



2022-23 RAYMOND SCHOOL STUDENT/PARENT HANDBOOK

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.

Student and Parent/Guardian Handbook

This 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 School Board and the School District. In the event 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 Handbooks.

Because the Handbook also contains information about student rights and responsibilities, each student and parent/guardian is responsible for knowing its contents. Please take time to become familiar with the following information and know how to access the Handbook. The Handbook is posted electronically on the school website. A printed version will be provided for any students, parents/guardians who request one.

School and District Contacts

Should you have any questions that are not addressed in this Handbook, please contact the Communications Director, Coordinator of Student Learning, District Administrator, Principal, and/or School Counselor. Contact information can be found on the school website. [Staff Directory](#)

Communications Director: Mitzi Cozad
Coordinator of Student Learning: Abbie Ramon
Administrator: Jeff Peterson
School Counselor: Diane Ward

Handbook Receipt and Acknowledgement

You can find the Handbook online under the Parents section of our website as well as a number of forms that can be accessed and signed electronically. A printed version of any forms will be provided for any students, parents/guardians who request one or for forms that cannot be completed electronically.

Parent/Guardian Communication and Concerns

Parent/Guardian communication with school is a vital part of the educational process. The school will communicate with parents/guardians through a variety of means to include: weekly emails, newsletters, classroom based communications, parent/guardian teacher conferences, Skyward grades, report cards, and other methods. The District website and links within this Handbook are also a nice resource to gain information.

Frequent, timely communication with your student's teacher(s) is preferred if concerns do arise. If academic, behavioral or other concerns do arise, it is best that students bring those concerns to the adult that is supervising when situations occur, as that makes it most likely for full resolution to the situation. There are times when a student does not feel comfortable doing so, in which case it is appropriate for parents/guardians to bring concerns to teachers via email, phone calls, or classroom based communications.

If a situation is not resolved through the student and/or parents/guardians bringing a concern to the teacher and/or staff member supervising, then it would be appropriate to contact the appropriate school or district contacts listed on the first page of the handbook. Working together for our students is a shared commitment that helps our students thrive.

Registration

Students returning to the district will be required to complete online registration annually in mid August.

Fees

A registration fee of \$50.00 per student, and any additional fees can be paid online using E-Funds, or by check payable to Raymond School District, or by cash.

Lunch accounts are managed by Taher and can be paid online or cash/check can be brought to the office.

Lunch checks should be made out to: Raymond Consortium

District and School Calendars

The District Calendar is available on the school website and shows attendance/non-attendance days, conference days, as well as school hours. There is also a link to the Raymond Community Calendar [Community Calendar](#) which shows activities and events.

School Hours

Staff will begin dismissing students from vehicles at 7:15 AM. The school day begins at 7:25 AM and ends at 2:30 PM. There is no supervision on school grounds before 7:15AM and after 2:30PM.

Bus Transportation

We offer bus services to our students living in the District and through an Open Enrollment Transportation Waiver. Forms are completed as part of the registration process. Students are still responsible for the student Code of Conduct while on buses and consequences can be applied up to and including suspension from the bus for a determined amount of time.

Car Riders and Walkers

The lanes in front of school are the primary means of dropping off and picking up car riders. Parking spaces in the visitor's lot are intended for handicapped parking and for parents/guardians who are signing their child(ren) out early in the office. The District does not assume responsibility for students walking to and from school due to our setting near a busy highway. Students may only walk to and from school with permission from their parent/guardian.

Release of Students to Authorized Persons

Board Policy 5230 [School Board Policies](#) states that no student shall be released to anyone who is not authorized by a parent with authority to do so. If one parent is permitted to make educational decisions or to approve absences, they are responsible for providing the school with the court order, otherwise the school will presume that either parent can make those decisions.

School Closing Information

When school must be closed, after-school activities canceled, or the schedule adjusted because of weather or other conditions, an email, voicemail, and text message will be sent out through our school information system to parents and guardians listed in Skyward. If you have questions about who would be on the notification list, you can view your Skyward account using Family/Student Access, which can be found on the school website. [Family/Student Access](#)

Notifications will also be sent to the following stations: TV: ABC WISN 12, CBS 58, Fox Milwaukee 6, NBC TMJ 4 *Skylert/School Messenger alerts will be sent as well.

Student Attendance Policies

Wisconsin requires compulsory school attendance which has responsibilities for both parents/guardians and public school officials. More information can be found on the Wisconsin Department of Instruction website [State Attendance FAQs](#) and in Board Policy 5200 [School Board Policies](#) and in the information that follows.

Attendance Procedures

The school day begins at 7:25 AM. When students are absent, parent(s)/guardian(s) must notify the school through the attendance email or attendance line, not the teacher's email or any other electronic communication. attendance@raymond.k12.wi.us, 262-835-2929 option #5. If students arrive late or leave early, the office will need to be notified. The student will have to be signed in or out and will be marked absent for the portion of the day that s/he missed.

Absent students are permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's and/or parent(s)/guardian(s) responsibility to contact the teachers to determine what work needs to be made-up. Teachers shall have the discretion to assign substitute work in place of the missed work, as well as specify where and when the work shall be completed. The time for completing work shall be commensurate with the length of the absence unless extended by the teacher or principal based upon extenuating circumstances.

Excused Absences

Students are expected to be in class each day of the school year unless they have an excused absence. Excused absences may require a written, dated, signed statement from the parent/guardian stating the reason for the absence and the time period of the absence if the absence is foreseeable. If the absence is not foreseeable, the statement may be required prior to the student returning to school.

Students shall be excused for different reasons. For the reason of permission of parent or guardian, a student may not be excused for more than 10 days and must complete any course work missed during the absence. Examples include but are not limited to: professional and other necessary appointments that cannot be scheduled outside the school day, to attend the funeral of a relative, legal proceedings that require the student's presence, and vacations.

Exceptions and Temporary Excusals

Board Policy does allow exceptions for unique reasons (more details can be found in the Board Policy). The School Board may excuse children who are temporarily not in proper physical or mental condition to attend school but can be expected to return to school upon termination or abatement of the illness or condition. An excuse shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.

The District reserves the right to verify statements and investigate absences from school. There may be a request for a written statement from a licensed provider as sufficient proof of the physical or mental conditions. Before the school staff can contact a medical provider, a release of medical information is required from the parent or guardian.

Unexcused Absences and Truancy

The School Counselor, Principal, and District Administrator will work (as School Attendance Officers) with students and parents/guardians when students obtain unexcused absences or become truant. The School and District will follow the District Truancy Plan and provide attendance information to individuals and agencies authorized by State law and Board policy.

When a student is approaching the maximum excused absences, has accumulated unexcused absences, or becomes truant an attendance letter outlining the truancy plan will be sent home and a meeting will be scheduled. Elements of the plan include counseling the student, meeting with parents/guardians, developing a school-related plan to improve attendance, referring the student to an appropriate agency for assistance, and referral to county agencies.

A student will be considered truant if s/he is absent part or all of one or more days beyond what is excused in the attendance policy. A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year.

Notice of Truancy and Habitual Truancy

An Attendance Officer shall notify a truant student's parent/guardian of the student's truancy and direct the parent/guardian to return the student to school or provide an excuse for the absence. The notice shall be made by electronic communication, personal contact, telephone call, or first class mail and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

When a student initially becomes a habitual truant, a School Attendance Officer shall provide a notice to the student's parent or guardian by registered, certified, or 1st class mail. The notice must contain statements relating to parent/guardian responsibilities under Wisconsin statutes, a request to meet within five (5) days of the notice to discuss attendance and underlying factors, and a statement of penalties that may be imposed upon the parent or guardian if he or she fails to cause the child to attend regularly as required under state statutes.

Educational Goals and Expectations

In fulfillment of the District's mission to provide a quality education for all students, Board Policy 2131 [School Board Policies](#) sets different educational goals for Raymond students. These can be categorized as: Academic Skills and Knowledge, Vocational Skills, Citizenship, and Personal Development. Student achievement of these educational goals is the highest priority.

Homework Policy

Homework Policies are described in Board Policy 2330 [School Board Policies](#). Homework should be planned as part of the curriculum to extend and reinforce the learning experience. Homework should help students learn and provide an opportunity for exercising independent work and responsibility. The length, frequency, and difficulty of homework should be based on the ability and needs of students. Homework should be assigned with clear direction and its product carefully evaluated. Homework should serve a valid learning purpose and never be used as a punitive measure. The school will continue to work towards consistency in our homework practices.

Classroom Homework and Late Work Expectations

Each classroom will communicate homework and late work policies to students and parents/guardians. These expectations will be reviewed on a regular basis as a school, at grade levels, and in individual classrooms to best meet students' needs. The first step in conversations regarding homework and late work should occur between the student and the teacher. If, as a parent/guardian, you have concerns regarding work, that should be communicated with the teacher as soon as concerns arise. If these steps have been taken and there are still concerns, administration may facilitate problem solving with all involved.

Grading Policy

Reporting Student Progress and Grading are covered in Policies 5420 and 5421 [School Board Policies](#). Grades and progress are reported regularly through classroom communication, Skyward Gradebook, and report cards. The purpose of grades is to help students, teachers, and parents/guardians judge properly

how well the student is achieving the goals of the District’s academic program. A grade in a course shall be based on a student’s performance in the instructional setting and is not reduced for reasons of conduct.

Grading Scales

Students in 4K-4th Grade will be assessed on skills using Standards Based Grading. Grades are based on progress towards a variety of skills and categories using a number scale.

Students in 5th-8th Grade use a percentage, 4.0 grade point average (GPA) grading system outlined below:

SCORE	GRADE	GPA
100-93	A	4.0
92-90	A-	3.66
89-88	B+	3.33
87-83	B	3.0
82-80	B-	2.66
79-78	C+	2.33
77-73	C	2.0
72-70	C-	1.66
69-68	D+	1.33
67-63	D	1.0
62-60	D-	0.67
59-0	F	0.00

School Counseling and Academic and Career Planning

School Board Policy 2411 [School Board Policies](#) requires that a planned program of guidance and counseling be an integral part of the educational program offered to all students and be developmentally appropriate. This plan will be developed under the guidance of a licensed school counselor in collaboration with other staff and professionals. This will cover topics related to social/emotional learning, peer relations, and future student success beyond Raymond School. All students will receive instruction related to social emotional learning, while some students will receive additional support based upon individual student needs.

Controversial Issues and Religion in the Curriculum

At times, controversial issues have a legitimate place in the instructional program of the school, Board Policy 2240 [School Board Policies](#). These topics are permitted if they are related to the instructional goals of the course and maturity of the students, do not intend to indoctrinate or persuade students to a particular point of view, and encourage open-mindedness in a spirit of scholarly inquiry. Controversial issues may be initiated through the course of study by students. They may not be initiated by a source outside the school unless prior approval has been given by the Principal. If issues have not been specified in a course of study, they will need pre-approval by the District Administrator. If a parent/guardian objects to specific content or activities due to religious beliefs or their value system, they may make a written request to the school for their student to receive alternative learning activities.

School Board Policy 2270 [School Board Policies](#) discusses religion in the curriculum. As a public entity, District employees will not promote religion in the classroom nor prohibit student's free exercise of religion. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Curriculum may include an understanding of religions and their effects on civilization in instruction. Students should receive unbiased instruction in school. As with other controversially issues described in the preceding paragraph, a parent/guardian may make a written request for his/her child to be excused from a particular class period and provided with an alternate learning activity,

Health Education

Health education is addressed in Board Policy 2413 [School Board Policies](#) for students in 7th and 8th grade. This program will prepare students to maintain good health and adapt to changing health problems of our society. Instruction in CPR, and AEDs will be included. This program may contain content and/or activities that some parents/guardians find objectionable with such topics as: use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident prevention and related health and safety topics. The District will notify parents in advance of the content and materials.

Human Growth and Development

Human growth and development is addressed in Board Policy 2414 [School Board Policies](#). Consistent with Wisconsin State Statute 118.019, students are directed to receive instruction medically accurate and age-appropriate instruction in the following topics: communication about sexuality between the student and their parent/guardian; reproductive and sexual anatomy and physiology including changes to accompany maturation; puberty, pregnancy, parenting, body image, and gender stereotypes; the skills needed to make responsible decisions about sexual behavior, including abstinence; how to refrain from making inappropriate verbal, physical and sexual advances and how to recognize, rebuff, and report such behavior; the benefits and methods to prevent pregnancy and sexually transmitted infections; methods for developing healthy life skills; the effect of alcohol and drug use; the impact of media and sexuality; the nature and treatment of sexually transmitted infections, and other topics.

Parts of the curriculum may be presented in separate settings on the basis of gender as determined appropriate. The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that, in the event a student is excused, that student will still receive instruction under Wis. Stat. 118.01(2)(d)2 c unless exempted and under Wis. Stat. 118.01(2)(d)8.

School Library/Media Center

The library media center policy can be found in Board Policy 2522 [School Board Policies](#). The major objectives of the District's school library media center is

- A. To provide faculty and students with materials that enrich and support the curriculum taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
- B. To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with a diversity of appeal, allowing for the presentation of many different points of view.
- C. To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions.
- D. To select materials in all formats, including up-to-date, high-quality, varied literature to develop and strengthen a love of reading.

Student Access to Library Information

The Board is committed to ensuring that parents are permitted to obtain information about the materials, books and resources students chose to check out from the library. Parents have the right to review materials, books, and resources before a child may be allowed to check out such materials. Age appropriate books are arranged specifically for the readers that would be most interested. Books that have content suited for older students are labeled with **YA** - Young Adult and are also housed in a separate section of our library media center. Young Adult books feature main characters anywhere in age from 12-18 years old or in a high school setting. Young Adult books may include books of a higher comprehension or reading level as well as a wide range of content, including profanity, sex, violence, and drug or alcohol abuse. Parents wishing to limit student access to library information should complete a form located under the Forms page on the district website.

Student Code of Conduct and Behavioral Expectations

Board Policies 5500 (Student Code of Classroom Conduct) and 5600 (Student Discipline) [School Board Policies](#) go into great detail regarding student conduct and discipline. The District is committed to maintaining an orderly and safe academic atmosphere for all students. This is accomplished through a shared commitment by students, staff, families, and community. Similar to academics, the goal is to set

clear expectations and help students learn when they make mistakes. Students are responsible for their conduct while at school, at school events, during transportation, and on social media when their conduct forms a sufficient connection to school or staff.

Student Rights and Expectations

Students have rights and expectations when it comes to classroom conduct and discipline

Rights of Students: <ul style="list-style-type: none">● 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: <ul style="list-style-type: none">● 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 are expected to: 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 staff supervising students; be a contributing member of the school community; never do anything to physically or verbally hurt someone.

Disciplinary action apply when 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, an interference with school purposes or an educational function, such as social media.

Behavior Incident Types

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/Dangerous Behavior, Tardy, Technology Violations, Theft, Threats/Intimidation, Weapon/Dangerous Object Possession or Use

Behaviors can be categorized as minor, major, or severe depending on the specifics of the incident.

Behavior Response Types

Common responses to the 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. Failure to complete discipline can result in additional or more severe discipline.

Behavior Incident Definitions and [School Board Policies](#)

Assault - Purposeful physical contact by an individual or group of individuals

Bullying/Harassment - When a person intentionally injures, demeans, humiliates, intimidates, or isolates another through physical contact, words or other means repeatedly over time

Bus Violations - Prohibited student conduct in the Code of Conduct or directions given by the bus driver and company

Cheating - Engaging in academic dishonesty to include intentionally plagiarizing, wrongfully giving or receiving help, altering grades, and wrongfully obtaining answers

Defiance/Non-Compliance - Refusal or failure to adhere to a direction or instruction of a staff member

Destruction/Misuse of Property - Intentionally or recklessly causing damage to or defacing school or property of others, or such action causing disruption to the educational process and/or school activities. Depending on the severity, this could lead to referral to law enforcement or an outside agency and be grounds for suspension and/or expulsion

Discriminatory Acts/Comments - Verbal or physical actions on the basis of race, ethnicity, gender, disability, sexual orientation, and religion

Disrespect - A lack of courtesy, regard, manners, and civility towards others

Disruptions - More than briefly diverting the concentration or attention of others. A major disruption would be a singular event which is significantly disruptive to the educational environment, endangering others

Dress Code Violation - Student's dress must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health, safety, and decency

Drug/ Alcohol/Tobacco Possession or Use - Any controlled substances, alcoholic beverages, tobacco products or look-alike products and/or paraphernalia will be subject to disciplinary action and likely referral to law enforcement or an outside agency. This applies to possession, use and distribution and can be a consideration for expulsion

Fighting - The exchange of mutual, physical contact such as pushing, shoving and hitting with or without injury. This can be a consideration for referral to law enforcement or an outside agency and can be suspension

Inciting - Behavior that is intended to instigate, prompt, or encourage students to act out verbally or physically towards a third party

Leaving Without Permission/Excessive Leave Requests - Students are to remain under adult supervision and direction throughout the entire school day. Leaving class without permission, being in a restricted area and wandering the halls are examples of not being in an assigned area

Inappropriate Physical Contact - Purposeful physical contact that can be categorized as rough, rowdy, or disruptive play that can often result in unintentional harm. It can also be unwanted, non-consensual physical contact that could be seen as harassment and could lead to referral to law enforcement or an outside agency and can be grounds for suspension

Inappropriate Language/Gesture - Language and gestures which convey grossly offensive, obscene, discriminatory, or sexually-suggestive messages. This can be verbal, written, through technology, hand symbols or through phrasing that implies another message

Low Work Completion - Failure to follow verbal or written staff directives to complete work, resulting in wasted time

Lying - Making a statement that one knows is untrue

Off-Task Behavior - Disengaging from the learning environment and task to engage in an unrelated behavior

Physical Aggression/Dangerous Behavior - Behavior and physical contact that has the likelihood of causing harm to self or others

Tardy - Failure to arrive to class on time when given adequate passing between classes

Technology Violations - The improper use/misuse of any technology device to include district and personnel devices that violates the Acceptable Use Policy, Device Agreements, and/or Code of Conduct, further discussed in Board Policy 7540

Theft - Taking or possessing property belonging to an individual or the school without permission. This could lead to referral to law enforcement or an outside agency and be grounds for suspension and/or restitution

Threats/Intimidation - Any action that can be reasonably interpreted as threatening to the safety and security of an individual. This would include an expression of word or deed to inflict pain, injury, damage, or punishment that prevents another from moving or acting in accordance with school policies or personal choice. This could lead to referral to law enforcement or an outside agency and be grounds for suspension and/or expulsion.

Weapon/Dangerous Object Possession or Use - Possession or use of a device such as any type of knife, firearm, look-alike firearm, or other weapon. This could also include using legitimate tools and instruments, such as pens, pencils, or other items with an intent to inflict bodily harm upon another
5772

Behavior Response Definitions and [School Board Policies](#)

Alternate Location in Class - Moving a student to an alternate location within the classroom for the purpose of restoring the educational environment and bringing the student back of task

Bus Suspension - A temporary exclusion of a student from riding a school bus for a period of time

Conference with Staff and/or Family - A conference outside of Parent/Guardian Teacher Conferences for the purpose of discussing student behavior

Contacting Outside Agencies and Authorities

Detention - Students may be assigned lunch-time or after-school (provided parent notice and agreement) as discussed in Board Policy 5610

Expulsion - Not permitting a student to attend school at all, including any school-sponsored events or activities, for a specified period of time as determined by the School Board. Prior to expulsion, a student would be afforded a hearing and due process that satisfy Wisconsin Statutes detailed in Board Policies 5610 Expulsion, and 5611 Due Process.

In-School Suspension - Used as a means to keep the student in school rather than using an out-of-school suspension. The student is removed from the classroom and school activities and would receive the same due process as an out-of-school suspension. Credit will be given for class assignments and tests done. Alternate assignments may be given for work that cannot be replicated during the suspension. Students will be isolated as much as possible from the rest of the school population. An in-school suspension may be used until a parent conference can be held. More detail can be found in Board Policy 5610.

Loss of Device - Student loss of a device, typically a technology device for a technology violation. The student will be offered an alternative method for completing assignments that require technology.

Loss of Privilege - Loss of a non-curricular activity or event for a related behavioral incident or failure to meet the eligibility of an extracurricular activity. For example, a student may not participate in the event the student breaks pre-agreed upon eligibility requirements.

Office Visit - A student being sent to the office to reflect and refocus, finish work, or speak to someone about their behavior

Out of School Suspension - Short-term exclusion from educational programs of the School District for up to 15 school days depending on the severity and individual circumstances as outlined in Board Policy 5610. Parents/guardians must be given prompt notice of the suspension and the reason. The suspended student will be given the opportunity to take grading period examplinations and complete course work missed during the suspension period. Alternate assignments may be given for work that cannot be replicated during the suspension. This shall be entered in the student's record. A re-entry conference with parents/guardians may be requested before returning to class. Due process and meeting rights explained in Board Policy 5611 would apply.

Parent/Guardian Contact - Communication between the school and the parent/guardian regarding a particular incident or a trend/pattern of behaviors

Proximity - Closeness or nearness to a student who is off-task or distracting other students in an effort to bring the student back on task

Removal from Activity - Removal from an activity currently occurring due to a student behavior taking away from the educational environment or affecting the safety of others during that activity

Removal from Class - Student is removed from the classroom but not from the educational program. The student will still receive work to be completed, turned in, and graded. Parents would be notified without the right to appeal. Board Policy 5610

Restitution - Restoring of something lost or stolen to its proper owner either in returning the item or compensating for its loss

Restorative Conference - A structured meeting between offenders, victims, school support staff, and/or affected individuals

Re-Teaching Expected Behavior - An opportunity for the supervising or school support staff member to ensure that the student understands the expected behavior before returning to the learning activity or environment

Search and Seizure - School authorities (more than one), designated by the District Administrator, searching school property or the person or their property in accordance with Board Policy 5771. This includes desks, lockers, and other school property. In cases of searching a student law enforcement will be called in for assistance if a safety threat is present. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender in the presence of another staff member of the same gender in a manner that is minimally intrusive based on the reasonable suspicion justifying the search. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

Seclusion and Restraint within Legal Guidelines - Used by trained, covered individuals, within State and Federal Law, when a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others as detailed in Board Policy 5630. Seclusion is the involuntary confinement of a student, apart from other students, in a room from which the student is physically prevented from leaving. Physical restraint is a restriction that immobilizes or reduces the ability of a student to freely move, given specific State and Federal guidance. Parents/guardians will be notified in a written report if either method is used.

Student Reflection Form - A form used to help the student reflect and learn from their behavior incident

Verbal and Nonverbal Redirects - An attempt to bring a student back on track from an off-task or inappropriate behavior through verbal or nonverbal means (i.e changing the subject, repeating the expectation, or tapping the desk)

Warning - Restating the expectation for a student and letting them know what will occur if they do not follow the expectation

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 in which students represent the District. More information on the purpose of the dress code can be found in Board Policy [School Board Policies](#) 5551.

- All tops and/or dresses must have a shoulder strap and cannot expose midriff or undergarments.
- 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.

Technology Policies

Devices used at school or issued to students are owned by the Raymond School District are being provided for the use by the student under Board Policy 5136 [School Board Policies](#) and 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 3rd-8th Grade will carry and be responsible for their chromebook device on and off school premises.
- 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 demonstrates responsibility for the district-owned device during the school day.

Damages, Investigations, and Fees

- 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 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.
 - Parents/guardians will be informed of the investigation at the time the I.T. Administrator and/or Administration become aware of the damage.
- 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.

Extracurricular 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 extracurricular activities. Extra-curricular activities are offered as an addition to the regular curriculum. Participation in these activities is a privilege, not a requirement.

Academic Eligibility

All fifth through eighth-grade students are eligible for participation in extracurricular 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;

Ineligible students may "try-out" for an activity. Students not meeting the eligibility requirements will be required to attend practices (or time with teachers to improve their grades, if pre-arranged with the coach/advisor) and events but will be ineligible to participate in extracurricular 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. 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 the 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.

Eligibility and Disciplinary Action

When disciplinary action is taken, participation in extracurricular activities may also be affected with sufficient notice given. Suspension of extra-curricular activities or requirements for participating may be warranted. 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.

Health Services

Health Services are covered in greater detail in Board Policies 5310, 5310.1, 5320, 5330, 5335, 5340, and 5341 [School Board Policies](#)

The Board of Education may require students to have periodic health exams for a variety of reasons. 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.

Immunization

The Board requires that all students be immunized pursuant to the Wisconsin Statutes and regulation of the Wisconsin Department of Health Services (DHS).

In Case of Illness

If a student is not feeling well during the school day, they will report that to their teacher, who will send them to the office to be assessed. If the student is found to be ill, the office will contact people listed in Skyward to make arrangements for students to be picked up. Reasons for going home include an elevated temperature of 100°, vomiting, and other reasons. In those cases, students should remain at home until they are fever or vomit free for 24 hours.

Administration of Medication

Before any prescribed medication can be administered to any student during school hours, it is required that a written prescription and instructions from the child's practitioner accompany the medication with a "Authorization for Administration of Prescription Medication" that is signed by the physician and parent/guardian. Non-prescription medications may be administered to any student during school hours only with the prior written consent of the parent/guardian.

All medications must be in the original container, labeled and dated. Parents/guardians or students authorized in writing by their practitioner, may administer medication. Medications will remain in the nurse's office unless the student is authorized to carry and self-administer by authorization of both the

parent/guardian and practitioner, and possession of such medication by the student in school is not prohibited by law or regulation. A daily log of medications administered will be held in the Nurse's office.

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.

Students with Chronic Health Conditions

Students with chronic health conditions including but not limited to: food allergies, other allergies, asthma, diabetes, seizure disorder, etc. may be eligible for accommodations, modifications, and interventions of the school setting under a Section 504 plan if the conditions do not require specially designed instruction.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Board Policies 8330 (Student Records) and 8350 (Confidentiality) [School Board Policies](#).

The district will coordinate school health practices for management of a chronic health condition. Health practices shall provide students with chronic health conditions the opportunity for access to a free appropriate public education with the same access to an education as students without disabilities or chronic health conditions.

Healthcare management shall include written health care action plans signed by the child's parent/guardian and physician and include: emergency protocol, established communication strategies for students, procedures for students to have immediate access to medications, prevention strategies, case management for students (with frequent absences, health office visits, or out of school health related absences), and management and care of the student's condition in the classroom, any area of the school or school grounds, or at any school related activity or event.

Staff will be trained about chronic health conditions. Designated or relevant staff who will be part of the health care plan or interact with the children will be informed of the healthcare plan and implications for the student in their setting.

Emergency Medical Authorization Form

Parents/guardians of all students will need to submit or update an Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. These forms should be kept in a separate, easily accessible

file and a copy should be brought any time a student or group of students is taken out of the District to participate in a school event including but not limited to: athletic trips, field trips, and academic contests. This does not include student spectators at events.

Visitors

[School Board Policies](#) 9150

- **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 buses when school supervision starts at 7:15AM.

- **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.
 - Visitors will need to return visitor passes to the office and sign out prior to leaving.

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

Volunteers

[School Board Policies](#) 9150

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

Any volunteer who works with or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied.

The District Administrator is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Policy 9800.01 outlines veteran volunteers requirements for recognition from the District and the Department of Public Instruction.

Facilities Usage

The school website has a page that has an online form to fill out for facilities use.

[Facilities Use Page](#) as well as more information in Board Policy 7510. [School Board Policies](#) Preference will be given to those groups/participants that are a majority of Raymond District residents.

Clubs, Teams, and Outside Organizations

District-sponsored clubs and activities are encouraged and shall take steps to make such opportunities accessible to all students. Details can be found in Board Policy 2430. [School Board Policies](#) There are curricular-related activities which are taught in a regularly offered course and participation is required for that course and academic credit. Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities.

District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

Non Curricular-related activities shall be considered by the Board and administration once they meet certain criteria described in the Board policy. There are different requirements if the activity has a staff advisor versus activities that are initiated by parents or other members of the community. Activities that do not have a staff advisor must follow the Facilities Use requirements. Non District-sponsored organizations may not use the name of the School District and must have prior approval to send any communications to families through the school.

Special programs by community volunteers follow Board Policy 2430.01 [School Board Policies](#) The community can be an excellent resource in providing co-curricular and extra-curricular activities. Suggested activities must be presented in writing at least ten (10) days prior to the planned starting date to the District Administrator and requests must address a number of questions related to the activity.

Each request must include: the purpose of the activity; the students for whom the activity is planned; the intended learning outcomes; an explanation of how the intended learning outcomes contribute to the accomplishment of District goals; the names and qualifications of those community volunteers who will be participating in any aspect of the activity; the number of hours and total duration of the activity; an itemization of the District resources (staff, facilities, equipment, etc.) that will be needed and their estimated cost