



**Welcome
to
Richmond Elementary School**

**1441 E. John Street
Appleton, WI 54915**

Phone: (920-832-5779)

Fax: (920-993-7044)

Email address:

knaackjack@aasd.k12.wi.us

Website URL:

richmond.aasd.k12.wi.us

**Jack Knaack, Principal
Cindy O'Reilly, Secretary**

RICHMOND MISSION

Our mission as a Richmond school community is to provide opportunities for children to grow socially, academically, emotionally, and physically.

We do this through our commitment to quality instruction while encouraging student, parent, and community involvement.

Together we develop life-long learners who are productive and responsible citizens of an ever-changing global society.

RICHMOND VISION

"Working together to develop lifelong learners"

OUR KEYS TO SUCCESS!!

Respect, Responsibility, Trustworthiness, Caring,
Citizenship and Fairness



INTRODUCTION

The information included in this handbook is being provided to the parents of Richmond Elementary to help familiarize you with the various aspects of school expectations and requirements. Please take the time to read all the information carefully. This is your school so please feel free to visit at any time.

RICHMOND SCHOOL DAILY SCHEDULE

8:10 AM	Students may arrive at school
8:22 AM	First Bell
8:27 AM	Tardy Bell—classes begin
11:25-12:15 PM	Lunch/Lunch Recess
3:16 PM	Class Dismissal

SCHOOL TOURS

Tours of our school building may be arranged on a drop-in basis, however, if you wish to meet with the principal or classroom teachers, please call the Richmond office to schedule an appointment. Upon entering Richmond, please stop in the office to sign the Richmond Visitor Registration sheet and pick up a visitor's pass.

STUDENT ARRIVAL

Richmond Elementary provides playground supervision beginning at 8:10 AM. For safety reasons, please **do not** send your children to school any earlier than 8:10 unless they are participating in the school breakfast program which begins at 8:00 AM in the Multipurpose Room.

STUDENT DISMISSAL

Students are dismissed from their classrooms at 3:16 PM. Parents, guardians, grandparents, and/or sitters are encouraged to meet students outside the building at dismissal time. If you choose to wait inside the building, please wait for your child in the lobby area by the office. Adults should not wait outside of the classroom. This creates a disturbance for the class, especially if young children are with the parent. The last fifteen minutes of the school day is an important time for students to complete work, check homework assignments in assignment books, and prepare for dismissal.

Please do not pick up or drop off your child/children in the school parking lot. This area is not safe for students considering the moving vehicles already in this area.

PLAYGROUND AFTER SCHOOL

Playground supervision is not provided after school. Students on the playground need to be supervised by parents or other caregivers. Students without supervision are expected to go home and not remain on the playground. Supervision is provided for those students waiting for a bus to take them to after school programs at other locations.

MORNING/RECESS ENTRANCE DOORS

<u>Grade</u>	<u>Door</u>	<u>Location</u>
K	F&G	Kindergarten Entrances
1 st -3 rd	Door E	Middle Playground
4 th -6 th	Door D	Gym Playground

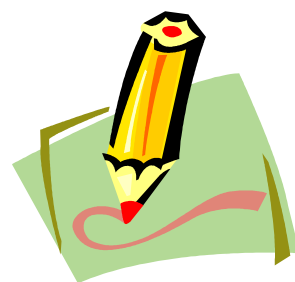
LATE DISMISSAL

If a situation would occur where it would become necessary for the students to stay at school beyond the normal 3:16 dismissal time, parents will be notified. This notification will occur if the time would extend beyond 3:30 p.m.

CHECK-IN POLICY

For security reasons, **all parents, visitors, and guests** are required to check in at the office upon entering the building during regular school day hours. Passes will be given to indicate if you are a visitor or a volunteer. This procedure allows us to better monitor everyone who is in our building.

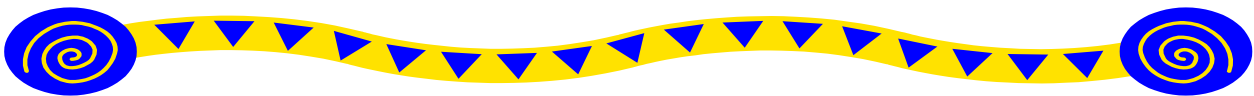
If you are coming to pick up your child (before the end of the school day), you will need to come to the office to sign your child out of school. Your child will then be called to the office to meet you.



If possible, please let the teacher know ahead of time whenever your child will be missing class time. This will alert the school to the absence and allow the teacher the opportunity to send schoolwork home with your child ahead of time. If your child will be returning to school, s/he needs to come into the office to be checked in prior to returning to the classroom.

STUDENT FEES

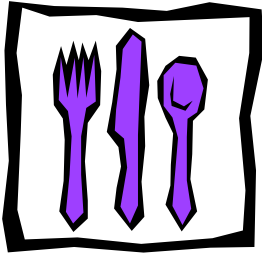
Most public schools in Wisconsin charge student fees or user fees. These fees are used to offset the cost of classroom supplies, texts, and materials used by students throughout the school year. The Appleton Area School District also charges fees for this purpose. The fees charged in Appleton are \$30.00 for full day elementary students. Although these fees do not cover the annual cost of instructional supplies and materials, they do contribute to additional funding for essential materials. Student fees are collected at registration in August.



RICHMOND EMERGENCY FUND

Sometimes there are family circumstances which make it financially difficult, if not impossible, for a family to cover the cost of a classroom or school activity. It is our belief that no Richmond student ever be excluded for this reason. Please advise the classroom teacher or the principal if financial assistance is needed to cover the expenses for a classroom or school activity. All requests are kept confidential.

LUNCH AT RICHMOND SCHOOL



LUNCH SCHEDULE

The Richmond Elementary lunchtime is scheduled from 11:25 to 12:15. Although there are scheduled times for each grade level for lunch and recess, students are always given extra time to complete their lunches if not finished by the time the recess bells ring.

Kindergarten—Grade 2

Lunch: 11:25-11:50 Recess: 11:50-12:15

Grade 3

Recess: 11:25-11:45

Recess: 11:45 -12:15

Grades 4-6

Lunch: 11:50-12:15 Recess: 11:25-11:50

Adult supervision is provided in the lunchroom, in the hallways, and on the playground during our lunch period

GOING HOME FOR LUNCH

In order to ensure the safety of all our students, notes will be required for those students going home for lunch. If your child goes home for lunch on a daily basis, please send a note at the beginning of the year to inform the classroom teacher and the office staff. If your child goes home occasionally for lunch, please send a note with your child whenever s/he will be going home for lunch.

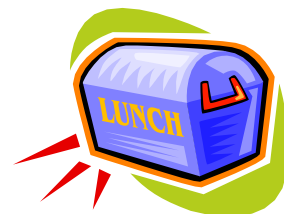
If you are planning on picking your child up for lunch, indicate that in the note to the teacher, and **then have your child meet you in the office.**

Again, this is a safety issue and it is important to communicate with school whenever children are to leave the school grounds during school hours.

COLD LUNCH

Students staying at school for lunch may either bring a sack lunch or choose to eat hot lunch. When bringing a cold lunch from home, please remember these tips:

- All lunches should be packed securely
- Do not use any glass containers
- Pack forks, spoons, and napkins as these utensils are not provided for cold lunch students.

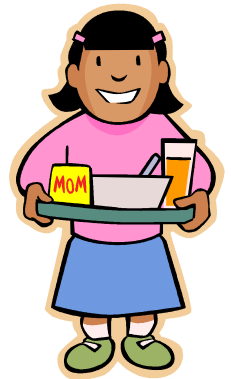


BEVERAGES FOR LUNCH

In keeping with the Appleton Area School District nutrition policy, soda or other carbonated beverages are discouraged as a lunch drinks. White or chocolate milk is available to be purchased in the lunchroom, or your child can bring juice or bottled water from home.

HOT LUNCH PROGRAM

The Appleton Area School District school lunch program is managed by ARAMARK. The ARAMARK office is located in the Appleton Area School District Facilities and Operations Building at 531 North Morrison Street. The phone number for this office is 832-1718.



Click Below for Prices:

Lunch cost as of 2015-16 (please click link below to check most current cost)

- Elementary: \$2.50 Full Pay
- Middle & High \$2.75 Full Pay
- Reduced \$.40
- Free \$0.00
- CEP Schools – Every student meal is Free (\$0.00)
- Adult: \$3.75

(please click link below to check most current cost)

<http://goo.gl/8htLdj>



PAYMENT FOR HOT LUNCH

Hot lunch tickets can be prepaid in any manner: weekly, monthly, or yearly.

Checks can be made payable to the Appleton Area School District (AASD). Please use an envelope when you send lunch money to school with your child/children. On the envelope, please include the student(s) name, the teacher(s) name, and the amount of the money enclosed. If writing a check, please write the student's name on the check. You may pay for more than one student with one check; just remember to put the students' names on the check and the envelope.

It is important to keep track of how many hot lunch tickets your child(ren) have. Charging meals is discouraged, however, no student will be denied lunch for not having a ticket. **Students with more than three charged lunches will receive a peanut butter sandwich and a container of milk until the charged lunches have been paid.** Pink slips notifying parents of the number of charged lunches will be sent home with the student. Please call the ARAMARK personnel in the Richmond kitchen if you have questions regarding the status of your child's hot lunch account.

FREE AND REDUCED PRICED MEALS

Free and reduced priced meals are available for students based on family income. Interested families should contact the Richmond School office or the ARAMARK office for eligibility information and/or application materials.

Click below for application materials:

<http://goo.gl/IObIPq>

RICHMOND BREAKFAST CLUB

Richmond School and ARAMARK offer a “continental” breakfast program for our students each morning from 8:00-8:27 AM in the Multipurpose Room

Breakfast Prices as of 2015-16 school year

- Elementary: \$1.05 Full Pay
- Middle & High \$1.15 Full Pay
- Reduced \$.30
- Free \$0.00
- CEP Schools – Every student meal is Free (\$0.00)
- Adult: \$2.00



(please click link below to check most current cost)

<http://goo.gl/8htLdj>

Breakfast menus are sent home monthly along with hot lunch menus.

HEALTHY SNACKS

The continental breakfast items can also be purchased before school begins as “Breakfast in Bag” which can be taken back to the classroom to be eaten during the scheduled healthy snack time

HEALTHY SNACKS POLICY

Throughout the school year, there may be events or occasions where snacks are provided for students. Additionally, each of our classrooms provides an opportunity for students to participate in a healthy snack time scheduled during the instructional day. Research has shown that children do need healthy snacks during the day to maintain the energy needed to stay focused on learning. Your help in keeping our Richmond students healthy is appreciated. The chart below includes a list of acceptable and unacceptable healthy snack choices. Thank you for your support in this area!

Healthy School Snacks	Birthday Treat Ideas	None of these please
<ul style="list-style-type: none">· Fresh or dried fruit· Pretzels· Cheese· Crackers (whole grain is better)· Sandwich half· Whole grain bagel· Raw vegetables	<ul style="list-style-type: none">· Fruit or cheese kabobs· Apple wedges· Raisins· Vegetable or fruit platter· Trail mix (nuts, dried fruit,	<ul style="list-style-type: none">-carbonated beverages-high sugar, high fat foods-desserts-items needing refrigeration-potato chips and



<ul style="list-style-type: none"> · Muffins (low fat) · Juice boxes (100% juice) · Yogurt · Popcorn (no butter) · Nuts · Unsweetened cereal · Water bottle 	<ul style="list-style-type: none"> unsweetened cereal, etc.) · Celery with peanut butter or cheese · Rice cakes · Cheese platter with whole grain crackers 	<ul style="list-style-type: none"> similar chips -fruit roll-ups, prepackaged "fruit" snacks -pop tarts -items children cannot open on their own!
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CHANGE OF ADDRESS/TELEPHONE

It is very important that the office has current phone numbers for all our students. If your address or telephone number should ever change during the school year, please notify the school office. Home-school contact during an emergency is imperative. Please be assured that unlisted telephone numbers are kept confidential.

FAMILY TRIP FORMS

If you are planning to take a family trip when school is in session, please complete the **family trip form** that is available in the office or from the classroom teacher. This form will need to be completed by a parent or guardian and returned to the office one week in advance of the absence. The teacher will prepare assignments to be completed during the vacation. In some instances, make-up work may need to be assigned when the student returns to school. The use of this form will assist in the appropriate preparations for the absence.



PARENT

RESOURCE

CENTER

The Parent Resource Center is located in the entry way to the LMC (library). This center includes a selection of resource materials (books, tapes, videos) on various topics that may be checked out and used by parents.

PROGRESS REPORTS (REPORT CARDS)

Your child will be bringing home his/her progress reports (report cards)



twice a year; once in January and again at the end of the school year. The report cards are placed in a special envelope that will need to be signed and returned in January.

REQUESTING A TEACHER CONFERENCE

Teachers are very willing to meet with you when questions or concerns come up. If you feel a need to have a conference with a teacher prior to, or after, the scheduled Parent-Teacher conferences held in October and March, please feel free to call or write a note to the teacher requesting a conference. Please understand that the teachers are not always able to meet without prior notice due to scheduled faculty and committee meetings.

PARENT/TEACHER CONFERENCES

Fall: Will happen in October

Spring: Will happen in March

Specific appointment dates to come home in your child's Mailgram a few weeks before the

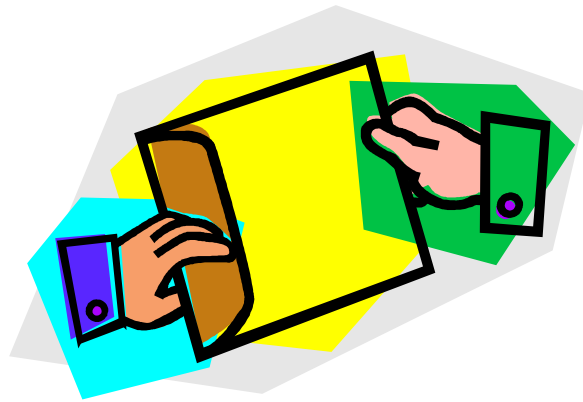


actual conference dates. Watch in the Rocket Reminder for specific dates and times.

MAILGRAMS ON THURSDAY

One of our important home/school communication tools is the weekly Mailgram. At the beginning of the year, each Richmond student receives a Mailgram envelope from his or her classroom teacher. This Mailgram will be sent home every Thursday and will contain important information for you including field trip notes, information about school events, the family newsletter, and the monthly hot lunch menus. The Rocket Reminder is our weekly newsletter with upcoming dates and information for families.

While student backpacks should be checked every evening, it is especially important to check them on Thursdays. Once you have checked the content of the Mailgram and reviewed all of the information, please sign the front of the envelope and send it back to school with your child on Friday morning. Your assistance with this communication tool will be greatly appreciated.



ROCKET **REMINDER & FAMILY**

INFORMATION



The *Rocket Reminder* is the name of the Richmond family newsletter. This newsletter is published on Thursday and is sent home in the Mailgram with the youngest student in the family. Please be sure to take a few minutes to read the *Rocket Reminder* each week. It is full of important information regarding upcoming events, dates to remember, PTO news, suggestions to use at home to reinforce learning, and pertinent announcements. The family newsletter is one of our most effective means of communication between school and home. If you have information to submit to the *Rocket Reminder*, please submit an article to the school office on the Tuesday prior to publication.

LABELING ALL POSSESSIONS

Parents are encouraged to label all of their child's school supplies. It is especially important to label your child's outerwear and extra tennis shoes (for physical education classes).



LOST AND FOUND

A table is located outside the school office for any items turned in to lost and found. **Students** and **parents** are encouraged to check the table to see if



any of the items might belong to them. Items that remain at the end of each month will either be donated to the Health Room, an area thrift shop, or Goodwill.

LOST OR DAMAGED PROPERTY

Students will be held responsible for the depreciated cost of replacement of any materials or property which are lost or damaged through their negligence. The list of charges for damaged or lost textbooks is available on the Richmond website and in the Richmond office. Students will be charged \$4.00 for

lost assignment books. Library books and textbooks are very costly items making it essential that parents/guardians and children together take full responsibility for all books.



CHARACTER COUNTS AT RICHMOND

Richmond School has adopted the *Character Counts!* program to help us in providing character education for our children. The goal of our Character Education program is to give students a skill set that will enable them to recognize and manage their emotions, help them develop care and concern for others, assist them in establishing positive relationships with others, and give them the ability to handle challenging situations effectively.

QUARTERLY AWARD PROGRAMS

At the end of each quarter, students are selected by teachers to receive awards to acknowledge their efforts based upon the “Character Counts at Richmond” program, which is based on the Six Pillars of Character as developed by the Character Counts organization. Our award program for will emphasize the pillars of citizenship, caring, respect,

responsibility, trustworthiness, and fairness. The award programs provide opportunities for students to be recognized for demonstrating these important and valuable character traits. Parents will be notified if their child(ren) will be receiving an award in an effort to allow them to attend the award program if possible.

TOYS AND VALUABLES

In order to limit the risk of theft and distraction from learning in the classroom, please keep toys, valuables, and good jewelry at home. Electronic games, trading cards, stuffed animals, cameras, Ipods/MP3 players and other similar items described are considered valuables and are not allowed in school. The school cannot be held responsible for lost or stolen items.

Additionally, students are not allowed to bring personal playground equipment to school.

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLER BLADES



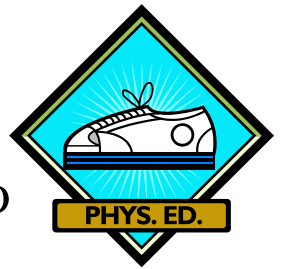
Bicycles and scooters must be walked while on school grounds and across streets. Skateboards, rollerblades, and Heelies may not be used on school grounds.

Students will need to carry these items once reaching the school campus. We encourage all students to lock up their bicycles when arriving at school. This is a good safety practice. Scooters that do not fit in student

lockers must be locked up in the bike rack along with the bicycles. Skateboards and rollerblades must be kept in student lockers and/or backpacks. **Important notice:** The school is not responsible for any damage or theft of these items.

PHYSICAL EDUCATION (PE) CLASSES

All students are expected to participate in physical education classes. A doctor's written excuse will be required if a student is unable to participate for an extended length of time.



Tennis shoes are to be worn when playing in the gym during physical education classes. An extra pair of tennis shoes should be kept at school to be used during PE classes. New shoes are not necessary for PE classes as long as the shoes can remain at school and be used only for PE classes.

LMC BOOK CHECK OUT



Kindergarten students are allowed to check out one book at a time. Primary students may check out a total of two books/magazines. Intermediate students may check out a maximum of three books/magazines. Exceptions occur when

students are working on research projects. All materials can be checked out for two weeks. Students with overdue materials will receive written notices regarding overdue items.

SAFETY DRILLS

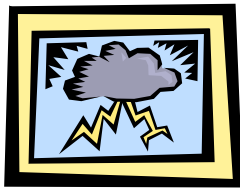
We constantly strive to make Richmond a safe place for students and staff. As in the past, we will hold fire and tornado drills to familiarize our students with the procedures. These drills are required by law. In addition to those drills, we will also be practicing lockdown drills. While we certainly hope that we will never have a real fire, experience a tornado, or have an intruder in our building, we need to be prepared in case of any such emergency. All drills will be discussed with the students at each grade level. This will be done in such a manner that it will not frighten the younger students, yet will allow us to be prepared should the necessity to employ a safety procedure ever arise.

General schedule of drills:

- Fire drills are scheduled once per month.
- Tornado drills are scheduled twice during the spring of the school year.

- Lockdown (intruder) drills are practiced once each semester.

Safety routes and safety procedures are posted in each classroom, instructional areas, and offices throughout the building.



INCLEMENT WEATHER



For possible **school closings**, listen to local radio and television stations. Parents will be notified if students will be dismissed early due to inclement weather. You will be asked to fill out an emergency school closing form when you register your child so that we have the necessary information if we need to contact you in an **early release** because of an inclement weather situation.

GREEN CIRCLE DAYS

If there is inclement weather before the beginning of the school day, students are directed to come in the building rather than playing on the playground or waiting outside. Inclement weather would include rain and extremely cold wind chills. A **green circle** is posted by the entrance doors indicating that the

students may come in the building. If there is no green circle on the playground doors, students are expected to stay on the playground.

On green circle days, parents should not wait with their children in their car until the bell rings, especially on John and Kernan Streets. This limits an efficient drop off and causes a risk to student safety. Students should be directed to enter the school building and report to their supervised areas.

INSIDE RECESS

The guidelines developed by the district for determining inside or outside recess during the winter months are:

- If the air temperature is below zero, students will stay inside.
- If the air temperature is above zero and the wind chill is colder than -15 degrees, students will stay inside.



Indoor recess activities are provided by the classroom teachers. Students will be located in the hallways outside of the classrooms, gym, multipurpose room, LMC, or LGI given the availability of locations during recess times.

WINTER CLOTHING

As the weather gets colder, students should come to school dressed appropriately. Our students are expected to wear a winter coat, hat, and mittens or gloves. Boots and snow pants are required for students in K-3. Boots are required and snow pants are optional for students in grades 4-6. Please label all winter clothing.



EARLY RELEASE PROCEDURES

In the event that classes would be cancelled during the regularly scheduled school day for a weather emergency reason, the following early dismissal procedures will be followed to ensure a safe departure of our students.

- Available staff members will call parents of kindergarten students to verify student departure plans.
- Additional staff members will report to the kindergarten rooms to assist.
- Students who have permission may walk home; older students will pick up the younger siblings.
- Classroom teachers will record the departure of students.
- Parent will need to go to classrooms to pick up students.
- Parents can pick up students as soon as local radio or television stations announce an early closing.

They will not need to wait until the official closing time.

- If buses arrive to pick up students, the students will be called to the office to be escorted to the bus by a staff member.
- If students have not been picked up by the early dismissal time, parents will be called.

Please be sure to notify the office immediately of any changes of emergency contacts.

SPEED LIMIT RESTRICTIONS / SCHOOL ZONES

According to the latest Wisconsin legislation, W.S.A. 346.57(4)(b), the speed limit of **15 miles per hour** is restricted when passing an intersection properly marked with a “school crossing” sign when **any** of the following conditions exist:

- 1.Any child is present
- 2.A school crossing guard is within a crosswalk at the intersection or, if no crosswalk exists, is in the roadway at the intersection or other location.
- 3.A school crossing guard is placing in or removing from the roadway at or near the intersection or other location with a temporary

sign or device that guides, warns, or regulates traffic.

CROSSING GUARDS/SAFETY PATROLS

Please make your child(ren) aware that the crossing guard and safety patrols are there for their safety. It is very important that our students and parents respect and follow the rules these individuals enforce.

Students who are reported for safety violations may receive written warnings.

The city crossing guard is on duty at the following times: 7:55 to 8:25 and 3:15 to 4:00. One crossing guard crosses students at the intersection of John Street and East South River. A second crossing guard crosses students at College Avenue and Walter Avenue.

Our student safety patrols are on duty from 8:15 to 8:27 and 3:16 to 3:25. The safety patrols cross students at the intersection of Kernan and Dewey and Walden and Dewey. Students are not allowed to cross at John and Walden and at Kernan and East South River.

Again, these are highly trafficked areas and these crossings are not as safe as the designated safety patrol crossings.



Richmond students are not to cross John, Kernan, East South River, Walden, or Dewey in the middle of the block. All students are required to cross all streets at a crossing guard or safety patrol crossing.



PARKING

Parking is at a premium at Richmond. If you wish to accompany your child in the school building before or after school, please help avoid traffic congestion by parking on Dewey Street or down the block from the school. Please observe the **No Parking** signs around the block and remember that the Mead Pool parking lot is available for your use. The city of Appleton has issued this reminder to schools regarding the signage that identify various parking areas:

No Parking on School Days – May be used to drop off or pick up students **if the driver does not LEAVE the vehicle.** Vehicles parked without a driver are subject to a \$10.00 parking fine.

No Stopping, Standing, or Parking – These areas must not be used as a drop off zone. They are created for the safety of the students and violators are subject to a **\$40.00 fine.**

Time Limit Parking and All Other Parking Restrictions—Time limit parking and all other forms of restricted parking regulations must be followed as they would be in any other area. Please respect the 10 minute time limit parking on John Street.

PARKING, cont'd.

Special Notice Regarding Kernan Street—drivers are not to leave their vehicles when parked along Kernan Street. We ask that parents and other caregivers please respect others by moving their vehicles up the line of waiting cars to keep the flow of the drop-off and pick-up traffic flowing smoothly.

Special Notice Regarding John Street—please do not park near the crosswalk, the yellow painted curb, or in front of the main entrance when dropping students off in the morning or picking up in the afternoon. Parking in these areas blocks the John Street intersection and causes a safety hazard for our students.

The Appleton Police Department and our Police-School Liaison (PSL) officer help to monitor the flow of traffic and compliance of parking regulations at Richmond School. Those found not in compliance with parking regulations will receive parking tickets.

All parking restrictions around schools are created for the safety of the students. Complying with these rules will limit congestion and help make the school year safe for all concerned.

ADDITIONAL SAFETY REMINDERS

Never allow your child to cross between parked cars or in the middle of the block---especially on Kernan and John Streets!

Always have your child(ren) exit your vehicle on the passenger side closest to the sidewalk. Please do not allow children to exit your vehicle on the driver's side.

DOGS ON SCHOOL PROPERTY

The Appleton City Ordinance does not allow dogs in park areas, and the Richmond school campus falls under this ordinance. This is a safety issue for our school. No matter how friendly a dog may be, its reactions can be unpredictable when surrounded by small children. If your family dog accompanies you when walking your child to and from school, please do not



bring it on school property. We appreciate your understanding!

ATTENDANCE GUIDELINES

Regular school attendance is essential to school success. Frequent absences from school are the greatest single cause of poor achievement and discouragement in school. Daily educational opportunities lost through absences can never fully be made up, and students cannot be expected to achieve to their full potential if they miss class sessions. It is the legal and moral responsibility of parents/guardians to ensure regular school attendance. This pattern is established early in the child's life by the attitude and support toward the school shown by the parents/guardians.

Tardies:

Students arriving between 8:27 and 10:00 AM for the morning classes and/or between the start of afternoon classes and 2:00 PM for afternoon classes will be considered tardy for that portion of the day.

Excused Tardies:

- Doctor, dentist, optometrist, chiropractic or other professional appointment which occur prior to a student coming to school
- Inclement weather

ATTENDANCE GUIDELINES—cont'd.

Unexcused Tardies:

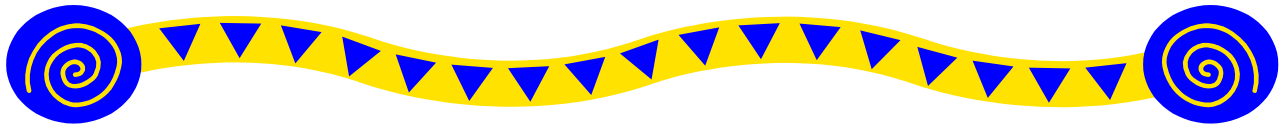
- Car trouble
- Oversleeping
- Running late

In accordance with Wisconsin State Law, children between the ages of 6 and 18 must be enrolled in school and in attendance full time unless they have a legal excuse.

Children who are absent or tardy without a valid excuse part or all of five (5) days in one school semester are considered habitually truant.

Habitual truancy will result in a Habitual Truancy conference with the principal and the Police School Liaison Officer (PSLO).

Regular attendance and promptness to class is important for your child's success!



STUDENT ILLNESS

If a student becomes ill while at school, parents will be contacted. It is important that we have current phone numbers and/or the names of those individuals who should be contacted if your child becomes ill and needs to be sent home.



Parents are expected to phone school (832-5779) to inform the secretary whenever their children are not going to be in school. It is the responsibility of the parents/guardians to notify the school of a child's absence before 9:00 a.m. on the morning of the absence. **Students who have not been called in prior to 9:00 a.m. will be considered unexcused.**

Excused absences and unexcused absences are explained in depth on the last page of the AASD School Policies Manual.

STUDENT ILLNESS AND RECESS REQUESTS

Please do not send notes requesting that your child stay indoors for recess. It is our expectation when you send your child to school he/she is well enough

to go outside and participate in outside activities. A doctor's written excuse will be needed if there is a medical reason why your child should not be going outside for recess.

SELF-MEDICATION AT SCHOOL

Although it is permitted and sometimes necessary for students to carry and administer their own medication, it is not recommended for elementary age students. If a parent/guardian wants their child to possess medication for self-administration, please contact the school nurse. A change in state law and district policy requires that asthma inhalers and controlled substances (such as Ritalin, Adderall and Codeine) need parent/guardian and physician authorization in order to be self-administered. Authorization forms are available in the school office. Please contact our school nurse if you have any concerns.

HEAD LICE AND NITS (PEDICULOSIS)

Head lice are tiny, wingless, gray-brown, hairy flat insects that live in human hair, usually on the scalp. They are very small and hatch from small eggs called nits that attach very firmly with a glue-like substance to the hair shaft. Head lice are referred to as a nuisance because they rarely cause any serious medical concern. Because head lice are communicable, control depends upon prompt identification and treatment. Detailed procedures for control and treatment are available from the school office.

and the school nurse. Students will be sent home for treatment as the need arises.

HOMELESS EDUCATION PROGRAM **POLICY**

Students of homeless individuals/unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free appropriate public education including comparable services, as provided to other students and youth who reside in the District. Homeless students and youth shall not be required to attend a separate school or program for homeless students and shall not be stigmatized by school personnel.

Definition: Homeless Students/ Unaccompanied Youths

The term “homeless students and unaccompanied youths” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes students and youths who are:

- Living in an emergency shelter or transitional housing.

- Abandoned in hospitals or awaiting foster care.
- Living in motels, hotels, trailer parks or camp grounds due to lack of alternative adequate accommodations.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- “Doubled up” living with friends or family due to the loss of housing, economic hardship or a similar reason.

Migratory students and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition.

Homeless status is determined in cooperation with parents or in the case of unaccompanied youth, the local educational agency liaison. Homeless status may be documented through a variety of Appleton Area School District (AASD) forms such as the Wisconsin Department of Public Instruction PI-Q03-8 Rev. 8/05 or through direct contact with AASD staff.

TELEPHONE USE

Students are allowed the use the school office phone to make **emergency** or **urgent** calls only. Students will not be permitted to call home after school to ask for permission to go home with another student. All after school arrangements need to be made with parents before coming to school in the morning.



The office telephone will not be available for use after 4:00 in the afternoon when the school office closes. Please make sure students participating in after school activities such as Scouts or Intramurals have made arrangements for returning home after the after school activity comes to an end.

CELL PHONE USE AT SCHOOL

According to AASD policy, students are prohibited from using cellular phones, electronic paging, two-way communication, gaming devices, or cameras while in school buildings (7:00-4:00 PM) or attending school activities. Students who are in possession of these communication devices must keep the equipment in their locker during the school day. Stored equipment must be programmed to a silent mode so as not to disrupt the educational environment. Violation of this policy can result in disciplinary actions.

PARENT AND COMMUNITY VOLUNTEERS

Volunteers are an important part of every school. Many possibilities include United for Reading Success, Math Achievement Partnership, chaperoning field trips, helping with class projects, assisting in the LMC and clerical work. To ensure the safety of all of our students, the AASD recommends background checks for all volunteers who work with students. These forms are available in the school office. All background checks are completed at the district offices and the results are confidential.

There are also many opportunities to volunteer for a wide variety of PTO committees and projects. Please call the school office or contact the PTO



RICHMOND PTO MEETINGS

You are invited to join us for PTO meetings. Please read the ROCKET REMINDER for dates of upcoming meetings.

If you have any questions or concerns about the PTO or its programs and activities, please contact any PTO officer or chairperson. The PTO has one email address for all contacts:

richmondrockets1441@gmail.com

PTO FUNDRAISERS

PTO fundraisers are used to support the many great activities and programs provided by the PTO that enhance learning opportunities and build a sense of community for our Richmond students and families. These programs and activities include, but are not limited to school assemblies, teacher field trip allotments, classroom supplies, Harvest Fest, Richmond Emergency Fund, and unique school needs. Your support of all Richmond PTO fundraisers is greatly appreciated by our Richmond School community!



STUDENT PICTURES

Student pictures are taken each year in the fall. The purpose is to obtain necessary pictures for your child's permanent file.

The photographers offer parents the opportunity to purchase a packet of pictures at a competitive price. Volunteers from our PTO organize this event. If you would like to help on Picture Day, please contact a PTO officer.

PARENT/GUARDIAN SUPPORT

Parents and guardians often ask, “How can I help my child at home?” We suggest that parents spend time with their children, offer encouragement, support and guidance, and ensure that they:

- Get enough sleep and eat a nutritious breakfast
- Attend school regularly
- Arrive at school on time and ready to learn
- Follow the classroom and school rules
- Schedule regular study times at home
- Complete all schoolwork on time

It is also important to support the school’s philosophy and goals, rules and regulations. Show a positive interest in your child’s progress throughout the year, know the names of your child’s teachers and contact them when the need arises.

We-Tip
Anonymous Crime Reporting
Available to the
Students and Residents of Appleton
1-800-78-CRIME



The Appleton Police Department, in partnership with the Appleton Area School District and funding provided through the Community for the Fox Valley Region, Inc., has contracted with We Tip, Inc. to provide a 24 hour a day, anonymous crime reporting service to the residents

of Appleton which includes the students of Appleton area schools. The We Tip anonymous tip line provides a mechanism to allow all citizens and students to report crimes without any fear or without any possibility of being identified.

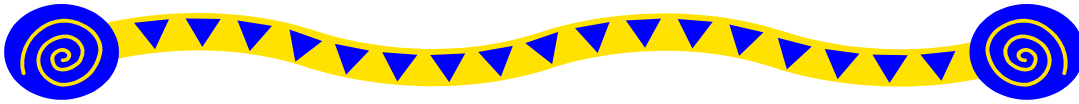
All Appleton schools have the number and We Tip posters and window stickers in numerous locations around the school.

Remember: the number to call to report a crime and remain completely anonymous is 1-800.78-CRIME! The reporting of any crimes witnessed on the school grounds or in the neighborhood will assist in keeping our community safe for our children.

AASD SCHOOL POLICIES

During the registration process, every family received a copy of the Appleton Area School District Family Elementary School Policy Manual. Please be sure to take time to read through the manual. You will find information regarding student discipline, health and medical issues, visitor and volunteer expectations, school cancellation procedures, instructional information, attendance policies, and the AASD complaint procedure. If you cannot locate

your AASD policy manual, please contact the school office. We will supply you with a new copy.



ATODA CLASSROOM INSTRUCTION

The Appleton Area School District provides classroom instruction regarding alcohol, tobacco, and other drug abuse (ATODA) to all students in compliance with state and federal law. Parents who wish their child or children to be withdrawn from these instructional lessons and assemblies during the school year should call the school counselor, Mrs. Hooper.



EXTRACURRICULAR ACTIVITIES

Richmond has a variety of extracurricular activities that may be of interest to your child. Samplings of these opportunities are noted below:

Safety Patrols	(Grades 5 and 6)
Student Council	(Grades 3-6)

Service Club	(Grades 5 and 6)
Strings	(Grades 4, 5 and 6)
Band	(Grade 6)
Choir	(Grades 4, 5 and 6)
Intramurals	(Grades 4, 5 and 6)
Battle of the Books	(Grades 4-6)

More information regarding meeting dates for these activities will be sent home with your child in future Mailgrams and will be publicized in the Rocket Reminder. Additional information can also be found on our website at www.aasd.k12.wi.us/Richmond.

HOMEWORK

Homework assignment notebooks (planners) are used for all students beginning in second grade. These notebooks are an effective way for communication to occur between school and home. It is our expectation that these assignment notebooks will be signed on a daily basis by parents. The notebooks provide space for parents to make comments regarding academic concerns. Included in this handbook is the Richmond Elementary Homework Guidelines. Please refer to those guidelines to familiarize yourself with homework expectations.

As a parent, anytime you model an activity for your child or actively engage your child in an activity using the skills and concepts being worked on at school, your child will benefit. Children will begin to see the relevance of these skills and concepts in a real life setting.



These homework guidelines do not address student absence due to illness or family vacations. Arrangements should be made between student, parent, and teacher to complete missed work.

Important: Requests for homework due to student absence need to be received by noon to allow teachers time to get the necessary books and materials ready. Homework should be requested if the student would be absent for two or more days. Homework will be available in the office for pick-up by parents or siblings by 3:16.

RICHMOND SCHOOL HOMEWORK GUIDELINES

Professional research indicates that effective homework practices at the elementary school level will yield:

- ◆ Improved student speed and accuracy of skills
- ◆ Improved student maintenance of skills
- ◆ Improved student responsibility and time management
- ◆ Improved long term student achievement
- ◆ Improved communication between child and parent regarding school
- ◆ Improved communication between home and school

Parents, teachers, and students need to work together to ensure a successful homework experience.

Teachers will:

- ◆ Review and provide feedback for homework
- ◆ Provide variety in homework assignments: review, practice, and enrichment
- ◆ Provide expectations for work quality and due dates

- ◆ Individualize homework assignments when necessary
- ◆ Post assignments on classroom assignment boards

Students will:

- ◆ Have the responsibility to complete the assignment and return the completed assignment to school
- ◆ Have the responsibility of communicating any confusion regarding the assignment to teachers
- ◆ Clearly communicate homework assignments to parents

Parents will:

- ◆ Understand the responsibility of homework rests with the child
- ◆ Provide support when asked by the child
- ◆ Communicate concerns regarding student needs/frustrations to the teacher
- ◆ Provide a quiet study area for the child

SPECIFIC ASSIGNMENTS:



At the Kindergarten level:

- ◆ All students should be read to or read independently for 15 minutes
- ◆ When weakness in a skill is observed, specific reinforcement activities will be suggested for parent and child to work on at home
- ◆ All students will read and complete tasks on the Daily News

At the first grade level:

- ◆ All students should be read to or read independently for 15 minutes. Possible sources would include take-home books, book bags, and LMC books
- ◆ All students will practice spelling words on a daily basis (beginning the second semester)
- ◆ All students will be expected to correctly utilize “no excuse” words on every assignment
- ◆ Practice math facts for mastery; complete Math Expressions Homework and Remembering sheets

At the second grade level:

- ◆ All students should be read to or read independently for 15 minutes. Possible sources would include take-home books, book bags and LMC books
- ◆ Assignment notebook to be filled out by student, signed by parent, and returned daily
- ◆ Practice vocabulary or phonic skills as assigned
- ◆ Practice math facts and complete Math Expressions Homework and Remembering pages
- ◆ All students will practice spelling words on a daily basis
- ◆ All students will be expected to correctly utilize “no excuse” words on every assignment
- ◆ Unfinished work to be completed or any necessary corrections to be made

At the third grade level:

- ◆ Individual reading or being read to for 20 minutes
- ◆ Assignment notebook to be filled out by student, signed by parent, and returned daily
- ◆ Occasional special projects related to topics being studied will be assigned. Parents will receive written communication from the teacher regarding such projects.
- ◆ Writing assignments (work on proof reading skills)
- ◆ Practice weekly spelling words
- ◆ Practice math facts and complete Math Expressions Homework and Remembering sheets.
- ◆ Unfinished work to be completed or any necessary corrections to be made
- ◆ All students will be expected to correctly utilize “no excuse” words on every assignment

At the fourth grade level:

- ◆ Individual reading or being read to for 20 minutes
- ◆ Assignment notebook to be filled out by student, signed by parent, and returned daily
- ◆ Occasional special projects related to topics being studied will be assigned. Parents will receive written communication from the teacher regarding such projects.

At the fourth grade level, cont’d.

- ◆ Writing assignments (work on proof reading skills)
- ◆ All students will be expected to correctly utilize “no excuse” words on every assignment
- ◆ Practice weekly spelling words
- ◆ Practice math facts and complete Math Expressions Homework and Remembering sheets
- ◆ Unfinished work to be completed or any necessary corrections to be made

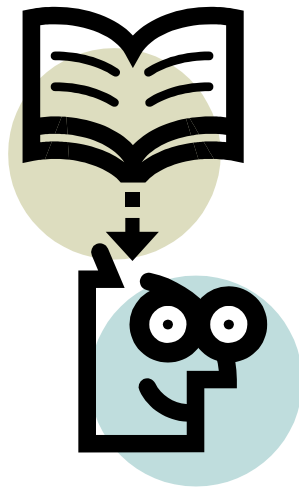
At the fifth grade level:

- ◆ Individual reading for leisure reading/assignment reading (20 minutes minimum)

- ◆ Assignment notebook to be filled out by student, signed by parent, and returned daily
- ◆ Occasional special projects in academic areas will be assigned. Parents will receive written communication from the teacher regarding such projects.
- ◆ Unfinished work to be completed or any necessary corrections to be made
- ◆ All students will be expected to correctly utilize “no excuse” words on every assignment
- ◆ All students are expected to study new spelling and vocabulary words weekly
- ◆ Practice math facts and complete homework and remembering sheets.
- ◆ Writing assignments (work on proof-reading skills)

At the sixth grade level:

- ◆ Individual reading for leisure reading/assignment reading (20 minutes minimum)
- ◆ Assignment notebook to be filled out by student, signed by parent, and returned daily
- ◆ Occasional special projects in academic areas will be assigned. Parents will receive written communication from the teacher regarding such projects
- ◆ Unfinished work to be completed or any necessary corrections to be made
- ◆ All students are expected to study new spelling and vocabulary words weekly
- ◆ All students are expected to correctly utilize “no excuse” words on every assignment
- ◆ Practice math facts and complete *Math Expressions* homework assignments
- ◆ Writing assignments (work on proof-reading skills)



FOURTH GRADE PROMOTION

In accordance with State law 118.33, beginning on September 1, 2002, no student shall be promoted from the fourth to the fifth grade unless the student satisfies the specific criteria for promotion. Other District policies relating to the promotion of students apply if they are not inconsistent with this policy.

To meet requirements for promotion to 5th Grade, a student must:

1. a) Score a “Basic” or higher on each of the five tests (Reading, Language Arts, Mathematics, Science, and Social Studies) that comprise the fourth grade Wisconsin Knowledge and Concepts Examination.

OR

b) Demonstrate competency on the Wisconsin Student Assessment System Alternate Assessments, for those students who it is appropriate and acceptable to participate in the Alternate Assessment System.

OR

2. Successfully complete grade level coursework based on Board approved standards and curriculum in the assessed areas.

OR

3. Successfully meet other academic criteria based on Board approved standards and curriculum as specified.

OR

4. Have the recommendation of the Building Consultation Team.

OR

5. Demonstrate reasonable progress in meeting IEP goals as determined by the student’s Individual Education Program (IEP) team. Meeting this requirement supersedes all other requirements.

Legal Reference: Wisconsin State Statute 118.33

Adoption Date: April 23, 2001; Amended Date: May 14, 2007

Parents will be notified during third grade spring Parent-Teacher Conferences if their child’s progress indicates that the 4th Grade Promotion requirements may not be met. Parents will be notified again at spring Parent-Teacher Conferences if a student continues to struggle in meeting the requirements.

BIRTHDAY AND OTHER PARTY INVITATIONS

Birthday parties and other parties held during the year are an exciting event for the child hosting the party and those who are invited. It can be a very disappointing time for a child who has not been invited to the same party. Out of respect and consideration for the feelings of all students at Richmond, please do not distribute invitations to birthday parties or any other personal parties before, during, or after school. Your Richmond student directory provides the telephone numbers of our families if you would need to confirm an address. We sincerely appreciate your consideration of others and the modeling of respectful behavior.



STUDENT LOCKERS

All Richmond students in grades 1-6 have lockers in the hall that are used to store outer garments, boots, shoes, and backpacks. To keep the lockers from distracting students while they are putting materials in their lockers or taking them out, students in primary grades (1-3) are discouraged from putting mirrors, combs and brushes, and wipe-off boards in their lockers. Toys, trading cards, and expensive personal items are not to be kept in lockers at school. Students in the intermediate grades (4-6) may put mirrors, combs, and wipe-off boards in their lockers, but will not be able to post pictures or posters from teen magazines, the Internet, or any other sources. Pictures of family and friends may be posted as long as the content is considered appropriate. Students at all grade levels may not put stickers on either the inside or the outside of their lockers.

Students are expected to keep their lockers clean and orderly at all times.



SAFE DROP-OFF AND PICK-UP GUIDELINES

The following guidelines have been established to assist in the safe drop-off and pick-up of the children at Richmond Elementary. It is important that you not only follow these guidelines, but use both common sense and common courtesy as well. It is difficult to set up guidelines to cover every imaginable situation. If we all work together toward a common goal of safety for our children, we should be able to handle any situation placed in front of us.

DROP-OFF

General Guidelines

- Students should not arrive at school prior to 8:10 a.m.
- Do not drop children off on opposite side of street of school
- Do not double park and drop your children off

Kernan Street Guidelines

- Traffic must keep moving. If you are not ready to drop your child off, please wait on Dewey Street where parking is allowed.
- **Pull all the way up to the end of the blacktop so more cars may pull up behind you.**
- Be patient. Do not drive to the front of the line of cars and try to cut in. This only causes problems with other cars trying to exit the line, and can cause an accident in the process.

Kernan Street Guidelines—cont'd

- Stay at least 12 feet away from the corner. If there is no room on Kernan, wait on Dewey Street or a block back on Kernan until some of the cars have moved out. Do not block the crosswalk.
- Do not leave your vehicle.

John Street Guidelines

- The "10 minute loading zone" is for quick trips into school. Do not park more than 10 minutes in this area.
- Stay at least 12 feet away from the corner. If there is not room on John, wait on Walden Street or a block ahead on John Street. Do not block the crosswalk.

PICK-UP

Kernan Street Guidelines

- **Do not park in the bus loading/unloading black top area.** Please keep this area clear for buses/vans that come to pick up the students.
- Stay at least 12 feet away from the corner. If there is no room on Kernan, wait on Dewey Street or a block back on Kernan until some of the cars have moved out. Do not block the crosswalk.
- Be patient. Do not drive to the front of the line of cars and try to cut in. This only causes problems with other cars trying to exit the line, and can cause an accident in the process.

Kernan Street Guidelines, cont'd.

- Do not park on the opposite side of the street and have your child run in front of traffic.
- Do not double-park and allow your child to run in front of other cars to get to your car.
- Never leave your vehicle.

John Street Guidelines

- The "10 minute loading zone" is for quick trips into school. Do not park more than 10 minutes in this area.
- Stay at least 12 feet away from the corner. If there is not room on John, wait on Walden Street or a block ahead on John Street. Do not block the crosswalk.

Drop-off and Pick-up Parking Lot Guidelines

- Please do not use the parking lot as a location for dropping off and picking up children.
- Please do not park in the driveway of the parking lot.
- Please do not park across the parking lot driveway entrance.

We appreciate your help in keeping all of our Richmond students safe during the busiest times of the school day!



GUIDELINES FOR STUDENT ATTIRE

For schools in the East Cluster

(Richmond Elementary, McKinley Elementary, Horizons Elementary, Foster Elementary, Johnston Elementary, Classical Charter, Madison Middle School, and East High School)

We take pride in the appearance in our students. How students act is often affected by what they wear. Students are expected to dress appropriately in clean, well-fitting clothing appropriate for the weather. This makes them feel more comfortable about school, increases their chances of being successful students, and helps them to be ready to learn.

Students dress or attire must adhere to the following minimum standards. The standards maintained align with the BOE approved policy 443.1, June 1999 found in the family district handbooks.

- Students may not wear scanty/revealing clothing. Examples of these items include **but are not limited to** low cut tops, tube tops, halter tops, backless tops, strapless tops, spaghetti straps, and clothing that expose the midriff and/or undergarments.



GUIDELINES FOR STUDENT ATTIRE—cont'd

- Jackets, coats, and gloves must be removed at the student's locker/hallway hook area. Any such items may not be worn around the building during school hours.
- Students must wear shoes/appropriate footwear in and around the school at all times.
- Students are not allowed to wear head gear in the school building. Removing a person's hat when entering a building is a well-established sign of respect in our country and one that will be reinforced in our schools. Examples of head gear include **but are not limited to** hats, caps, bandanas, scarves and crocheted head pieces.



- No garments that advertise alcohol, alcohol establishments, tobacco products, or other drugs may be worn.

GUIDELINES FOR STUDENT ATTIRE cont'd.

- No attire with messages or symbols that include profanity, violent or sexual language/actions, or inappropriate subject matter is allowed to be worn in the school buildings.
- Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn. Examples of these items include **but are not limited to** chains, leather straps, pet collars, and spikes.
- Undergarments must be covered at ALL times. Boxer shorts, bra straps, and all body cleavage must be covered.
- Short shorts and short skirts work for the weekend, but are not appropriate for school.
- No attire with any gang related purpose is allowed.
- Body markings or tattoos (even temporary tattoos) must be fully covered at all times.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school

vehicles and at school activities when deemed appropriate by building administration.

This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress. Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.

Authority of Principals and Consequences for Violations:

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. Violations of any of the above standards will be subject to disciplinary actions specified in school handbooks.





STUDENT NONDISCRIMINATION STATEMENT

The Appleton Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

El Distrito Escolar de Appleton no discrimina a los alumnos con motivo de sexo, raza, color, religión, lugar de origen, ascendencia, credo, gravidez, estado civil o de paternidad, orientación sexual, o incapacidad física, mental, emocional, o de aprendizaje o minusvalía en los programas educacionales o actividades. La ley federal prohíbe la discriminación en el empleo por motivo de edad, raza, color, origen nacional, sexo, religión, o minusvalía.

Cov tsev kawm ntawm hauv Appleton no txwv tsis pub thuam, cem, cais, thiab ua tsis ncaj ncees rau ib tug tibneeg twg vim nws yog pojniam lossis txivneej, nws cev nqaij daim tawv, los yog xim qaij daim tawv ntawm nwv haiv neeg, nws txoj kev ntseeg lossis kev dab qhuas, nws haiv neeg, nws caj ces mus rau poj koob yawm txwv, kev lis kev coj, muaj/tsis muaj menyum, muaj/tsis muaj pojniam lossis txiv, muaj/tsis muaj tub ki, kev plees kev yi, lossis puas tes puas taw ntawm cev nqaij daim tawv, kev nyuaj siab ntxov plawv, kev kawm tsis tau lossis ib yam dabtsi qeeb/poob qab ntawm kev kawm. Txoj cai hauv Federal txwv tsis pub thuam, cem, cais thiab ua haujlwm vim nws lub hnuv nyoog, nws haiv neeg, nws cev nqaij daim tawv, nws caj ces, los yog xim qaij daim tawv ntawm nwv haiv neeg, yog pojniam lossis txivneej, nws kev ntseeg los yog kev dab qhuas thiab puas/xaim ib qho dabtsi ntawm cev nqaij daim tawv lossis hauv hlwb (handicap).