

Richmond Middle/High School Student Handbook

2022 - 2023



RICHMOND HIGH SCHOOL
AND
MIDDLE SCHOOL

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STUDENT HANDBOOK 2022-2023
RICHMOND HIGH SCHOOL
and MIDDLE SCHOOL

Introduction

Richmond is proud of its strong traditions, rigorous curriculum, and competitive co-curricular program. The staff is dedicated to creating a positive school climate and a learning environment that nurtures an engaging mind, a healthy body and a compassionate spirit in order to prepare responsible citizens for college, career and citizenship.

We welcome you to Richmond High School and Middle School. The rules and procedures in this handbook are your guidelines while at school, and are in place to help ensure a positive learning environment for all students and staff.

Education is a team effort. Together we will ensure that students gain the knowledge, skills, and attitudes they will need for achieving a successful path in life.

The administration of Richmond Middle and High School reserves the right to change or make additional rules to address situations as they arise.

RSU 2 Policies

Richmond Middle and High School are part of RSU 2, and as such are governed by RSU 2 policies. Please consult those policies at <https://www.kidsrsu.org/o/district/browse/20312> if you have any questions. In the event that any rules or procedures conflict with policy, policy will always prevail.

School Personnel

Richmond RSU #2 School Board Members: Russ Hughes, Jay Brown, and Liana Knight

Superintendent:

Principal: Karl Matulis

Jonathan Spear
Dean of Students/Athletic Director

Grace Tondreau
School Counselor/Guidance

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Richmond Middle/High School Handbook

Absences/Tardiness (Policy JEA)

Attendance is key to continued academic success. Students must be in regular attendance at school in order to complete learning targets and progress their education.

All students must report to their first classroom assignment by 8:00 a.m. for attendance purposes. Any students who arrive at school after this time must sign in at the main office before reporting to homeroom. Students who report to school late without a proper excuse are considered tardy. Excused reasons for tardiness are provided under Maine State Law. These reasons are:

1. Personal illness;
2. Appointment with health professional;
3. Religious holiday;
4. Family emergency; or
5. School-approved planned absence.

If a written note is not brought to the office upon being tardy the student will be charged with an unexcused tardy. After the fifth tardy, the student will receive a warning that future tardies will result in a detention. Beginning at the tenth tardy, every 5th tardy will result in an in-school suspension.

If a student is found to be truant, appropriate legal steps will be taken.

Dismissal

All students need permission from a parent and/or guardian to be dismissed during the day or prior to dismissal from school. **Richmond Middle High School is not an open campus.** Students are not permitted to leave campus for lunch or to leave the campus and return without a parent dismissal for acceptable reasons 1-5 for school absence above. Should circumstances dictate that a parent wishes to dismiss a student by phone, we ask that the parent call the main office and speak directly to a secretary.

Accidents

All accidents or injuries must be reported to the main office immediately.

Activities

Activities at school operate under the supervision of an advisor(s) and with the approval of the school administration. Meetings are usually held during lunch. In order to participate in a school-sponsored club or activity, a student must maintain academic eligibility and meet the requirements of the organization. Officers must get approval of advisors before any meeting may be held. Meetings must be held at school with the advisors present and after proper notice has been given to all members. Election of officers is by secret ballot. Since the school calendar is approved by the RSU #2 Board of Directors, dates for social activities must be pre-arranged with the office at least one week in advance. Names of the faculty advisor, chaperones, and/or other necessary staff members must be submitted with a formal request on forms available in the office. At least one advisor and parent from the class or group must be present for the activity. **Students who are absent from school during any part of the day of a scheduled activity shall not participate in that activity without a written excuse from the parent/guardian and the approval of the principal.**

RMS/HS Activities

Class Officers	Math Team	Drama	
Big Buddies (Mentoring)	Student Council	Yearbook	National Honor Society
Civil Rights Team			

Automobiles, Snowmobiles, Motorcycles

Student parking is permit parking for the safety of our school community. Each student needs to register the vehicle(s) he or she will be parking on campus with the office. As part of registration, students will be issued a permit sticker to be displayed in the window of each car, motorcycle, or snowmobile they may park on campus. Student drivers are expected to adhere to the identified traffic patterns in the parking areas and to keep school driveways and the circle free of vehicles. Designated student parking is in the lot by the tennis courts. There is no student parking behind the school during the school day. A warning will be issued for the first violation. Parents will be contacted upon continued violation of parking and driving regulations and privileges to bring a personal vehicle on school grounds may be revoked. In addition, the Richmond Police Department may be informed for appropriate action.

Building Hours and Upkeep

Richmond Middle and High School is open during the regular school day from 7:40 a.m. to 3:00 p.m. Students should not be in the building before 7:40 a.m. or after 3:00 p.m. without direct supervision of a school staff member or in attendance at a school-sponsored activity. Loitering will not be permitted. Students are not allowed in classrooms/hallways during lunchtime unless supervised.

Everyone is expected to be cooperative in keeping the building and grounds clean. Students destroying, defacing, or littering on school property will be subject to disciplinary action, including possible referral to law enforcement.

Bus Policy

Bus transportation is a privilege, not a right. All students accessing school transportation must remain on the school bus from the time they are picked up at their home location until the time they arrive at school. This also applies to the return trip after leaving the school. Due to overcrowded conditions, permission will not be granted to ride a bus other than a student's originally assigned bus. Failure to follow bus rules and protocols may result in suspension of your privilege to ride the bus.

Cafeteria

The Richmond Middle/High School cafeteria serves breakfast and lunch for the convenience of students in grade 6-12. Some simple rules of courteous behavior to make the cafeteria a pleasant and relaxed area are: observe good dining room standards at the table, leave the table and surrounding area clean and orderly, place refuse in the proper containers, and remain in the cafeteria while eating food. School-owned electronic devices will not be allowed in the cafeteria space when there is food present.

Cellular Phones and Other Electronic Devices (Policy JFCK)

Students are prohibited from using privately owned electronic devices, including but not limited to cellular telephones, Blackberries, iPhones, handheld computers, MP3 players and electronic games during classes, study halls, assemblies and other school activities.

A. During classes and school activities, all such devices must be turned off or in silent mode

B. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).

C. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed

A phone is available in the main office if students need to make an important call home. Messages from parents to students will be passed on as soon as is possible.

Child Find (Policy IHBAC)

RSU #2 has developed and utilizes a system for the identification, location, and evaluation of children in need of special education and related services. The system will include all children residing within the jurisdiction of the Richmond schools between the ages of five through twenty regardless of the severity of their disability, including children in all public and private schools, home-school students, and children receiving alternative instruction.

It is possible, however, that some exceptional children in the district under the age of 20 have not been identified or evaluated. If you have such a child or are aware of such a child not attending school, please contact the RSU #2 Special Education Director at 207-622-6351.

Class Materials

Students are expected to be prepared for the day's activities. In addition to homework preparation, students should attend classes with sufficient pencils, pens, notebooks, a charged laptop, and other required materials.

All textbooks are loaned to students by the school department for use as needed during the year. They are to be kept clean and covered for protection. Safekeeping of textbooks, library books, and other school-owned materials is the responsibility of the student. Students who have not replaced lost materials will be invoiced at the replacement cost of the item. Issuing of any further books or materials will be at the administration's discretion.

Discipline (Policy JK)

A student who is referred to the office or who does not follow school policies may be subject to disciplinary consequences. Each teacher is responsible for the orderliness and discipline in his or her classroom, and as such may establish rules and procedures for their classroom. Any student required to serve a disciplinary consequence occurring outside the course of the regular school day must be given 24-hour notice in order to make necessary transportation arrangements. All detentions (teacher or office), suspensions, or other disciplinary requirements take precedence over all co- and extra-curricular activities.

Teacher Detention

Teacher Detentions may be given for required, after-school academic assistance, when classroom rules are broken, or if disruptions occur. An issuing teacher can postpone or rescind a detention notice at any time. Failure to report to a teacher detention without approved prior arrangements will result in referral to the office for appropriate disciplinary action.

Administrative discipline may include Office Detention, In/Out of School Suspensions, or other consequences as appropriate. Please refer to the RMSHS Code of Conduct at the end of this handbook for more details regarding disciplinary consequences.

Office Detention

Office detentions are scheduled in the library on Tuesdays and Thursdays from the end of school until 3:30 unless otherwise noted. Failure to stay for office detention may result in an in-school suspension.

Suspension

School administration may suspend, for up to 10 days, any student who presents a serious disciplinary problem or willfully disobeys school regulations. Procedures of due process shall be followed. Parents or guardians and the Superintendent of Schools shall be informed immediately of the suspension. Students who are suspended out of school are not allowed on any school property, nor are they allowed to attend or participate in any school-sponsored activity until their suspension is complete and they have returned to school.

Diplomas (Policy IKF)

Richmond High School issues a high school diploma to all seniors who successfully complete the prescribed academic requirements that are listed in the program of studies booklet and accumulate twenty four academic credits. These diplomas are awarded at the June graduation ceremony. Seniors need to meet all graduation requirements in order to participate in graduation exercises. [Please click here for the Program of Studies outlining graduation requirements.](#)

Dress Code

Richmond Middle and High School students are expected to maintain a clean, neat, and covered appearance at all times. Students should not wear clothing that is too extreme, distracting, or offensive. This may include clothing that exposes undergarments, midriffs, backs, or is low cut; excessively short shorts or skirts; and /or clothing with messages, statements and descriptions that are profane, sexually explicit, or promoting drugs or alcohol. Students who do not meet dress code requirements will be asked to provide alternative clothing, or alternative clothing may be required by school staff members.

A general rule of thumb is (keeping in mind that scrutiny is individualized due to people not being identical):

- a) Skirts: When a student holds their arms to their side the article of clothing must be seen below their fingertips.
- b) Tops must have straps that are at least two finger width wide
- c) Leggings must not be see through.
- d) Tops must cover the mid torso area - front and back.
- e) The neckline of a top should run armpit to armpit.
- f) Shorts should have at least a 5 inch inseam.

Some courses may be subject to additional dress code requirements. This includes science labs, which may require students to wear protective coverings, and athletic clothing for participation in Physical Education.

Dues and Finance

Money for all clubs, classes, and organizations of the school will be kept in the RHS Student Activities Account. All expenditures will be made through this account with the required approval of the faculty/administration.

Drugs, Alcohol, and Tobacco Products (Including vapes and e-cigarettes) (Policy JICH)

Tobacco or drug use in any form, or paraphernalia related to the use of tobacco or other drugs, is prohibited in all school buildings, transportation vehicles, and on school grounds at all times. This includes vaping devices and vaping related paraphernalia. The use, possession, or distribution of alcohol and other controlled substances on school property or in connection with any school activity is prohibited. Violation of this provision will be handled in accordance with the policies set by the RSU #2 School Board.

Tobacco Products*-	First Offense- Minimum 1 day in-school suspension
	2nd Offense- Minimum 3 days out of school suspension

Drugs or alcohol- Minimum 5 days out of school suspension and confiscation of contraband.
Referral to law enforcement.

Subsequent violations will result in escalating consequences.

*Vapes will be treated as tobacco products unless evidence suggests they contain illegal or controlled substances, in which case they will be treated as drugs.

Fire and Lockdown Drills

Instructions for leaving the school in the event of a fire are posted in each room. Upon hearing a fire alarm signal, students are to proceed with their teacher away from the building silently, quickly, and in a single file. They are to remain silent and in signal file in their teacher-designated area until dismissed by a return announcement from school staff.

Lockdown drills have become a part of our school's safety plan. These drills are conducted multiple times throughout the year to help ensure the readiness of the school in the event of a school safety emergency. We take these drills very seriously and consult with law enforcement and public safety to fine-tune these events.

Students may not be dismissed during these or any other school safety drill unless they were prearranged to do so with administrative approval.

Grading System (Policy IKAB)

Richmond Middle/High School uses a system of proficiency-based (also known as "standards" based learning). A standards-based score is not the same as a "grade-based" (A-F) scoring system. Rather, scores reflect the level of understanding ("proficiency") a student demonstrates on individual learning targets.

Richmond Middle/High school courses each have a set of clearly identified learning targets that are individually assessed and reported using a one through four scoring scale:

4.0 = **Proficient with Distinction.** The student knows all of the foundational and complex knowledge and skills and goes beyond what was taught in the class to apply knowledge.

3.5 = Progress toward Level 4.

3.0 = **Proficient.** The student knows all of the foundation and complex knowledge and skills.

2.5 = Progress toward Level 3.

2.0 = **Partially Proficient.** The student knows the foundational knowledge and skills but not the complex knowledge and skills.

1.5 = Progress toward Level 2.

1.0 = **Substantially below Proficient.** With help, the student knows some of the foundational knowledge and skills but not the complex knowledge and skills.

As they are completed, scores are reported in Infinite Campus for all learning targets. Students and families have account access to IC for the purpose of viewing and accessing learning target progress. If you do not know your IC login, please contact the Richmond Middle/High School office.

GPA

At the end of a Richmond High School course, scores are averaged to produce a "final course grade." The final course grade is posted on the high school transcript and serves as the basis for the calculation of a standards based GPA (SBGPA), which determines class rank.

At the conclusion of a course (semester or school year), the instructor reports final scores for all course-required learning targets. These final scores are averaged to produce a "final course grade." The final course grade is posted on the transcript and serves as the basis for the calculation of a standards-based GPA (SBGPA), which determines class rank.

The standards-based GPA is not a traditional 4-point GPA. It is an overall reflection of the student's level of proficiency for all courses listed on the transcript.

Graduation Requirements

[RSU #2 Graduation Requirements can be found in School Board Policy IKE.](#)

[For more information regarding course completion, GPA, and graduation requirements, please reference the Program of Studies.](#)

In order to plan for graduation speakers and other needs, graduation honors are based on the GPA at the end of quarter 3 of their senior year.

Guidance Services

The guidance program is designed to assist each student in choosing proper and relevant goals and to function as a dependent and responsible individual. This is accomplished through the continuing and cooperative efforts of parents and school personnel working together.

The Guidance Counselor aids students in making out program schedules and adjusting to various academic, social and personal problems. The guidance office also coordinates testing, such as, the NECAP, PSAT, SAT and ASVAB.

The Guidance Counselor is responsible for providing students with information on careers, scholarships, colleges, technical schools, and the armed services. The office also helps students develop career and/or college decisions and process applications. All guidance services are available to community members.

The counselor respects confidentiality and is committed to maintaining mutual trust and understanding with each student. Parents should contact or visit the guidance office whenever questions arise.

Gymnasium Rules

Food or drink is limited in the gym. Only sneakers or rubber soled shoes should be worn on the gym floor. Adult supervision is mandatory for all student use of the gymnasium. This includes the use of locker rooms,

which are not be accessed between classes without supervision. Locks are issued for student use of gym lockers. Only authorized personnel are permitted in the gymnasium storage areas.

Harassment (Policy ACAA)

Richmond schools recognize the right of each student to perform in an atmosphere free from intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, employees should not engage in harassment of students and students should not harass teachers or other students. Harassment is defined as abuse based upon race, color, sex, religion, age, national origin, or handicap. Acts of this nature are not only a violation of policy but also constitute illegal discrimination under state and federal laws. Examples of prohibited harassment:

- Unwelcome sexual advances, gestures, comments, or contact.
- Threats that imply physical abuse or are inappropriate to an educational setting.
- Ridicule, slurs, derogatory action or remarks.

Students should be advised of the importance of informing the harasser that the behavior is unwelcome, offensive, in poor taste, or inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the Affirmative Action Officer at the earliest opportunity. Students who believe they are victims of harassment should report such occurrences to the Affirmative Action Officer.

The Affirmative Action Officer shall advise the person who has allegedly been harassed of the various options available.

Honors Courses

Honors designation will be available for core courses only. A final score in a class of 3.75 or greater will earn the designation of honors. An honors-designated course will be weighted by 1.125 and must be earned within the 10-month academic calendar. Dual-Enrollment, College Courses, and AP Courses are weighted at 1.25.

Honor Roll

The Richmond High School honor roll is calculated bi-yearly by an accumulative course score average. Honor roll is reported on a Cum Laude scale.

Mid-Year Honor Roll

Summa Cum Laude: (With Highest Praise): **3.68-4.00** accumulative course score average.

Magna Cum Laude (With Great Praise): **3.26-3.67**

Cum Laude: (With Praise): **3.00-3.25**

End-of-Year Honor Roll

(also diploma designations)

Summa Cum Laude (With Highest Praise): Cumulative weighted GPA of **3.75-4.00**

Magna Cum Laude (With Great Praise): **3.50-3.74**

Cum Laude: (With Praise): **3.25-3.49**

Only students who are at “teacher pace or faster” in all classes will be considered for the honor roll.

The descriptors will serve as standards by which RSU #2 middle and high school learners will receive recognition. On all high school transcripts, the standards will be included on the school profile. [For information regarding the honor roll, please refer to RSU # 2 policy IKAB-R: Performance Reporting System Regulation-Class Rank.](#)

Interventions

Students have many options to make up school work or to get extra help from teachers. In addition to teacher-assigned assistance opportunities, students may schedule time to work with teachers before or after school times to receive help with their learning. During the course of the school day, students will have additional intervention time during Advisory period on designated dates throughout the school year. It is the student's responsibility to seek extra help when it is needed. Makeup work as the result of absences is the responsibility of the student.

Lockers

Lockers are school property issued to students for their convenience. There is no expectation of privacy for students who choose to use school lockers. All students are responsible for the condition of their lockers at all times. Lockers will be consistently checked for orderliness and cleanliness on a regular basis by teachers and the school administrators. Broken or damaged lockers should be reported to the school office. Lockers are to be kept locked for the safety of school-issued property and personal belongings. Students are advised not to share their locker combination with others and should not engineer the locker to open without the combination. Oversized duffel bags and backpacks should be stored in lockers or hung on the provided wall hooks outside Rooms 101 and 102.

Medical

Students with any contagious disease or infectious condition must be kept home until such condition is completely cured. When returning to school after having a contagious condition, a student should report to the principal's office before reporting to any other building location and a consultation with the school nurse may be required. Because of the danger from bloodborne pathogens, precautions will be taken for bleeding injuries. To avoid accidental contact with blood all bleeding students are to stay where they are and wait for help to come to them. Bloodstained clothing must be removed or the blood covered in such a way to prevent contact with others.

Medication

School personnel may not dispense non-prescription medications unless accompanied by a doctor's note stating the name of the medication, dosage, frequency, and circumstances under which the medication is required. This includes aspirin, Tylenol, cough syrup, and all other nonprescription medications. To provide permission for medications, a completed, signed Medication Request Form is required. Please contact the school to speak with the school nurse for more information

All medications must be kept in the office to be dispensed by the school nurse or other principal-delegated school personnel. Students must report to the office at the time the medication is due. Should the student's

doctor feel it is critical that the student carry the medication, the doctor must provide a note detailing this request for school staff.

Students participating in co-curricular activities must submit proof of insurance and of having a physical (indicating no restrictions) within two years of participation.

Progress Reports

Reports are issued throughout the year on a quarterly basis. A schedule of progress report dates will be provided at the beginning of the school year.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4-SENIORS	Quarter 4-Grades 6-11
Quarter Ends	October 28	January 20	March 31	June 2	June 7
				Graduation: June 10th	Snow days may alter the final days.

Plagiarism and Cheating

Cheating

Examples of cheating include, but are not limited to the following:

- copying the work of others in any way
- allow another to copy your work
- using "cheat sheets" or electronic devices during quizzes or tests
- taking credit for group work that you have made little to no contribution to
- Plagiarism

Consequences may include but not be limited to detention/suspension from school and/or receiving no credit for the assignment.

Plagiarism

Careless, inadequate, or inaccurate use and/or citation of ideas, while technically plagiarism, lacks intent to do wrong and will therefore be treated as an instructional opportunity rather than a disciplinary issue unless the student demonstrates a pattern of this behavior.

Examples of plagiarism include, but are not limited to the following:

- having a parent or friend write or rewrite your work
- listing materials in your bibliography that you haven't read

- using materials in your paper and intentionally leaving out proper citations and bibliography
- submitting an assignment completed in one class as an original work for another without permission of the instructor
- rewriting an article in your own words while retaining the original paragraph structure and/or organization
- submission of work that is not your own
- falsifying data or records for lab reports

Council of Writing Program Administrators

"Defining and Avoiding Plagiarism: The WPA Statement on Best Practices"

<http://www.wpacouncil.org/node/9>

Consequences may include but not be limited to detention/suspension from school and/or receiving no credit for the assignment.

Physicals

The Richmond schools recommend a medical examination for all children before entering kindergarten and in grades 3, 7, and 11. Families unable to conform to this recommendation should contact the school nurse.

Posting or Distribution of Material

Posters or signs from any in or out-of-school organization are not to be posted or distributed anywhere inside or outside the school building without prior approval from school administration. Posters, once placed, are private property and must not be defaced. Materials may be placed only on glass, bulletin boards, or in other specifically designated areas.

Searches

Maintenance Searches

Although school lockers are temporarily assigned to individual students, **lockers remain the property of the school district at all times**. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers may be conducted to check for cleanliness and vandalism. School authorities may perform maintenance checks on school lockers at any time without notice, without the student's consent, and without a search warrant. Any contraband discovered during such searches shall be confiscated by the administration and appropriate discipline issued.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile, including storage compartments, on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Refusal on the part of the student and/or parent to resolve the suspicion may result in the matter being turned over to the police and/or the student being refused future access to school property with a vehicle.

Student Records (Policy JRA)

Parents and legal guardians, as well as students eighteen years of age or older, are entitled to certain rights under the Family Educational Rights and Privacy Act (FERPA). A complete copy of the RSU #2 Policy pertaining to this topic as it relates to student records may be reviewed by contacting the Superintendent's Office, the special education office, or any of the offices in the three schools. Under this act, parents or eligible students may:

- A. Inspect and review student's educational record (cumulative, health, and special education) by making an appointment with the guidance counselor, principal, or special education director.
- B. Request the amendment of student's education records that the parent or eligible students believes are inaccurate or misleading.
- C. Consent to disclosures of personally identifiable information contained in the student's education records.
- D. File a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance
US Department of Education
600 Maryland Avenue, SW
Washington, DC 2020-4605

The principal or special education director may, without the consent of parents or eligible students, release a student's record to:

- School officials having a legitimate educational interest;
- The United States Secretary of Education and/or Maine Commissioner of Education and their officers or subordinates so long as the intended use of the data is consistent with their statutory powers and responsibilities; or
- Officials of other primary or secondary systems or post-secondary institutions in which the student intends to enroll.

Directory information may be used in school-sponsored activities, unless the principal or special education director has received a written statement from the parent/eligible student refusing permission for the release. Federal law requires secondary schools to provide student names, addresses and telephone numbers to both military recruiters and institutions of higher education.

A parent/guardian or eligible student who feels that information in the educational records is inaccurate, misleading or violates their privacy or other rights may request that the school amend the record. All directory information, as well as information relating to academic honors, prizes, etc., may be made public without notice unless the school is notified by the parent/guardian or eligible student by the end of September of each year that such information is to be withheld. Richmond transfers student records upon request from another school unit in which a student seeks or intends to enroll.

Code of Conduct

The administration of Richmond Middle and High School reserves the right to change rules/consequences or make additional rules as needs arise. These rules will serve as guidelines and recommendations.

Discipline Tiers:

Level 1 offenses: Level 1 offenses will be treated with a response ranging from verbal reprimand to mandatory detention.

- Incidental inappropriate language (not directed at a staff member)
- Minor classroom disruptions (talking out of turn, distracting others, etc)
- Dress code violations
- Academic Issues (Failure to turn in homework or complete in class assignments)
- Cell phone during class time (with possible confiscation of cell phone)

Level 2 offenses: Level 2 offenses will be treated with a response ranging from (possibly multiple) teacher detentions to administrative detention or in-school suspension

- Repeated Level 1 behaviors (after teacher intervention)
- Defiant behavior (leaving classroom without teacher permission, repeatedly refusing to follow teacher directions)
- Cheating
- Disrespect to staff member (not including swearing or threats)
- Roughhousing or overly aggressive behavior (non-threatening)

Level 3 offenses: Level 3 offenses will be treated with an administrative response ranging from administrative detention to in-school or out-of-school suspension. Behaviors in **bold** will result in an automatic out of school suspension. These behaviors may also be referred to law enforcement when appropriate.

- Repeated level 2 behaviors
- Skipping class/school, leaving school grounds or entering unauthorized areas.
- Failure to show for administrative detention/in school suspension.
- Threatening/Bullying/harassment/retaliation
- Recording audio/video of students/staff without consent or recording students engaged in inappropriate behavior for the purpose of distributing to others
- Tobacco/vapes (See handbook section on Tobacco/Vapes for more info)
- Theft/Vandalism
- Fighting** (It generally takes two to fight. Unless one member is clearly the victim and trying to avoid the confrontation, both parties will be treated as fighting. Concerns of a possible fight should be reported to the main office immediately) Fighting will be a minimum 5 days OSS at the high school level.
- Swearing directed at a staff member**
- Weapons**
- Assault**
- Drugs (See handbook section drugs and alcohol)**

In addition to the above listed infractions, knowingly impeding an investigation by administration, or lying with the intent to cover-up a student infraction may result in more severe consequences.