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August 17th, 2009

Dear Parents and Students of Richfield School;

Welcome to another year at the awesome Richfield Elementary School. It is such a great environment for student learning here at Richfield. The support from parents, community, staff, and students is always so impressive. We look forward, again, to serving the needs of your children. We face many challenges this year, and we will accept those challenges and take them on with a positive and encouraging attitude. Please read through this handbook with your child(ren). If you have any questions concerning the procedure here at Richfield, please feel free to give a call, or stop by the office. We look forward to seeing you. Let's have another great year!!

Sincerely,

Todd A. Brose
Superintendent/Principal

**Committed to Excellence
In**

**Richfield
Elementary
School**

Education

THE STAFF

Kindergarten Teachers	Julie Carr Becky Perry
1 st Grade Teacher	Ally Kinner-Beam
2 nd Grade Teacher	Sheryl Vinson
3 rd Grade Teacher	Kathy Spannaus
4 th Grade Teacher	Shelly Barnes
5 th Grade Teacher	Denise Drews
6 th Grade Teacher	Julie Armstrong
7 th Grade Teacher	Cindy Fralin
8 th Grade Teacher	Michelle Cather
Resource Teacher	Katie Frietas
Music Teacher	Cindy Thompson
P.E. Teacher/Athletic Director	Grant Eddy
Kindergarten/Bilingual Aide	Teresa Rodriguez
Kindergarten Aide	Amber Sutfin
1st Grade Aide	Nancy Hughart
2 nd Grade Aide	Sherri Fessori
3 rd Grade Aide	Susan Malan
4 th Grade Aide	Angelia Sondergard
5 th – 8 th Grade Aide	Dave Tollison
5 th – 8 th Grade Aide	Nancy Lengtat

THE STAFF (cont.)

Instructional Aide	Michelle Dyke
Business Manager	Carolyn Pitner
Attendance/Office Assistant	Janet Duncan
Data Technician/Library	Frances Rindahl
Bus Driver	Michelle Thomas
Cook	Jackie Furtado
Custodian	Jackie Talley
Groundskeeper	Felipe Sanchez
Psychologist/Counselor	Jerry Curtis-Walker
Superintendent/Principal	Todd Brose

THE SCHOOL BOARD

President	Jim Long
Clerk	Pauletta Bray
Member	Jeremy Ross
Member	Adrienne Frost
Member	Lisa Nye

SCHOOL SITE COUNCIL

President	Karen Mills
Member	Sande Johnson
Member	Amanda Hopping
Member	Kalin Wheeler
Member	Amber Sutfin
Member	Denise Drews
Member	Shelly Barnes
Member	Todd Brose



WE WANT YOU HERE, ON TIME!

Regular attendance is very important to successful school work. Students' number one job is attending classes every day and completing all class work. Regular and prompt attendance is a habit that will carry over to the work place. If students are frequently absent or tardy, grades and class work will suffer.

WHEN DOES SCHOOL START?

School starts at **8:20 a.m.** Children who are not riding the bus may not arrive at school before **7:45 a.m.** All grades, K-8, dismiss at **2:50 p.m.** except on Wednesdays; students will be dismissed at **1:50 p.m.** **It is very important that children arrive on time in the mornings. Tardiness will be closely monitored.**

WHAT IF YOU ARE ABSENT?

Notes are required upon return to school each time your child is absent or tardy. If you child is tardy they must report to the office before going to class.

Students are allowed **10 sick days** per school year. **After the 10th day, a doctor's note will be necessary each time they are ill.** If we do not receive a note from the doctor, your student will be considered truant. Students are allowed 3 truanties per school year. **After 3 truants, a letter will be sent to the Child Welfare and Attendance Investigator for investigation.** To ensure no lapse in curriculum, independent study is available for absences of five days or longer. Arrangements for independent study must be made prior to the absence. Teachers appreciate at least two days notice to prepare the independent study plan. Students must complete work and give it to the teacher upon return to school.

APPOINTMENTS, EARLY PICK UP, NOTES

Please send a note if your child is to leave school early for a doctor or dental appointment. **The morning hours are devoted to academic subjects, therefore, afternoon appointments are less disruptive to your child's education.** Parents must sign their children out in the office when they pick their child up for any reason before the end of the school day. **Please be on time if you are picking your child up at 2:50 p.m.** Children will be put on the bus if there isn't a note or telephone call stating that they will be picked up. For safety reasons, walkers and bike riders will remain in a designated area until the bus leaves.

Signed notes are required if your child is to be let off at a different bus stop or to ride with another parent or relative after school. Please do not pick up other children from school unless the school has written permission from their parents.

BREAKFAST AND LUNCH THE MOST IMPORTANT PART OF THE DAY

Please send lunch, breakfast and milk money on Mondays. Lunch prices are \$1.75 for full paid and 40 cents for reduced price. Breakfast is 75 cents full paid, and 30 cents reduced price. Milk is only 30 cents. **Students may not charge for more than five days.**

WHAT IF I HAVE A PROBLEM?

We realize that mistakes and misunderstandings do occur and it is our desire to correct any errors on our part. Communication is essential. You always have the right to speak with a staff member if necessary. Due to our focus on student achievement, we ask that you contact staff members before or after school. If you feel the matter cannot be resolved with the staff member, please share the concern with the principal. If you feel the need to file a formal complaint, Title 5 California Code of Regulations provides the uniform complaint procedure as follows:

This is to advise you of your right to file a written complaint as provided by Title 5, California Code of Regulations, Section 4600-4671. Uniform Complaint Procedures were developed in accordance with state law to respond to complaints against the Richfield School District involving educational programs operated with state or federal funds.

This complaint procedure may also be used to file complaints charging the Richfield School District has determined based on someone's disability (prohibited by federal regulations in Section 504 of the Rehabilitation Act of 1973 and the Americans Disability Act of 1990) or discrimination based on his/her gender prohibited by federal regulations in Title IX of the Education Amendments of 1972.

WHAT PROGRAMS ARE COVERED?

Categorical Aid Programs, Vocational Ed, Special Ed, Child Nutrition, Child Development Programs, and any other program benefiting from state or federal funds in which discrimination occurs based on race, religion, national origin, age (40 or above), gender, color, physical or mental disability, medical condition (cancer related), marital status, ancestry, or political belief or affiliation are covered by these complaint procedures.

HOW TO SUBMIT A COMPLAINT

Any person, organization, or public agency concerned about a violation of state or federal regulation governing a categorical aid program, vocational education, special education, child nutrition, child development programs is to submit a written complaint to:

Todd Brose, Superintendent
Richfield School District
6275 Olive Road
Corning, Ca 96021

The office will provide assistance to those who cannot complete a written complaint.

Notice is given that confidentiality will be observed to every extent possible and the Richfield School District prohibits retaliation against anyone who files a complaint or anyone who participated in the complaint investigation process. Complainants are further advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other order, may also be available to them.

MEDIATION

Within thirty (30) days of receiving the complaint, the compliance officer shall informally discuss with the complainant the possibility of using mediation if all parties agree.

HOW A COMPLAINT IS INVESTIGATED AND ANSWERED

Each complaint is investigated by the appropriate division which must do the following within sixty (60) days:

Provide an opportunity for the person or organization complaining and the Richfield School District personnel to present information related to the complaint.

Obtain specific information from other persons familiar with events and locations related to the complaint. Review related documents.

Prepare a written report on findings and recommended solutions.

Notify the person or organization of appeal procedures.

HOW TO APPEAL

Persons or organizations disagreeing with the original decision have fifteen (15) days after receipt of the decision to file an appeal. The appeal must be in writing, and must include a copy of the original complaint and the decision provided to them. The appeal should be sent to:

California Department of Education
Office of the Superintendent of Public Instruction
P.O. Box 944272
Sacramento, CA 94244-2720

WHAT HAPPENS IF MY CHILD NEEDS TO TAKE MEDICATION AT SCHOOL?

If your child needs to take medication during the school day, a physician must authorize it. The Education Code states “any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated personnel if the school district receives (1) a written statement from a physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician’s statement.

A medical authorization form is available at the school which, when completed, meets the medication requirement. After the parent/guardian completes their section of the form it can be faxed to the physician to complete.

Please be aware that this also applies to over-the-counter medications (Tylenol, cough syrup, etc.) Under no circumstances will any medication be given at school unless the Education Code for administration of prescribed medication for pupils is followed. If your child does not require medication at school but has any of the following conditions, please notify the school: allergy to bee stings, asthma, seizures or other significant health concerns. An individual plan concerning the health issue will be developed for these children. If you have any questions or concerns, please call the school at 824-3354.

THE RICHFIELD SCHOOL DRESS CODE

Students shall not wear garments to school that have crude and vulgar printing, sexually explicit, gang signs or symbols, and pictures depicting drugs and/or alcoholic beverages. Gang attire of any kind is not acceptable. Any questionable item of clothing will be checked by school officials and if they decide the garment is inappropriate, the student will be given the choice to call home for another garment or wear appropriate garments supplied by the school. In addition to the above descriptions, the following are rules for student dress:

1. Shorts should be of appropriate length. Under clothing should not show whether sitting or standing. Cutoffs must be hemmed.
2. Long pants are allowed for all students, but the fullness or length may not interfere with normal school activities or pose a trip hazard. Pants must be secured at the waist and not expose undergarments.
3. No "see through" shirts or tops without a shirt underneath.
4. No backless, strapless or straps less than one inch wide; large sleeve openings; no bare midriffs or low cut, revealing tops. Absolutely no cleavage or bra straps may show.
5. Children should wear tennis shoes or other suitable shoes for P.E. Sandals must have a strap across the heel.
6. No spandex bicycle pants, unless worn under other suitable clothing.
7. Hats shall be removed inside school buildings during school. Bills of hats must face forward.
8. No piercing other than ears.

EIGHTH GRADE GRADUATION DRESS REQUIREMENTS

Our school's eighth grade graduation is to reflect a warm, friendly and family atmosphere. In keeping with this atmosphere the board has adopted the following guidelines for graduation dress:

Girls:

1. Shoes should be flat or with low heels.
2. No strapless dress allowed.
3. No shorts, hats, or sunglasses.

Boys:

1. Nice tennis shoes or dress shoes. No bright colored tennis shoes.
2. Shirt with collar, tie, dark dress pants or black jeans.
3. No shorts, hats, or sunglasses.

Richfield's Guiding Principles for Discipline

The staff at Richfield School agree that a common set of beliefs about discipline is important to positive student behavior. The following is a list of those common beliefs. These beliefs will be posted in all classrooms and throughout the campus. The staff will refer to them when administering discipline.

Common Beliefs

We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.

We believe that we should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.

We believe that students should see a reasonable connection between their actions and the consequences that follow.

We believe in creating an environment that encourages mutual respect amongst all individuals.

We believe that students should be given opportunities to make decisions and live with the consequences, be they good or bad.

We believe that the adult's emphasis should be placed on helping students learn to problem-solve and to adopt new behaviors, instead of making students "pay" for past misdeeds.

We believe that students should have an opportunity to invoke simple "due process" hearing if they believe that consequences are unfair.

We believe that students should know they will face consequences if they misbehave.

PLAYGROUND RULES

No kicking or throwing balls at each other.

No balls should be left on the playground area. Students will be asked to return all balls to the ball box after each recess. Balls will be placed in the ball box, not thrown.

Absolutely no balls are allowed on the playground equipment.

Soccer balls, kick balls, are to be kicked in the field area only!

When going out to recess, use the sidewalks. No cutting across the grass.

One soccer ball is to be used while playing soccer. No multiple balls.

Students may play with students of one grade level above or below.

Students will use equipment safely and appropriately and will not damage the equipment, materials, or property.

Students will observe a “Hands Off Policy” and will not wrestle, tackle or hit.

Students will not run on sidewalks or play in bathrooms.

Swings, slides and climbing equipment shall not be used by 5-8 grade students during the recess before school starts or when total school is on playground.

Basketball courts shall be used for basketball only.

Playground balls are not to be bounced, thrown, or kicked off the building.

Students will respond to the freeze bell immediately. All activity will stop. When the whistle is blown, students will line up in a straight line with their own class.

Students and children may not use playground equipment after school.

Be respectful to all employees.

CAFETERIA RULES

In order to make your dining experience enjoyable, we have instituted the following regulations:

When entering the cafeteria, stay in line with your class- NO CUTS.

Talk quietly.

No changing seats without permission during lunch.

Raise your hand to ask permission to leave the table.

Wait to be dismissed.

Clean your table and any trash that may be on the floor when dismissed.

No candy or soda before lunch.

Do not throw food.

Be respectful to all cafeteria employees.

CLASSROOM RULES

All school rules are based upon the previously mentioned guiding principles for discipline. Each teacher uses these principles to develop their own specific classroom rules and requirements. Teachers will go over expectations with students the first week of school and with parents at Back to School Night. The teachers at Richfield have very high expectations. This is one reason our students achieve consistently higher than the surrounding schools. Please feel free to discuss expectations with classroom teachers before or after instructional time. Though each classroom may be different, we do follow the same expectations. Please review them thoroughly with your child:

I will be positive and treat all members of the class, adults and property with courtesy and respect.

I will come to class on time. I will have my own pencil, books, homework, or any other necessary materials for each class period.

I will be in my seat and work on class assignments the entire period.

My assignments will be completed to the best of my ability.

The teacher is the responsible authority, and I will listen and follow instructions.

DISCIPLINE PROCEDURES

When a student chooses to disobey any school rule the following consequence may occur. Since each circumstance is different, the staff uses a range of consequences to address the behavior.

- Garbage duty during recess and/or lunch
- Recovery time in the principal's office
- After and/or before school duties
- Homework/Reading time during recess/lunch
- Any other consequence agreed upon by teacher and principal

If the behavior is clearly blatant or it persists, it will result in a pink slip, which may affect eligibility for the two reward trips. A referral will be issued immediately for a serious offense. A suspension may result in a major offense.

Reasons for Pink Slips: Blatant or continued disregard for School Rule
Blatant or continued disregard for Playground Rule
Blatant or continued disregard for Bus Rules
Blatant or continued disregard for Cafeteria Rules

Procedure for Pink Slips: 1) Staff member explains the rule violation to the student.
2) Staff member fills out pink slip, and gives the copy to the child to take to parent, and a copy to principal.
3) Parent/guardian is to sign the pink copy and return to student's teacher.

THE FOLLOWING ARE SCHOOL RULES THAT WILL RESULT IN AN AUTOMATIC REFERRAL

- Use of Profanity
- Cheating, lying, forgery
- Destruction of School Property
- Insubordination
- Blatant disrespect to an adult
- Excessive mischief, excessive force upon another

Procedure for Referral: The student is sent to the principal with referral. Principal determines the action to be given. A copy of referral is given to the student, and sent to his/her teacher. The referral is sent home for signature. Parent signature acknowledges receipt of the referral.

Possible Action: Warning, detention, parent/teacher/principal conference, community service.

MAJOR OFFENSE

A student may go directly to suspension or expulsion for the following:

Caused, attempted, or threatened physical injury to another person.
Willfully use force upon another person.
Possession or use of a weapon of any kind.
Possession of a controlled substance or alcohol.
Possession of tobacco.
Committing a robbery or extortion.
Stealing or attempting to steal property.
Committing an obscene act or engaged in habitual profanity or vulgarity.
Possession of an imitation firearm.
Sexual/racial harassment.
Dishonesty, such as cheating or furnishing false information.

POSITIVE REINFORCEMENT

Weekly prize tickets will be issued to students who follow school rules, playground rules, classroom rules, bus rules, and satisfactorily complete classroom work. Drawings of prize tickets will happen once a month.

STUDENT OF THE TRIMESTER

Each Trimester, each teacher will recognize two students as Student of the Trimester. These students will be honored for their hard work throughout the trimester. They enjoy pizza with the principal and a picture in the local paper.

MID YEAR/END OF YEAR REWARD PARTY

At mid year and end of year we will have a party for all students in our school who demonstrate good behavior and citizenship consistently.

In any mid year (Beginning of school – Christmas break) or end of year (January – end of school) if a student receives:

3 pink slips, or 1 referral, or 1 suspension, or a D or F on their Trimester AR grades,

He/she will not be eligible for the reward party.

BUS RULES AND REGULATIONS

- 1.** Go immediately to the bus stop upon departure from home in the morning, and report home immediately after being discharged from the bus in the afternoon.
- 2.** Orderly behavior is required at all bus stops. Children should remain at least six feet from the edge of pavement while waiting for bus.
- 3.** To receive transportation, children are required to be at their bus stop at the scheduled time.
- 4.** Preschool children and visitors are prohibited from riding the school bus at any time.
- 5.** Children should keep voices low enough so that the bus driver can be heard at all times. Loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- 6.** Throwing of any items in, at, or around the bus at any time is prohibited.
- 7.** No live or dead animals shall be transported on the school bus.
- 8.** Unsafe containers of pliable plastic, cardboard, and/or glass will not be allowed on the bus.
- 9.** In loading the bus, each child should seat himself or herself in their assigned seat.
- 10.** The bus driver only, will move children from one seat to another at his/her discretion. Students are to remain seated at all times until the bus has stopped at its destination.
- 11.** All parts of the body must be kept inside the bus at all times.
- 12.** Refuse of any kind is not to be left on the bus, and no eating is allowed on the bus.
- 13.** All children are expected to board and leave the school bus at their regularly assigned stop at all times. Exceptions may be permitted when a child submits an explanatory note to the school principal and he gives written authorization to the bus driver. Without such authorization, bus drivers cannot permit children to enter or leave at other than their regular stop.
- 14.** State law requires all children to cross streets in front of the bus when alighting—never behind with exceptions, such as a marked crosswalk.
- 15.** It should be stressed to parents that the law does not require that schools provide bus transportation. It is a privilege rather than a right.

SKATEBOARDS/SCOOTERS/ROLLERBLADES

Due to safety reasons, skateboards, scooters, rollerblades, and hee-lies, are not allowed on campus.

SCHOOL BUS DISCIPLINARY PROCEDURES

By state law, school districts are required to adopt rules and regulations pertaining to procedures for suspending students from school bus riding privileges. Said regulations are to be made available to parents, pupils, teachers and other interested parties.

Pupil's parents and school bus drivers must work harmoniously if the business of transporting students is to be carried on efficiently and safely. On occasion, a bus student will refuse to cooperate and establish a sustained pattern of disorderly conduct. Under such a circumstance, driver concentration is split between general operation of the bus and maintaining order. This contributes to jeopardizing the safety of all passengers. Persistent student refusal to comply with bus regulations is cause for the student to expect suspension of his/her bus riding privileges.

Procedures for disciplining bus students are as follows:

FIRST OFFENSE: Driver confers with student encouraging him/her to cooperate and refrain from committing infractions.

SECOND OFFENSE: Driver or Principal will contact parent via telephone or make face to face contact explaining the nature of the infraction, corrective measures that have been taken, what can be expected in the event of continued misbehavior, and the general response of the student when corrected. Student is given a pink slip.

THIRD OFFENSE: Student is automatically suspended him/her for three days and is not allowed re-admittance on the bus until he/she and his/her parents have met with the Principal.

FOURTH OFFENSE: Student will be denied bus transportation for two school weeks. Continued offenses will result in sixteen week suspension or until the close of the school year whichever is of a shorter period.

Flagrant violations such as cursing the driver or cutting bus seats would result in immediate suspension and possible expulsion.



PERFECT ATTENDANCE/HONOR ROLL TRIP

Students who have had excellent attendance (2 excused absences or less through April) and students who made 1st and 2nd trimester honor roll are eligible for the annual skating trip. Excused absences include: illness, Dr.'s appointment, family funeral, etc. Though excused, Independent Study Contracts are considered as absences.

EIGHTH GRADERS ARE SPECIAL! They have special rules.

Eighth grade discipline policy

Eighth graders who cut school during the last two trimesters will receive a referral each time they cut. A referral will be issued for cutting class and it will count against 8th grade privileges, such as the year end trip, the graduation ceremony, and the graduation party. Other penalties may also result as mentioned before in this policy.

Eighth graders who receive two or more referrals during the last two trimesters of their 8th grade year can expect the following penalties:

2 or more referrals/or 1 suspension: Barred from participation in the 8th grade year-end trip.

4 or more referrals or two suspensions: Barred from participation in the 8th grade graduation ceremony.

GRADUATION REQUIREMENTS

In addition to the disciplinary requirements above, 8th graders must average a 2.0 GPA during the last two trimesters, and must not be serving a suspension to participate in graduation.



PTO/VOLUNTEERS

Richfield School has great participation from the PTO. If you are interested in volunteering, please contact the office. We will put you in touch with the PTO. Please plan to attend the Back to School Night and find out about all the different activities you can be involved with.

LOST AND FOUND

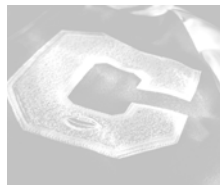
Every year there are dozens of coats, sweaters, and various articles of clothing left out on the playground. Please have your child write their names on the tag of their jacket, sweater, etc. There is a lost and found storage bin located in the cafeteria if your child is looking for something they have lost.

ACADEMIC PROBATION

At Richfield School, academics are number one. We also realize the importance of being involved in extracurricular activities such as sports and dances. Therefore, the following policy defines the academic requirements to participate in athletics and dances.

Academic Probation for Extracurricular Participation

The Superintendent or designee shall establish a school district policy regarding participation in extracurricular and co-curricular activities. Students must carry a minimum of a 2.0 grade point average (GPA) on a 4.0 scale in each subject without a letter grade of "F" in the previous *grading period* during which the student attended a majority of the time (Progress reports or Trimester reports). If a student fails to meet the *minimum requirement*, he/she will be given a warning. There will then be a two week grade check following the warning. If the student does not improve, he/she will be placed on academic probation and will be ineligible to participate in any extracurricular activities, (i.e. athletic contests) but may participate in team practices. The two week grade checks will continue until the next progress report. If at any time during the two week grade checks a student fails to meet the minimum requirement, he/she will be ineligible to participate in any extracurricular activity, including practices, until the next grading period. The student will be released from academic probation if he/she meets the minimum requirements at the next grading period.



If a student doesn't meet the *minimum requirements* at 1st progress report, the student shall be notified of the **possibility** of *academic probation* if grades aren't brought up in two weeks. Each student on *academic probation* must be given written notification as to the reasoning for the *probation*, and the date that the student may be released from probation to participate in games. Furthermore, that notification will require parent/guardian signature. Each student on *academic probation* who fails to reach the minimum requirement at any of the two week grade checks must be notified of their ineligibility.

HONOR ROLL

Every trimester, Richfield School recognizes students who have maintained a GPA of 3.0 or above. Those students who have a GPA between 3.0 and 3.5 are classified as Honorable Mention and those with a 3.51 and above are classified as Honor Roll. They are awarded with a certificate at the end of the trimester. Each student who maintains a GPA above 3.5 in grades 5 through 8 are eligible to graduate with the Presidential Award.

STAR AWARDS

During graduation of 8th grade, students are given a sash with silver and gold pins. Every student graduating receives a gold pin. Every time a student scores proficient on the STAR testing in the Spring, they will receive a silver pin. A gold pin represents advanced on the STAR testing.

WITHHOLDING OF GRADES

The Principal is authorized to withhold a pupil's grades, diploma, or transcript when the following conditions exist: The pupil has willfully cut, defaced, or otherwise mutilated or failed to return, upon request, district property in the pupil's possession, or nonpayment of any debts the student has incurred during the school year.

The Principal shall notify the parent/guardian in writing of the pupil's alleged misconduct before withholding the pupil's records and shall hold the parent/guardian personally responsible for payment for damaged property.

When, in the judgment of the administration, the minor and parent/guardian are unable to pay for the damages or to return the property, a program of voluntary work for the minor in lieu of the payment of monetary damage may be provided. Upon completion of the voluntary work program designated by the Principal, the grades, diploma, or transcripts of the pupil shall be released.

IMPORTANT INFORMATION YOU SHOULD KNOW

Sexual Harassment

The governing board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by employee, student, or other person at school or at any school-related activity.

The superintendent/principal shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-8, the disciplinary action may include suspension or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal shall immediately investigate any report of the sexual harassment of a student.

Upon certifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the superintendent/principal in accordance with the district's uniform complaint procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Richfield Elementary School

Mission Statement

It is the mission of our school to provide a strong foundation to all of our students so that they may each realize their full potential as lifetime learners, and as responsible and productive members of our society.

Core Values

Students

Our students leave Richfield School as excellent readers, valuing books, knowing books hold the knowledge of the past and the imagination of the future.

Our students leave Richfield School with group skills, knowing how to cooperate and function effectively with their peers.

Our students leave Richfield School having respect for others.

Our students leave Richfield School with a strong foundation of skills necessary for them to be successful in high school and beyond.

Learning

Learners will feel individually known, cared for, and nurtured.

Skills learned will be applicable to life, citizenship, and future education.

All staff members are responsible for student learning.

Staff Beliefs

All of the students belong to all of us.

A sense of team and family, combined with high expectations, guide our daily work.

Committed to success, we work to continually improve ourselves, our students, and our school.

