

Richards Elementary School Handbook



5812 North Santa Monica Blvd.
Whitefish Bay, WI 53217

Main Office, Health Room, and Website Information

Main Office: 414-963-3951
Fax: 414-963-3946
Health Room: 414-962-6810
Website: <http://www.wfbschools.com/schools/richards>

Welcome to Richards School!

The Whitefish Bay School Board has established the following Focus Plan to guide our efforts and ensure exceptional experiences for our students.

The Whitefish Bay School District Focus Plan

Vision: An Exceptional Place to Learn

Mission: The Whitefish Bay School District, in partnership with families and community, is student-centered with a tradition of educational excellence that:

- Supports the individual needs of the whole child in a safe, caring, and inclusive learning environment;
- Empowers students with the knowledge, skills, dispositions, and character necessary to thrive in an ever-changing, global society so that students are life, college, and career ready;
- Values the diversity of all students and pursuing educational equity.

Values:

1. **Educational Equity and Excellence:** We maintain high expectations for growth and achievement.

2. **Tradition and Innovation:** We acknowledge the past and commit to continuous improvement.
3. **Safety and Well-being:** We strive for a safe and welcoming environment that fosters individual and collective welfare.
4. **Individual and Community:** We develop the talents and skills of individual learners and teams.
5. **Stewardship and Integrity:** We serve through principled and strategic decision-making and allocation of resources.

Goal I - Exceptional Place to Learn

Every student will continuously grow to meet or exceed academic and social emotional learning standards.

Goal II - Exceptional Place to Work

Every staff member will experience an environment where they are valued, developed, and supported.

Goal III - Exceptional Place to Engage

The community will be provided with opportunities to be involved in activities that promote collective growth, learning, and well-being.

Educational equity means that every student has access to the resources and educational rigor they need at the right moment in their education, across race, gender, ethnicity, language, ability, sexual orientation, family background, and/or family income” (Wisconsin Department of Public Instruction, 2023).

This Focus Plan provides the lens through which we plan and evaluate programs and developments at Richards School. We are committed to building strong partnerships with families as we do this work - it truly takes a village to provide our children with the best.

Richards Shared Beliefs and Commitments

To give the Focus Plan life at Richards, the Richards Staff developed the following set of shared beliefs and commitments which act as our North Star and guide our short- and long-term work. It is our hope that you see evidence of these beliefs and commitments in our actions and decisions.

We believe that:

- Educational Equity* and excellence is possible for our school.
- All students bring valuable assets to our school community and are capable of success. Diversity strengthens our school.
- Disrupting inequity begins with our own beliefs and actions.
- All adults are educators. We have a collective responsibility to meet the needs of all students.

We are committed to:

- Helping students recognize and value differences in one another.
- Advancing equity and access to rigorous and high quality instruction for all through proactive and collaborative curriculum design.
- Maximizing the varied expertise of staff in flexible learning environments that are reflective of the overall student population.
- Being driven by goals that are integrated and supported by formative assessment and reflection.
- Providing all students with choice, independence, and opportunities to pursue passion.

*What do we mean by Educational Equity?

- Advancing the learning of literally all students in the school.
- Disrupting and attending to the entire range of inequalities across race, ethnicity, social class, ability, gender, sexual/gender identity, language and their intersections.

This handbook provides much information but if what you need is not here, please call the main office (414-963-3951) so that we can help. Please also look at our website www.wfbschools.com, to access many useful updates and items including a Richard School page and the calendar.

We look forward to the joy of working with you and your child(ren) this year. Thank you for the trust you place in us. Here's to a successful 2023-24 school year for our students, staff, and families!

Chad Nelson, Principal
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Student Daily Life

Student Entry and Dismissal

All students will line up at assigned doors and enter with their classes at 7:50 am. Students are dismissed at the same doors. Please wait outside the building for your child to be dismissed at the end of the day.

Weather Conditions at Recess, Arrival, and Dismissal

Students go outside for recess daily. When it is raining or below zero wind chill, students remain inside for recess. Students who are at school are required to go outside to recess unless a doctor's excuse is on file.

Administrative determination of inclement weather conditions is based on temperature and wind chill (zero degrees or below) as well as precipitation. During inclement conditions a staff member will be at the assigned entry doors at 7:45 to let students in. Safety protocols do not allow adults to enter with children. Adults and children are welcome to wait outside until the entry bell, even during inclement weather.

When the weather at dismissal time is potentially unsafe (tornado warning, thunder storm), the dismissal time may be delayed. Students will be kept inside the school until the threat of danger passes.

Positive Learning Environment and Behavioral Supports

We have multiple structures and systems in place to provide the safe, caring and inclusive environment required by the WFB Focus Plan. Our goal is to accomplish “Each student growing continuously to meet or exceed academic learning targets and social emotional competencies.”

To achieve these ends, we have implemented a social emotional learning curriculum that includes morning classroom meetings and regular all-school meetings. These components are important in fostering a sense of community and belonging. Students engage in purposeful learning opportunities to develop relationships, self regulation and decision-making skills. Social awareness and personal responsibility are embedded into our daily work, reinforcing the importance of each student as a valued individual member of our whole school community.

We believe that all students can learn and choose behaviors that contribute positively to the environment within each classroom and in the wider school setting.

Behavior Expectations - The Richards Way

Be Safe, Be Kind, Be Responsible

The Richards Way provides clear expectations, a common language, and a common approach to supporting and celebrating expected behavior throughout the building. We value the partnership of families in reinforcing the following expectations.

In accordance with Board Policy 443.7 all students in the School District of Whitefish Bay are expected to:

- Demonstrate respect for people, property, and the learning environment
- Show kindness and courtesy to others by treating them with dignity
- Be in class on time ready to begin learning
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

The Richards Way in the Classroom

At the beginning of the school year, each class, along with their teacher, will develop a list of class agreements, typically called a Class Contract. These agreements will vary from class to class but will consistently reflect the school's philosophy of being safe, kind, and responsible through specific and age-appropriate expectations.

The Richards Way in other areas of the school

Expectations	Hallway	Outside/Recess	Lunchroom	Bathroom
Be Safe	<ul style="list-style-type: none"> ● Calm body ● Face forward ● Hands to self ● One stair at a time 	<ul style="list-style-type: none"> ● Safe body and no rough play (tackling, wrestling, pushing) ● Use equipment safely ● Leave trees, sticks & dirt alone ● Report unsafe behavior 	<ul style="list-style-type: none"> ● Calm body ● Eat your own food 	<ul style="list-style-type: none"> ● Calm body ● Wash hands
Be Kind	<ul style="list-style-type: none"> ● Up to volume level 1 ● "Tight to the Right" ● Close lockers quietly 	<ul style="list-style-type: none"> ● Up to volume level 4 ● Enter/exit school quietly ● Kind words and actions ● Everyone is allowed to play 	<ul style="list-style-type: none"> ● Up to volume level 2 ● Use kind words 	<ul style="list-style-type: none"> ● Give others privacy ● Wait your turn
Be Responsible	<ul style="list-style-type: none"> ● Go straight to your destination ● Be tidy with gear 	<ul style="list-style-type: none"> ● Use restroom before recess ● Solve problems responsibly ● Return equipment 	<ul style="list-style-type: none"> ● Stay in your place ● Follow adult directions ● Raise your hand for help ● "Leave no Trace" 	<ul style="list-style-type: none"> ● "Quick and Quiet" ● "Leave no Trace"

The Richards Way to and from School

Students are expected to:

- Cooperate with crossing guards
- Show respect for others and their property
- Make safe choices

Parent(s)/guardian(s) and students are expected to:

- Park safely, legally, and have students enter/exit the curb-side of the vehicle
- Cross the street only at crosswalks
- Park only in the assigned areas for designated time limits
- Set up a "safe route" to walk to school
- Plan a family meeting place away from busy corners and congestion

Crossing guards are posted at corners close to the school to help your child cross the streets safely. Please note that crossing guards are not on duty during lunch periods in January and February. The crossing guards are assigned to the following intersections:

- Santa Monica and Belle
- Santa Monica and Silver Spring
- Santa Monica and Day
- Lake Drive and Silver Spring
- Santa Monica and Lake View
- Lake Drive and Day

Please do not drop off students on the north side of the Berkeley/Belle intersection; there is not a crossing guard at that corner and it is not a safe place to cross.

Supervision and Arrival Time

There is no student supervision on the playground before or after school. We ask that students arrive at school no more than 5 minutes before the first bell at 7:50 am.

No Dogs on School Grounds

Due to allergies and the varying comfort levels of students, no dogs are allowed on school grounds. Walking your dog to school in the morning or waiting with your dog on the sidewalk at dismissal time is discouraged, as this increases congestion and disruption during busy times.

Parking

The parking lot located at the south end of Richards School is for staff use only. No student pedestrian traffic is permitted in the parking lot. Please do not block the driveway to the parking area or drop off students in the driveway, as this creates a safety hazard.

Parents/guardians are encouraged to identify a meeting spot with their child that is located one or two blocks from the school or to organize carpools to alleviate congestion in the school area.

Buses have priority for drop-offs and pick-ups on Santa Monica Blvd. Please obey posted signs, as this area is monitored closely by the Whitefish Bay Police Department. Buses for students with exceptional needs also use a designated parking area on Belle Ave.

Bicycles/Scooters

Students are expected to walk their bikes on playgrounds. Bikes should be **secured with locks** at the bike rack. The use of bike helmets is strongly encouraged. Scooters must be locked at the bike racks and cannot be brought into school.

Student Attendance and Health Information

Health Room and Absence Reporting

Health Room: Room 119 / Telephone: 414-962-6810 / Email: richards.healthroom@wfbsschools.com

Regular school attendance is crucial for your child's success in school. Attendance is also required by state statute and WFB School Board Policy. Students are expected to arrive at school daily in time to line up and enter with their classes. When a child arrives late to school, they are considered tardy. Students displaying repeated tardiness or absences will be referred to the administration. Whitefish Bay School Board Policy 431, including Rules, governs all attendance procedures in the District.

There is an absence call system in place as a safety measure for our families. Whenever your child is absent, please call the health room to report the absence at 414-962-6810 or email the health room at richards.healthroom@wfbsschools.com. Include your child's name and the reason for the absence. An answering machine allows calls to be made during non-school hours. In the case of unreported

absences, the school will attempt to contact parents as early as possible. When a parent/guardian does not contact the health room, the absence is marked as unexcused.

Student Injury or Illness

If a student becomes ill or injured during the school day, they will report to the health room. If the child is unable to remain at school, parent(s)/guardian(s) will be notified. If they cannot be reached, the health aide will contact the people listed on the child's *emergency contact form*. The health room cannot treat serious injuries or illnesses. They will apply ice as needed and keep your child as comfortable as possible until parent(s)/guardian(s) arrive. The health aides will also contact parent(s)/guardian(s) if a child is visiting the health room on an unusually frequent basis.

Children are excluded from school with a fever, defined by the CDC and the NSHD, as a temperature of 100.4 or greater (axillary, orally, or tympanically). They may return to school after 24 hours being fever free without medication. This rule also pertains to students who vomit due to illness. Please comply with this Whitefish Bay Health Department protocol.

Unless we are provided with a doctor's excuse, we expect that when students return from an absence, they will be able to participate in all class activities including physical education, recess, and other class events.

Please notify the health room of the following: any specific health conditions or allergies, any communicable disease such as chicken pox, or any immunizations received by your child throughout the year.

Medication Administration

Medications may be delivered to school by an adult or a parent/guardian may call the school health room on the day that the student will bring the medication to the health room. No medication is given to a student without completion of the medication permission form by a parent/guardian. The medication must be in a container with the current pharmacy label on it. Medication forms can be obtained from the health room or through a link at <http://www.wfbschools.com>. The information needed on these forms includes the prescription number, name of medication, strength of medication, amount of pills left at the health room and the dosage/frequency of the medication.

Medical/Dental Appointments

We suggest that medical/dental appointments be scheduled, whenever possible, outside of the school day. If a child does need to leave school for an appointment during school hours, the parent needs to notify the classroom teacher and health room with the type of appointment and the time that they will be picking up the child.

For safety reasons, parent(s)/guardian(s) are required to come to the school office at the appointed time and sign the child out from school. If the child returns the same day, they check back in with the health room for a re-entry pass.

Family Trips

We strongly encourage family vacations to be taken during scheduled school vacation periods, as in-class activities, experiences, and discussions cannot be replicated when missed. When a family trip does occur during school days, please send a written notice to the child's classroom teacher and notify the school health room.

No makeup work will be given prior to student absences with the exception of religious holiday observances. Necessary makeup work will be assigned upon the child's return to class with a time allotment reflective of the amount of school days that were missed. Absences will be marked in accordance with the Attendance Policy.

Student Support and Safety

Bullying, Harassment and/or Hazing

The School Board seeks to provide a safe and positive learning environment for all students. Bullying, harassment, and/or hazing, disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Therefore, the Board will not tolerate student bullying, harassment, and/or hazing, in any form while on District grounds or at any District sponsored events. Please see WFB School Board Policy 411.1 at this [link](#) for the complete policy and related rules.

Threatening Behavior

In 2017, Wisconsin passed Act 143, further requiring all employees of Wisconsin public school districts to report potential threats of violence to local law enforcement. If a staff member believes in good faith that a student(s) made a serious or imminent threat(s) which jeopardizes the health and safety of others, it is their legal obligation to immediately report the facts and circumstances to the police. While "serious or imminent" may imply some discretion, school employees will always err on the side of caution in order to ensure the safety of all school community members.

It has been our observation that at times students use threatening words casually, such as between friends when playing at recess. Other times, students use threatening words impulsively, when they are in an emotionally charged situation. And, on rare occasions, an elementary student uses threatening words purposefully and intentionally. When students use this language on social media, nuance and intent cannot be easily determined.

Students must refrain from any language or gesture that may seem threatening to school personnel or to others, as that very likely could result in a call to the police. We strongly encourage parents/guardians to discuss this with students at home so that they are aware of this new legal requirement. At school, age-appropriate specific teaching about this requirement is embedded into guidance lessons each fall.

If you become aware of any potential threat to students or staff while the school office is closed, please call the WFB Police Department directly at 414-962-3830 or use the Speak Up Speak Out Wisconsin reporting system. Created by the Office of School Safety, SPEAK UP, SPEAK OUT allows students and community members to confidentially report tips on potential harm or criminal activities directed at school students, school employees, and schools. This [link](#) takes you to their website.

For all emergencies, call 911.

Weapons and Drugs

School Board policy [443.6](#) states that no student shall possess, use, store, transfer or make accessible to another person any weapon while the student is (a) at school or under the supervision of a school district authority, regardless of the student's location; (b) in any building or facility or on grounds or premises owned, occupied or controlled by the District, at any time; (c) in any District-owned vehicle or on any form of District-provided transportation, at any time; and/or (d) participating in or attending any District-sponsored program or activity.

Students determined to have violated the weapons policy are subject to appropriate disciplinary action, which may include referral to the School Board for possible expulsion.

Please review Board Policy [443.4](#) for information on student use of alcohol, tobacco, and other drugs.

Vandalism

Disciplinary action for vandalism will be taken, and costs will be assessed to students who willfully break, damage, or deface school property, facilities or equipment. Board Policy [731.1](#) provides more guidance.

Electronic Devices including Cell Phones and Smart Watches

Technology resources provided by the School District are for educational purposes only. Acceptable uses are those which support the District mission and are in alignment with [WFB School Board Policy 363.2: Acceptable Use](#)

Cell Phones and Smart Watches: To maintain the integrity of instructional time and to maximize face to face communications during the day, cell phones and Smart watches are to be turned off and kept in the student's backpack during school hours. Call the main office during the school day for timely messages for students.

The District shall not be responsible for the safety or security of cell phones or Smart watches that students bring to school. Students who bring any personal electronic device(s), including cell

phones or Smart watches to school do so at their own risk. In the event a Smart watch or cell phone is not used as permitted, families will be contacted and progressive steps will be taken including the creation of a student specific plan as needed.

Further information is available in policy [443.5: Student Use of Personal Electronic Devices](#).

School Counselor

School counseling services are available for all students and are an integral part of the total school regular education program. Counselors work with students, teachers, administrators, and parent(s)/guardian(s) in a variety of ways with the goal of helping students reach their full potential. School counselors can be reached by calling the main office.

Parent(s)/Guardian(s) Involvement

Parent(s)/Guardian(s) Involvement and Communication Orientation

Parent/guardian Orientation occurs during the evening in the first month of school. Times will be communicated in mid-August.

During Orientation, your child's teacher will provide detailed information concerning:

- Core academic curriculum
- Daily instructional schedules
- Homework expectations
- Assessment information
- Specific classroom procedures
- Art, music, physical education, library, and world language schedules
- Other relevant information

Children should not accompany their parents/guardians to school this evening. This is an adults only event.

Thursday Folders

Each Thursday, an electronic Thursday Folder is posted on our school website and sent to parent/guardian email accounts. This Folder includes timely information related to school and district news, events, etc. If your family does not have access to email, please inform the office so that we can send a hard copy home in your child's physical Thursday Folder.

Only Whitefish Bay School District-sponsored and co-sponsored events and information (this does include PTO) can be included in the Thursday Folder.

Communication with Teachers

Parents/guardians are encouraged to contact their child's Classroom Teacher or Encore/Support Teachers regarding any questions or concerns via note, email or telephone call. Email is generally the most efficient. Staff email addresses are available on the [Richards School website](#). Staff email addresses are [firstname.lastname@wfbschools.com](#). For example, Stephanie Haupt's email address is [stephanie.haupt@wfbschools.com](#). Phone voice mail messages can also be left during non-school hours by calling 414-963-3951.

Our goal is to partner with families in order to support all learners. Our teachers' work day is spent working directly with students and/or planning learning activities. Elementary teachers plan instruction and review assessment information for six subject areas in addition to tending to the real time physical, social, and emotional needs of students. Responding in real time to phone messages or emails limits the capacity to fully engage in this primary work. To best support students and families, we will target a 24-48-hour work day response to communications from students and parents / guardians. For matters of public safety or emergencies please contact the Police Department. For all other matters that require immediate attention, please contact the school office directly.

Two Household Families

As we focus our work on your child, it is our protocol for all communication to go to both households. In this way, all adults working with the child have the same information at the same time. Please note that when a teacher gets a question from one household, they will send the response to both.

As a school, we believe all adults from school and home are working with the child's best interest in mind. Together, we are the strongest team.

Parent-Guardian/Teacher Conferences

Two scheduled conference periods take place during each school year to discuss student progress. Fall conferences, which take place in October, are designed for all students' parent(s)/guardian(s) to attend. Spring conferences, scheduled in April, are optional and can be requested by either the teacher or the parent(s)/guardian(s). Open and honest communication between home and school is an integral part of any successful school experience.

Two household parent(s)/guardian(s) sometimes request separate conferences. This is often problematic as the dialogue, discussion, and conclusions in each conference may vary. Therefore, parent(s)/guardian(s) are asked to attend one conference together and to sign up accordingly.

Dress Guidelines

The School Board believes that appropriate student dress is an important part of creating a school environment that is safe, conducive to learning and free from disruption. With that in mind, in

accordance with School Board Policy 443.1, the following student dress code standards shall be enforced in the District during the school day and at all school-supervised activities and functions.

1. Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material interference with school operations or a substantial disruption to the school environment will not be permitted.
2. No student shall be permitted to wear any clothing that depicts, promotes, or advertises alcohol, illegal drugs, tobacco, or nicotine products, criminal activity that would threaten any person's health, safety or property, criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
3. Clothing and/or accessories that can reasonably be expected to cause excessive maintenance problems, injury, or property damage may not be worn.
4. All students go outside for recess when the wind chill is above zero, and students should be dressed to remain outside comfortably for 25 minutes.
5. Clothing must cover the majority of the torso and buttocks.
6. No caps, hats or hoods are allowed to be worn inside the building/classroom except when transitioning in and out of the building, or on specific school-based event days. Exceptions or accommodations may be granted by an administrator on an individual basis for medical, religious, or other student-specific reasons.
7. Shoes should be safe for playground running and play. Athletic shoes and non-restrictive clothing are required for physical education classes.
8. Students participating in activities or events representing the District shall be expected to dress appropriately, including adhering to any applicable directives, so as not to detract from the group or the occasion.

Students are expected to know and abide by these expectations. Students who are dressed in a manner that does not fit within these guidelines may be asked by school staff to change their clothing or address the dress code violation. If the student refuses, the student will be subject to discipline.

School staff shall be responsible for enforcing student dress code standards on a fair, consistent, and nondiscriminatory basis.

Wisconsin Statutes 120.13

Parent Teacher Organization (PTO)

The Richards PTO is an integral part of our school life. We have a strong culture of volunteerism at Richards. The PTO provides many valuable services, programs, and supports, including fundraising. All parents/guardians are encouraged to join the PTO and participate in ways that work for them.

Volunteer and Service Opportunities

There are many ways to volunteer to support Richards School. Volunteering is completely optional and we are grateful for the thousands of hours of volunteer service families provide during school. We also recognize that many parent(s)/guardian(s) work during the day or have other responsibilities that prevent them from volunteering during the school day. Service to and support of the school can happen outside the school day in multiple ways. These include becoming a member of the PTO, volunteering at a PTO event, creating materials for a classroom teacher, helping your child with homework, staying current with Thursday Folder information, attending Parent/Teacher Conferences, attending a School Board meeting, and coming to student concerts and other performances.

Parent(s)/guardian(s) are asked to communicate with their child's teacher ahead of time regarding their interest in classroom volunteering/visiting during the school day. While in your child's classroom, please be sure that cell phones are turned off. Drop-in visits to meet with the teacher or observe the classroom can be disruptive to the learning process and are not allowed. (WFB Board Policy 860)

Out of School Event Invitations

We recognize that families host parties or events for a variety of occasions. To avoid students feeling excluded or pressured to attend an out-of-school party/event, invitations may not be handed out to students at school for any non-school sponsored event.

Additional Information, Organized Alphabetically

Balloons

Latex balloons are not permitted on the school campus or in the building due to allergies. It is recommended that Mylar balloons are used when balloons are needed.

Birthday Celebrations

Students are welcome to celebrate birthdays at school with a non-food activity or treat. Some of the ways that students have celebrated birthdays include donating a book to the classroom library, having a family member come in to read to the class, bringing in small items to share (i.e. stickers, pencils, bookmarks, etc.), or being allowed to sit in a special place in the classroom. Food treats are not allowed.

Shared snacks/treats may be provided by teachers or teacher-appointed volunteers for all-class celebrations, but these will be selected carefully based on allergies in each individual classroom.

Class Placement Protocol

The development of class lists is a complex and collaborative process. We consider the needs of individual students and strive to create classes that are balanced in terms of gender, academic and social/emotional skills, learning styles, and language development. Among other factors in the mix are class size, number of sections, and levels of support needed. The process of creating these groupings is taken very seriously and begins early in the spring with the child's current grade level team, supported by specials and support staff.

Parent(s)/guardian(s) are welcome to share information regarding their student's learning styles and needs in order to assist this process. The Optional Placement Information Form is made available on the Richards School website each spring. To better understand this process, our guiding principles are listed below.

Guiding Principles Related to Student Placements:

- All teachers in the building are skilled professionals who are able to differentiate to meet a wide range of student learning needs.
- Grade level teams, the counseling department, special education and support teachers, encore teachers, and administration work closely together to ensure consistency of curriculum across all classrooms.
- Children benefit from exposure to a range of teaching styles and structures.
- The current classroom teacher has worked daily with the student throughout much of the school year and has a deep body of knowledge about the student's academic, social, and emotional strengths and opportunities.
- Children continually change and grow, ready for new experiences each year.

Please know that we make a substantial investment of time and thought into creating each year's class groupings. The Placement Information Form is completely optional and whether we receive a form or not, your child's needs are carefully considered.

Emergency School Closing

Occasionally, it is necessary to close schools due to a snowstorm or other emergency. The policy of the Whitefish Bay School District is to close schools when the weather conditions present a serious threat to the health and safety of the children and staff.

In the event of an emergency during the school day requiring evacuation of the school, students will be relocated to a nearby, pre-established location. Parents/guardians will be notified via an automatic phone call system and/or school email.

When a storm occurs during the night and the Whitefish Bay Schools are to be closed, a repeated announcement will be made over the local radio stations: WISN (1130 AM), WOKY (902 AM), WTMJ (620 AM), W MYX (99.1 FM), and W KLH (96.5 FM). Parent(s)/guardian(s) will be notified via an automatic phone call and this information will be posted on our district website as well.

Homework

One of our goals is to ensure that all students develop effective strategies for continuous learning. This includes attention to how homework contributes to learning. Homework provides meaningful opportunities for students to reinforce skills, foster individual interests, enrich classroom learning, and strengthen independent application of student learning.

Homework is introduced on a limited basis in grade one (i.e. short mathematics or reading assignments) and increased through grade five. Homework may take as little as 20 minutes in second grade and up to one hour in fifth grade. Homework is expected to be completed and returned to school on the specified due date. In addition to assigned work, students are expected to read at home on a daily basis, as appropriate to their age. If parent(s)/guardian(s) feel that their child is spending an inordinate amount of time on homework, they should contact the teacher to discuss this concern.

Homework Roles and Responsibilities for Students and Parent(s)/Guardian(s) (WFB Policy 345.3).

Expectations for parent(s)/guardian(s) are as follows:

- Promote a positive attitude toward homework as part of the learning process
- Understand and reinforce expectations for the quality of student work
- Provide a structure, a place, and resources needed to help students complete homework
- Provide supervision and support, but do not do the assignments or projects for the student
- Support the need for balance among the many learning activities in the life of a student, including homework

Expectations for students are as follows:

- Set a time each day to do homework.
- Complete homework assignments, checking for work quality and accuracy
- If possible, explain the work that has been done to an adult
- Ask questions of your teacher if procedures for assignments or the actual content of assignments are not clear
- Plan ahead to make efficient use of the time that has been allotted to complete long term assignments

Lost and Found

Throughout the year, we accumulate many items in the Lost and Found, located in the Great Hall. These items often include lunch boxes, coats, snow pants, shoes and other things that students may or may not notice are missing. Smaller items, like jewelry, keys, hair bands, etc. are kept in the office. Unclaimed items are periodically donated to need-based organizations throughout the school year.

Lunch

All students in grades 5K-5th bring lunch from home. Milk (1% and skim) is sold on a daily basis for ten cents with chocolate milk available on Monday and Thursdays to students in grades 1-5. Milk punch cards are available for \$2.00 (20 punches) and can be purchased in the office or in the lunchroom during lunch periods. Ice cream is available for grades 1-5 on the second Tuesday of each

month. Ice cream punch cards are available for \$5.00 (9 punches). Fun lunches are organized by the PTO at scheduled times throughout the year for students in grades 5K-5.

We ask that parent(s)/guardian(s) help children make healthy choices for lunch. Please do not send soda or lunch packs with soda; juice and fruit drinks are allowed. Please send lunches/items in containers that the child can open on their own. We ask that glass containers not be included in student lunches.

The health room has lunch items available for students, and these are primarily reserved for situations of financial need.

Photographs

Related to photographing students, we strive to balance the ability of families to capture special times with meeting privacy and policy limitations. All of our families are given the opportunity to opt out of photographs through registration each year.

- When acting as a classroom volunteer, i.e. listening to readers, running a center, etc., parent(s)/guardian(s) should take no photographs.
- At parties and on field trips, parent(s)/guardian(s) may take photos of their own individual child - not with any other students.
- At public performances and events such as music performances, art shows, etc., parent(s)/guardian(s) can take photos at will. Please do not post photos of anyone else's child on social media without permission.

Recess

Children go outside daily for recess. For your child's health and safety please help him/her dress appropriately for being outdoors, especially during the winter months. Students are expected to be outside during recess periods, except when under medical restriction.

Security Cameras and Electronic Monitoring Equipment

Please review Policy 731.3 Use of Security Cameras and Electronic Monitoring Equipment, which in accordance with Wisconsin Statutes, Family and Educational Rights and Privacy Act (FERPA) Regulations, and the Electronic Communication Privacy Act of 1986, notifies parent(s)/guardian(s), students, and employees that surveillance cameras are being used on, in, and around district facilities.

Snacks

Many students benefit from a nutritional snack during the morning or afternoon (dependent on lunch time) in order to optimize their learning. A brief time (approximately 10 minutes) will be allotted in 5K through 5th grade classrooms during which the students can eat a snack if they choose to do so. The students will continue to be involved in class activities or individual work as they are eating their snacks. We ask that parents/guardians send a nutritious snack that can be eaten as finger

food without being too messy. No beverages are allowed and no gum is allowed. Suggestions for snacks include: fresh or dried fruits or vegetables, pretzels, popcorn, raisins, cheese, etc. We discourage sending a snack that contains peanuts or tree nuts due to student allergies.

Visitors

All visitors must enter through the main door, Door 1, during school hours and sign in through the Raptor system if entering school.

Thank you for your review of the Richards Handbook and for the support you provide to our students!