departments, and the purchase of computers and software. In order to continue these worthwhile programs, the P.T.O. needs the support of both parents/guardians and teachers. Please attend the meetings and volunteer when you can. Our children benefit from a strong P.T.O., which has held a very successful fundraiser each spring. The past few years it included a pasta dinner, auctions, raffles, kid's events, and classroom projects. The P.T.O. has raised hundreds of thousands of dollars, funding major purchases for physical education, the music department, white boards replacing chalkboards for every classroom, audio-visual materials for classrooms, playground equipment and supplies and much, much more. Raymond School is very fortunate to have such a committed group of active volunteers who exceed expectations every year! If you'd like to be part of such an esteemed group, please volunteer to help lead, organize, or staff the annual event.

##### **R.S.V.P. (RAYMOND SCHOOL VOLUNTEER PARENTS)**

Many school programs would not exist without parents/guardians and community involvement. Volunteers are ALWAYS needed. There are options for anyone who is interested in helping the school.

Classroom volunteer—There are many opportunities to help your child's homeroom teacher. From chaperones for field trips to assistance and treats for celebrations to other special projects, teachers welcome parent/guardian's help and their interest in classroom activities.

Interscholastic Athletic Booster Club—Interscholastic sports provides another opportunity for our students to excel. Girls and boys can participate in several sports competing against other schools in the Westosha Conference. The Booster Club supports team needs, by staffing concession stands at games, selling spirit wear, and pumping up school spirit.

#### THE RAYMOND SCHOOL FOUNDATION

The Raymond School Foundation is a non-profit public charity dedicated solely to providing assistance to Raymond School. The Foundation's mission is to provide sustainable support to the Raymond School community with a focus on enhancing educational opportunities for the children of Raymond School. Visit [www.RaymondSchoolFoundation.org](http://www.RaymondSchoolFoundation.org) for more information!

#### COMMENTS AND CONCERNS

The school welcomes parent/guardian input. Please feel free to share observations with the school staff and School Board members. Phone calls, letters, and visits are welcome.

If there is a Problem:

- A. Request a parent/guardian-teacher conference (with or without student) to discuss the problem. If the problem is not resolved...
- B. Request a conference with the administrator and teacher. (Student may also be involved). If the problem persists...
- C. Appeal to the School Board for a final resolution.

#### HEALTH PROCEDURES

##### HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

No student may be required to take instruction in human growth and development generally or in specified subjects within the program if the parent/guardian files a written request that the student be exempted; and students exempted from human growth and development instruction will still receive instruction in the subjects under section 118.01(2)(d)2c of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body), unless exempted, and section 118.01(2)(d)8 of the state statutes (knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students).

##### HEALTH, ILLNESS, AND MEDICATION ADMINISTRATION

The Board of Education may require students to have periodic health exams to:

1. Protect the school community from the spread of communicable disease;
2. Determine each student's participation in health, safety, and physical education courses meet his/her individual needs;
3. Determine that the learning potential of each child is not lessened by a remedial, physical disability.

The District shall specify the need for health services which may include but not be limited to student physical examinations; athlete physical examinations; dental examinations, vision screening, and/or audiometric (hearing) screening.

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV). Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Federally-mandated procedures require that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would be provided to the exposed employee and the treating physician to determine proper medical treatment. The law does not require parents/guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. If you have questions or concerns, please contact the Western Racine County Health Department: 262-763-4933 or 800-688-4930.

#### IN CASE OF ILLNESS

Report to teacher or office personnel. They will contact home or make other arrangements. Students who have elevated temperatures or are vomiting will be sent home.

#### MEDICATION POLICY

Prescription Medications  
Raymond School District

2019-2020 Student-Parent/Guardian Handbook

1. Must be in original container with child's full name, name of drug, dosage, dosage time, pharmacy name and phone #, prescription # and physician's name.
2. Must have a signed medication request form filled out completely by parent/guardian and physician. A signed parent/guardian note can suffice for up to 48 hours, but must include the above information.

#### Non-Prescription Medications

1. Must be in original container and list child's full name and name of drug (no Baggies™, Tupperware™, etc...)
2. If to be given 10 or fewer consecutive days, must have a signed non-prescription medication administration consent form filled out completely by parent/guardian.
3. If to be given more than 10 days, must have a signed medication request form filled out completely by parent/guardian and physician. \*\*\* Form is available in the school office \*\*\* **NOTE:** Medication that does not meet the above requirements will not be given by the school staff. Supplies of non-prescription medication (Tylenol™, aspirin, Midol™, etc...) cannot be brought to school and stored there for occasional use by the student throughout the year unless a form with doctor's signature is completed.

All medication will be kept in a locked cabinet at school. Students will be supervised while taking the medication by the designated school personnel at a time conforming with the indicated schedule.

A record will be kept each time medications are administered with the signature of the person giving the medication.

Parent/guardian must notify the school when a drug is discontinued. A physician's order is required for any prescription medication dose change or if a prescription is discontinued at the request of the parent or guardian and restarted.

New permission must be received at the start of each school year for any continuous medication.

#### MEDICAL EXCEPTIONS

All medications to be administered during the school hours are to be given through the office by trained school staff. The exception to this rule will be inhaled medications used for asthma or epinephrine auto-injectors (Epi-pens). Asthmatic children should and will be allowed to carry their inhalers with them. Parent/guardian and physician must fill out a Medication form. It is the parent/guardian's responsibility to assure proper use of this medication. If the parent/guardian desires, this inhaled medication can be kept in the health office and administered according to policy and procedures. The school will not accept responsibility for medications administered other than through designated personnel.

#### BLOOD BORNE PATHOGENS

The District is subject to regulations from the occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated body fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures is a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided to the exposed employee and the treating physician to determine proper treatment.

The law does not require parents/guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. All staff members receive training on blood borne pathogens and have learned how to limit their exposure. As such, we expect few, if any, incidents of exposure, but we notify parents/guardians of these requirements in advance. This way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent the spread of these diseases. This is for the protection of your children as well as our staff. If you have any questions, contact Kelsey Servais, School Nurse at 262-835-2929.

#### BOARD OF EDUCATION

The School Board consists of five members elected by the community. Each member has one vote. The administrator is an advisor to the board and does not vote. The board is primarily concerned with establishing school policy. Implementing these policies is the job of the Administrator. For more information, please visit our website ([www.raymond.k12.wi.us](http://www.raymond.k12.wi.us)) and Board Policy Bylaws section 0000. The major duties of the Board are to:

1. Set standards and policies
2. Evaluate the educational programs
3. Formulate and implement the school budget
4. Hire school personnel and negotiate contracts

#### BOARD MEETINGS

School Board meetings are typically held at school on the third Monday of each month at 7:00 pm. Meetings are open to the public except for properly announced executive sessions. Agendas are posted at the school and on the website 24 hours before the meetings. The Annual Meeting and voting on the school budget is held in October. Agendas and approved minutes of all meetings are available in the school office and on the website prior to and after the meeting. If you would like to review the minutes you may pick up a copy in the office or call 835-2929 and a copy will be sent to you.

Persons wishing to address the Board on a specific issue should notify the administrator or a Board member prior to the meeting. They may then be given a place on the agenda or asked to speak during the public portion of the meeting. As there are many items that need the attention of the Board, persons on the agenda should stay within the time limits assigned to them and center discussion on that particular issue. For more information, please visit our website ([www.raymond.k12.wi.us](http://www.raymond.k12.wi.us)) and Board Policy 0160.

#### **CONTACTING BOARD MEMBERS**

School Board members can only take action on an issue at board meetings. However, they welcome parent/guardian, student, and teacher input at any time. Board members may be contacted through the school office. For more information, please visit our website ([www.raymond.k12.wi.us](http://www.raymond.k12.wi.us)) and Board Policy 9130.

Current Board members are:

James Wolter, President

Russ Eichner, Vice-President

Jennifer Loppnow-Becker, Treasurer

Steve Wallner, Clerk

Betsy Bauer, Director

#### **RAYMOND SCHOOL BOARD OF EDUCATION RELATIONS**

Any person or group, other than members of the staff covered by the terms of a negotiated agreement, having a legitimate interest in the operations of the District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed. For more information, please visit our website ([www.raymond.k12.wi.us](http://www.raymond.k12.wi.us)) and Board Policy section 9000.

For more policy information regarding the contents of this entire Handbook, please visit the Board Policy section on our website ([www.raymond.k12.wi.us](http://www.raymond.k12.wi.us)).