



**Richland #44 Public Schools
Back-to-School Newsletter 2019-2020**

**BACK
TO
SCHOOL**

NIGHT

Monday, August 19

5:00-6:30pm

Elementary

**Presentations by Administration
will start at 5pm**

6:30-8:00pm

Jr/Sr High

**Presentations by Administration
will start at 6:30pm**



****PLEASE BE SURE TO READ THIS ENTIRE PACKET****

ALL FORMS MUST BE FILLED OUT ONLINE AND ARE DUE BY AUGUST 21.

This packet has information for all parents of students grades PK-12.
You will find school day information, registration information, annual notices, fee amounts,
online payment instructions, and much more.

Superintendent's Corner

Greetings Richland #44 Community,

I am so pleased to personally welcome you and your children to the 2019-2020 school year at Richland Elementary and Richland Jr/Sr High Schools! We are very excited to kick off this new school year and look forward to all of the exciting events and learning to come.



We hope that you and your families have had a wonderful, relaxing summer. The start of a new school year is an exciting time, but it can also be a time that can bring some nervousness. We hope to ease those nerves quickly and start out on a positive note with all of our Richland #44 students.

As you may know, we have some new faces at our schools this year. While our elementary school does not have any new teachers, we do have our new principal Elicia Hofmann and our new counselor Laura Baker. Lisa Thompson is remaining in the front office but three days a week: Monday, Tuesday and Wednesday. Seri Mock will be our elementary secretary on Thursdays and Fridays! At the high school, Samantha Sheldon is taking over as our math teacher and Megan Viele is joining as a part time science teacher. Sheila Gunness will be our reading interventionist at the high school and the technology coordinator for both buildings. We have a wonderful staff that will be strengthened by our new staff members.

My goal is to have a wonderful school year in which our children are at the forefront of every decision we make. I look forward to continuing to work with our Richland families and to become better acquainted with those with whom I did not work last year. My door is always open, so please do not hesitate to contact with me questions or thoughts. I truly believe that schools and parents should be partners in our students' education, and I hope we can continue to strengthen that partnership this school year.

Enjoy the rest of your summers, and we look forward to seeing you soon!

Britney Gandhi

Richland #44
Superintendent & Jr/Sr High School Principal



IN THE OFFICE

When you call the offices at Richland #44 School District, you will find yourself talking to four different ladies. At the high school (district office), you will find business manager Kendra Dockter as well as secretary, Sarah Kummer. The elementary office is staffed by secretaries Lisa Thompson and Seri Moch. PLEASE NOTE THE NEW EMAIL ADDRESS FOR OUR ELEMENTARY OFFICE TO BE USED.

High School/District Office: 701-372-3713

Elementary Office: 701-372-3713



Monday-Friday
KENDRA DOCKTER
Business Manager
Kendra.L.Dockter@k12.nd.us



Monday, Tuesday, Wednesday
LISA THOMPSON
Secretary
RES.Office@k12.nd.us



Monday-Friday
SARAH KUMMER
Secretary
Sarah.Kummer@k12.nd.us



Thursday & Friday
SERI MOCH
Secretary
RES.Office@k12.nd.us

From the Desk of the Elementary Principal

The 2019-20 school year is just a few weeks away and as I reflect on beginning a new school year, I think back to when I was in elementary. My sister, Trichelle, is one year older than me and we shared a room throughout elementary. Every year, on the nights leading up to the first day of school, we would stay up late talking about the excitement of having a new teacher and the anticipation of being another year older. We would also spend hours talking about how we were going to organize our new supplies in our desk and backpack, mentally organizing everything from our Trapper Keeper and Lisa Frank supplies to the pencils and markers. Then we'd share our planned layout with one another along with the reason why we were planning to put things in a specific area. After talking about pros and cons to the plan, along with a few suggestions, we'd then spend more time rearranging the items. This cycle continued until we had everything organized just right. Of course, once school started, I can't remember how many times the 'final plan' became the plan I actually used!



This routine became a tradition and as I am planning for a new school year, it causes me to reflect on how this continuous cycle of planning, feedback, and revision continue throughout all stages of life, both personal and professional.

With that in mind, staff, and I'm sure parents and children, are busy preparing for the upcoming school year. A plan is being developed to ensure that the 2019-20 school year is full of positive experiences for every child and member of the school community. My door is always open and I invite any feedback or questions you may have. Through our conversations and work together, some adjustments may need to be made to the 'final plan', but I will be transparent on all adjustments and know that each modification will support us in meeting the needs of every child.

I want to personally invite you to the Richland Elementary Back to School Night on Monday, August 19th from 5:00 – 6:30. This will be an opportunity to talk to teachers, meet other families, and learn about the upcoming school year. All medical and permission forms (technology, photos, and field trips) will be filled out online through a PowerSchool Portal this year. Computers and staff will be available to support you through this process as needed.

It is a privilege to be a part of your community and I look forward to meeting each one of you. If you have any questions or want to stop in prior to the start of the school year, please do not hesitate to contact me. I can be reached at elicia.hofmann@k12.nd.us or 553-8321.

Sincerely,

Elicia Hofmann Richland Elementary Principal



Pre School Tuition

This year, pre-school will have two sessions with one class meeting Monday, Wednesday, every other Friday and the other meeting Tuesday, Thursday, and every other Friday. Tuition will be \$35/day and will need to be paid by the first of each month in advance. (Ex. October tuition is due October 1.) Parents will need to pay the monthly tuition of \$350 by this deadline each month. In May, a final bill will be sent out for any adjustments needed due to school cancellations and holidays. **The first tuition payment will be due September 1st in the amount of \$490 to cover both August and September.** If you have any questions at all, please feel free to contact either office at any time.

Pre-school tuition is tax deductible. In January, a statement will be sent home for tax purposes. For more information on this, please contact Kendra at the high school or email Kendra.L.Dockter@k12.nd.us.

Student Absences

Attendance is very important for each and every student. Please take students from school and class **only when absolutely necessary**. We encourage appointments to be made on non-school days or late in the day to limit the amount of absences from students. If your child will miss school, please be sure to contact the principal's office by 9am the morning of absence.

Communication: Remind App

This year, all communication to students from staff (faculty, coaches, etc.) will be through the Remind app **ONLY**. Parents will be included on each message, so they are aware of all communication between staff and student. Parents will have the option to mute messages, if they choose.

Every teacher and coach will have their respective class/team groups as indicated by specific class/team codes. At the beginning of the school year and sports seasons, teachers and coaches will communicate to students and parents the codes for each group.

The app is free and easy to download! You can download the app now, or you can wait until you receive the codes at the beginning of the school year (find "Remind" on the app store on your phone or go to www.remind.com).

We truly hope that this communication tool keeps students and parents updated on all important information this school year, while also giving students and parents a primary way to communicate with school personnel.



Bus Schedule

Buses will run five routes this year. Drivers will contact parents either by phone or letter to confirm pick-up and drop-off schedules. The buses transporting high school students to Colfax from Abercrombie will leave at 8:00 a.m. from school. Buses will then leave for Abercrombie from Colfax at approximately 8:05 a.m. from school. The shuttle bus will leave Abercrombie in the afternoon at 3:15 to bring students back to Colfax. If you have any questions, please call the high school.



Arrival at School

School starts on Wednesday, August 21. The elementary school will begin at 8:30am and dismiss at 3:10pm. High School classes will begin at 8:25am and dismiss at 3:30pm.

**Please note that students should not arrive to or be dropped off at the elementary school before 8am.*



Students during after school hours

Parents who leave younger children waiting for older siblings that are engaged in after school activities in either school building are urged to make other arrangements for their care, rather than allowing them to be unsupervised. This also applies to small children left unattended at any home activities held in our schools.

Communication: Cell Phone Policy for Jr.Sr High

At Richland Jr/Sr High School, we understand that cell phones are an important communication tool. We also recognize that they can be a distraction to the learning environment and a potential safety concern. Therefore, we will continue to follow the below policy.

- *Cell phones are not permitted during instructional/class time.
- *When students enter the classroom, they will place their cell phones into a cell phone organizer hanging on the door/wall. They will have a pre-assigned number in each class.
- *When students leave each class, they will pick up their cell phone.
- *Students are permitted to use cell phones during passing periods and lunch.
- *Students should not keep cell phones in their backpacks or lockers if they want to use them during passing periods or lunch. They must put them in the cell phone organizer.
- *If students leave class to use the restroom, they may not take the cell phone with them.

We believe this will allow for an increased focus on instruction and a safer learning environment while allowing students some access to their phones during the school day.



Letters from Teachers

In this mailing elementary families will find teacher letters and supply lists included. We have also placed all teacher letters and class/supply lists on our website. You will find them under each teacher page as well as a direct link on the right side of the home page titled "Teacher Letters".



MEDIA Permission Form

Our students' safety and well-being are of utmost importance. For that reason, no student will be permitted to speak to the media on school grounds (home or away campuses) unless parents have given signed permission beforehand. In the online forms (information found on page 12) you will notice a Media Permission form. Please fill this out and indicate whether you do or do not give permission. If we do not have a signed permission form indicating that yes, your student may speak to the media, then they will not be permitted to do so.



****Please note:** This is separate, and does differ from the Photo Release form that is only used in-house for our website, newsletter, brochures, etc.

Homecoming

Homecoming is set for the week of September 16th. During this week students participate in dress up days and fun activities. It is also a time to support SCHOOL SPIRIT at its finest. Dollars for Scholars will again be sponsoring a Full Size parade down the streets of Colfax!!!

Watch for more details on entering your float, time of the parade, and route of the parade! **SAVE THE DATE** and stop out for a fun evening of school spirit!



In-service Early Dismissals

There will be four, early release days this year to allow for additional in-service opportunities for our staff. On the early release days the elementary school will dismiss at 1:15pm while the jr/sr high school will dismiss at 1:30pm. The early release days are:

October 2, December 4, February 5, and April 1



Season Passes allow admission to home athletic events that include Football, Volleyball, Basketball, Baseball, & Softball.

Adults - \$75 Season Pass (\$6 each game)

Students - \$25 Season Pass (\$4 each game)

Senior Citizens (60+)

\$50 Season Pass (\$4 each game)

Gold Card Members:

Patrons age 62+ living in the Richland #44 School District receive complimentary passes to Richland games that never expire. Contact Kendra at the high school office to get your card.



ONLINE PAYMENTS:

We encourage all families to set up an account with our online payment system, eFunds.

You can pay for hot lunch, fees, PK Tuition, ASP tuition, yearbooks, clothing, and pretty much anything you need to pay at the school.

This service is **free if you set up with a checking account and routing number**. You also have the option to set up payment with a credit card or debit card, however there is a small fee for this type of transaction.

Simply go to our school webpage at www.richland.k12.nd.us and click on the online payment link or go directly to <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55629>. Here you will need to set up a username and password and set up payment information. After that simply log on each time you want to make a payment.



Title IX and Section 504 District Coordinator

Britney Gandhi
% Richland #44 School District
101 Main PO Box 49
Colfax, ND 58018
701-372-3713
Britney.Gandhi@k12.nd.us

School Pictures

School pictures by Scherling Photography will be taken on **Tuesday, September 3, beginning at 8:00 am in Abercrombie** and approximately **11:30 a.m. in Colfax**. Retakes will be October 14. Checks should be made payable to Richland Public School and must be accompanied by an order envelope which will be sent home with your student prior to that day.



Daily Announcements:

Daily announcements are posted every morning to the school webpage. Information for students and parents can be found in these announcements. If you wish to receive these announcements via email or have something to include in the announcements, please email Sarah.Kummer@k12.nd.us. Announcements are usually created and posted each morning around 9:00am.

Activities Scheduler

Our Activities Scheduler is a very helpful tool where you can view events that are happening at each school. You can also subscribe to have alerts and messages sent to you by selecting the activities of your choice. Simply go to <https://ndregion1.org/public/genie/196/school/499/> and click the 'notify me' tab to subscribe.

Also check out the rSchool app available in both the App Store and Google Play



Richland #44

COLTBACKERS

UPCOMING EVENTS

OPEN TO EVERYONE TO ENJOY!!!!

Thursday, August 29

BURGER NIGHT

Starting at 5pm
Fort Aber Saloon

Abercrombie, ND

Burger Basket Special

A portion of each meal sold helps support Richland #44 Coltbackers. Thank you to Brandon at Fort Saloon for being such a huge supporter of Richland Athletics.

FALL MEMBERSHIP DRIVE!

Sign up for your Coltbacker membership while you enjoy supper!
Exclusive umbrella with \$100 membership!



Friday, August 30

Tailgating

Starting at 6pm



Richland
Colts

vs.



F-S-H-P
Spartans

Football Kickoff Special

- *Burger or Brat
- *Beans *Chips
- *Cookie

\$6.00

Richland #44 Colts Football
Game Starts at 7pm

2019-2020 Richland #44 STAFF DIRECTORY

Administration

Superintendent/Jr-Sr High Principal	Britney Gandhi	Britney.Gandhi@k12.nd.us	District Office
Elementary Principal	Elicia Hofmann	Elicia.Hofmann@k12.nd.us	Elementary
Business Manager	Kendra Dockter	Kendra.L.Dockter@k12.nd.us	District Office
Activities Director	Spencer Timm	Spencer.Timm@k12.nd.us	District Office

Jr/Sr High Staff

English	Christy Stenseth	FCS	Carol Braunberger
English/Library	Julie Heyen	Science	Kevin Neagbour
Mathematics	Samantha Sheldon	Science	Megan Viele
Phy Ed / Health	Zachary Riopelle	History	Spencer Timm
Special Education	Lois Vorachek	Band/Choir	Mark Aamold
Counselor	Chris Potter	Vocational Education	Tony Boehm
Reading Intervention/Tech Cord.	Sheila Gunness	Secretary	Sarah Kummer
Custodian	Dave Pasqual	Food Service/Custodian	Sheri Braunberger
Food Service	Sally Ringdahl	Paraprofessional	Loretta Hendrickson
Paraprofessional	Andy Draovitch	Paraprofessional	Colleen Paczkowski
Paraprofessional	Melinda Walker		

Elementary Staff

Preschool	Krista Messer	3rd Grade	Laurie Klein
Kindergarten	Melissa Hudson	3rd Grade	Luke Wuori
1st Grade	Monica Clark	4th Grade	Terra Larson
1st Grade	Amanda Jacobson	5th/6th Grade	Tiffany Carlson
2nd Grade	Faith Rieger	5th/6th Grade	Jill Harris
Library/Phy Ed	Tami Taszarek	Music	Evonne Viland
Band	Mark Aamold	Counselor	Laura Baker
Special Education	Marisa Bengtson	Speech Pathologist	Jackie Bell
Title I	Lenny Krueger	Secretary (M, T, W)	Lisa Thompson
Custodian	Eblis Villar	Secretary (Th, F)	Seri Moch
Custodian	Karen Kappes	Food Service	Karen Krump
Food Service	Faylin Myhre	Paraprofessional	Nancy Krupich
Paraprofessional	Dawn Storbakken	Paraprofessional	Denise Plecity

Phone

District Office
701-372-3713

Jr/Sr High School
701-372-3713

Elementary School
701-553-8321

Bus Drivers

Duane Akvik
Lenny Krueger
Matt Myhre
Don Viele
Lindsay Whisman

School Board

		Nathan Berseth	President
Craig Olson	Vice President	Todd Johnson	Director
Jody Lingen	Director	Nicole Holdman	Director
Scott Hendrickson	Director	Amy Lehmann	Director

<https://richland44schoolboard.weebly.com/>



Hot Lunch Information

Lunch will be served the first day of school. ***The fee will be \$57 for twenty meals on a monthly basis or \$2.85 for a daily meal. Lunch payments can be made through our online payment system. These payments will post directly to your PowerSchool account. We are encouraging all parents to set up an online account to make online payments for hot lunch.**

The breakfast program will again be available at the elementary school at a cost of \$1.25 per meal. Each day breakfast is served from 8:00am-8:30am and includes cereal, fruit, juice, and milk, in addition to a 5th item each day that changes (examples would be an omelet, pop tart, French toast, etc.) If you qualify for free and reduced meals, this will apply to the breakfast program also.

All children in **grades PK-6** who desire to participate in the **special milk program** for milk break, will be asked to pay the following rates: \$54 for the full year or \$6 per month. Daily milk cost will be \$.30 per carton.

PB&J sandwiches & seconds will be offered again this year as a la carte portions charged at \$.50.

Lunch count: Each morning, first hour teachers will be asking the students if they will be eating “hot” or “cold” lunch for that day. A good lunch count is very important to make sure the cooks know how much food to prepare.

Guest Meals: We encourage parents, grandparents, and other guests to eat lunch with their child. If you plan to be a guest for lunch, please contact the office by 9:30am that morning to be sure you are added to the lunch count. Again, this is very important to ensure enough food is prepared. Adult guest meals cost \$3.60.

Parents are asked to closely examine the enclosed free and reduced meal application and income eligibility guidelines provided by the state of North Dakota. If you feel you meet the requirements, we ask that you send your completed application to the District Office, Attn: Kendra, as soon as possible. **THIS INFORMATION IS CONFIDENTIAL.** The Business Manager alone has access to this information. So please, if you qualify, apply!

If you have any questions, please call the high school at 372-3713 or the elementary school at 553-8321. School address for meal applications: Richland High School % Kendra Dockter PO Box 49 Colfax, ND 58018

Wellness Policy: Our local school wellness policy can be found on our website at:

https://richland44schooldistrict.weebly.com/uploads/1/2/6/4/12644392/wellness_policy.pdf



August/September Lunch Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Aug. 21 BBQ's	Aug. 22 Chicken Patty	Aug. 23 Taco Salad	
Aug. 26 Hamburgers	Aug. 27 Spaghetti	Aug. 28 Corn Dogs	Aug. 29 Baked Potato	Aug. 30 Pizza		
Sept. 2 NO SCHOOL	Sept. 3 Mashed Potatoes & Hamb. Gravy	Sept. 4 Sweet & Sour Chicken	Sept. 5 Sub Sandwich	Sept. 6 Mexican Style		
Sept. 9 Spaghetti	Sept. 10 Breakfast Meal	Sept. 11 Cooks Choice	Sept. 12 Soup & Sandwich	Sept. 13 BBQ Chicken Legs		
Sept. 16 Hot Dish	Sept. 17 Mashed Potatoes & Gravy	Sept. 18 BBQ's	Sept. 19 Chicken Patty	Sept. 20 Tacos		
Sept. 23 Hamburgers	Sept. 24 Spaghetti	Sept. 25 Hot Dogs	Sept. 26 Baked Potato	Sept. 27 Pizza		

*All meals will be served with a veggie bar, choice of fruit, and a choice of skim or skim chocolate milk.

**The main entrée, a protein, grain, fruit, vegetable, and milk will be served along with the salad bar.

***Seconds will be offered as well as PB&J. They will be served as a la carte at a charge of \$.50.

****Menus may vary from Elementary to High School and are subject to change due to menu availability, holidays, and special events.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found [online](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Student Accounts & Fees -- 2019-2020

Activity Fees: Elementary K - 6 \$10.00
 High School 7 -12 \$15.00
Fees are for costs over and above the curriculum

Participation Fees:**Elementary:**

Basketball (5th-6th) - \$15.00 Volleyball (5th & 6th) - \$15.00 Cross Country (6th) - \$15.00 Trap(6th) - \$15.00

Jr./Sr. High:

Speech	\$30.00	Student Congress	\$30.00	Debate	\$30.00
Football	\$30.00	Cross Country	\$30.00	Track	\$30.00
Volleyball	\$30.00	Basketball	\$30.00	Baseball/Softball	\$30.00
Musicals	\$30.00	Drama (1-Act play)	\$30.00	Golf	\$30.00
Trap	\$30.00				

Participation Fees will not exceed \$90.00 per person. Participation Fees limit does not include cost of Season Passes to events or activity fees. Over night trips will follow School Board Policy.

Athletic Season Tickets: Adult Season Ticket \$75.00
 Student Season Ticket \$25.00
 **Family Season Ticket \$200.00
 (single event admission cost for adults \$6.00)
 (single event admission cost for students \$4.00)

Driver's Education Fee: \$150.00 Behind-The-Wheel summer program

Pre School Tuition: \$ 350.00/Month - Due by 1st of each month
 (\$35/day – May bill will be sent with all adjustments)

Supply Fees: Pre School = \$20 Kindergarten & 1st Grade = \$20 Grades 4-6 = \$20

Technology Fee: Grades 3-12 = \$20

Hot Lunch: \$57.00 Monthly 20 meals = \$2.75 per meal (includes 1 milk)
 \$ 2.85 Individual meal (PK-12 Hot Lunch)
 \$498.00 Full Year

\$.30 each extra milk or \$6.00 monthly for extra milk
 \$ 3.60 Adult Lunch
 \$ 1.25 Student Breakfast
 \$ 1.75 Adult Breakfast
 \$.50 a la cart/seconds

Extra milk—milk break PK - 6 (Optional) Year ----- \$54.00

Immunizations

Please be sure your child is up to date on all required immunizations. North Dakota Century Code 23-07-17.1 entitled **Inoculation Required before Admission to School** mandates that all students through grade 12 meet a minimum number of required immunizations by October 1st or they must be excluded from school. These requirements can be waived only for medical, philosophical, moral or religious reasons with a statement on file.



Please be sure the school has an updated Immunization Record on file.

NORTH
Dakota | Health
 Be Legendary.™

2019 - 2020 School Immunization Requirements

Vaccine Type	Number of Required Doses			
	Kindergarten-6	Grades 7-10	Grade 11	Grade 12
DTaP/DTP/DT/Tdap/Td*	5	5	5	5
Hepatitis B	3	3	3	3
IPV/OPV*	4	4	4	4
MMR	2	2	2	2
Varicella (Chickenpox)*	2	2	2	1
Meningococcal†	0	1	2	2
Tdap®	0	1	1	1

Fall Sport Parent Meetings

Monday, July 22 (6pm) - HS Football Meeting

High school football players and their parents met to discuss the upcoming season. If you are interested in playing and missed this meeting, please contact the school ASAP for information from the meeting.



Wednesday, August 7 (7pm)

JH Volleyball, JH Football, and Cross Country

Parent meetings for Junior High Volleyball (grades 7-8), Junior High Football (grades 7-8), and Cross Country (grades 6-12) will be held August 7. All interested athletes and parents are welcome to attend.

Tuesday, August 13 (6pm) - HS Volleyball Meeting

All high school volleyball players and their parents are invited to attend this informational session about the upcoming season.



AUGUST 7 - 6:00pm

All incoming 7th graders and their parents are invited to attend our orientation night. The administration will provide information that will be helpful in making this important transition, and students and parents can ask any and all questions.

Students will be able to see their lockers, will practice their combination locks, and can familiarize themselves with the building



All registration forms must be completed online this year. In order to complete registration, parents **MUST** have an active POWERSCHOOL account. For those families that have not yet created a PowerSchool account, the following page walks you step by step in setting up and account. You will also find a sheet included in this mailing that shows your password to create an account. For those families that have an account but need assistance in resetting your password, please contact Kendra at 701-372-3713 or email Kendra.L.Dockter@k12.nd.us to help get you logged in.

Once you are in PowerSchool, you will use the step by step directions found on page 12 to complete all registrations forms for each child in your family. PLEASE make sure to go all the way through the process and SUBMIT at the end. You will receive an email confirmation once submitted successfully.

If you do not have internet access, there will be computers available at Back to School Night on August 19th for you to use and complete this registration process.

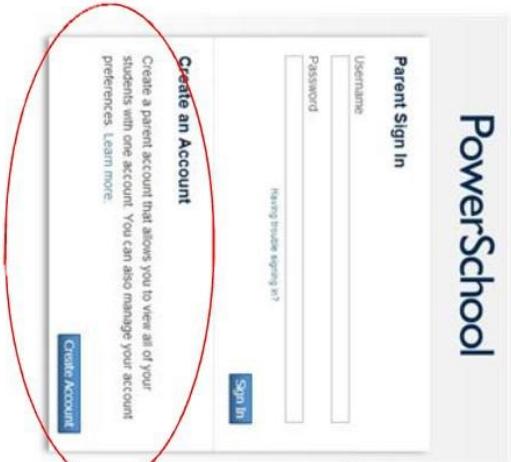
Please make sure you review the items during registration. This information is used to update student contact information in our system.

The only form that is not able to be submitted through this process is our FREE & REDUCED application. You will find a copy of this application included in this mailing. We encourage families to review the income guidelines and apply. Information on this application is only reviewed and seen by our business manager and superintendent. Reduced lunch rates and PreSchool tuition are determined by this application. If submitting this application, we ask that you place it in a sealed envelope send it to school ATTN: Kendra Dockter to ensure your privacy is maintained with the data submitted. Applications can also be mailed to: Richland #44 School District % Kendra Dockter PO Box 49 Colfax, ND 58018.



PowerSchool

Parent Account



- Attendance**
 - Grades/Assignments**
 - Meal Transactions**
 - Class Schedule**
- **Some teachers may not utilize all functions**

New to PowerSchool?? PowerSchool is a great tool to find student information that includes grades, attendance, meal transactions & lunch balances, class schedules, and more. **ELEMENTARY PARENTS:** Please watch for a note at Teacher Conferences that will include an Access ID and Password to enable your PowerSchool Parent account access.

<https://richland.ps.state.nd.us/public/home.html>



GET THE APP!

- The PowerSchool Mobile app is a great way to get notifications and check student information on the go! Once you have created a PowerSchool account you can:
1. Download the app
 2. At parent sign in, click on "Search for your District"
 3. at the bottom under "PowerSchool Server Address" enter **richland.ps.state.nd.us**
 4. Click Submit. The District Code is now encrypted
 5. Enter your username and password and "Sign In"

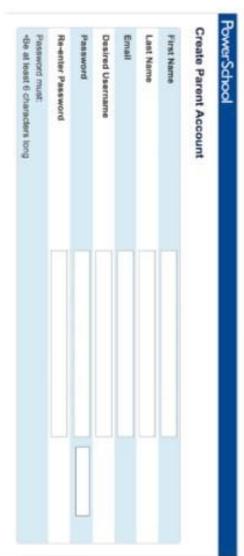
Questions? Call Kendra at the District Office 372-3713 or Lisa/Nancy at the Elementary School 553-8321

How to Create a Parent Account

In order to create a Parent account, you must have the "Access ID" and "Access Password" that was provided by your child's school for each student you wish to add to your account.

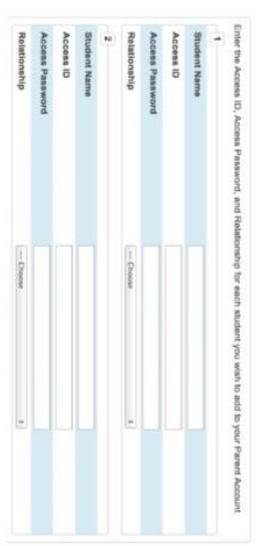
1. Create Parent Account

- Enter the following information:
- First Name
 - Last Name
 - Email address
 - Desired Username - This is the username you will use to access the system in the future. (Do not use your email address.)
 - Password and Re-Enter Password -The gauge on the right lets you know the strength of your password choice.



2. Link Students to Your Account

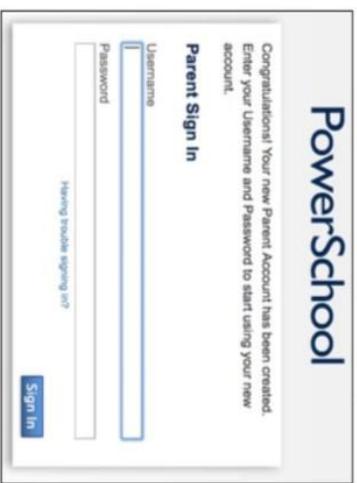
- The following information is required for each student you wish to add to your account:
- Student's name
 - Access ID
 - Access Password
 - Your relationship to the student



3. Click Enter when done.

Please note: Be sure to record the desired username and password you selected to create the account before clicking "Enter".

When complete you should get the "Congratulations! Your new Parent/Guardian Account has been created." screen (see below).



You can now access your Parent Access account information. Enter the Username and Password you just created and click the Sign In button.

To Receive PowerSchool Email Notifications of Grades and Attendance:

Email notifications allow you to receive your student's grades and attendance directly to your email on a regular basis. You can customize your email notifications for each of your students or receive the same information for all your students. Once you have logged in, click on the EMAIL NOTIFICATIONS icon on the Navigation Menu and enter your desired notification elements and click Submit.

Registration Forms

This year we will again have all registration forms filled out online through PowerSchool. You will find the same forms as in the past that include Acceptable Use, Medication Administration, Photo Release, Personal Learning Device Agreement, Media Permission, and Permission to attend Richland Events forms. If you have questions on any of the forms, please feel free to contact the office. Here is a brief “How to” on finding the registration forms:

Registration Instructions for Parents

1. Log-in to [PowerSchool](#) using the PowerSchool ID and password you have previously set-up.

**ALL FORMS MUST
BE SUBMITTED BY
AUGUST 21**

2. Click Applications Icon. It is the square with the arrow pointing to the upper right corner. It is located in the upper right side of the screen.

3. Click the link for Registration Forms

Applications	Description
Registration Forms	Registration Forms

4. Click the Returning Student Icon on the left.
5. Note that the **Household List** displays the student(s) whom are returning to Richland #44 School District from the 2018-2019 school year.
6. Click the Go To Registration button to proceed.
7. Complete all forms and click on the Submit Button.

Congratulations! You have completed the Online Registration process for Richland #44 School District.

IF YOU HAVE A NEW STUDENT IN ADDITION TO A RETURNING STUDENT; PLEASE CONTINUE READING.

8. Click on the Return to Portal button at the top of the page
9. Click the New Student icon on the left.
10. Please add ALL NEW STUDENTS to the **Household List**.
11. Click on the Go To Enrollment button to proceed
12. Complete all forms and click on the Submit button.
13. Please NOTE: New student forms CANNOT be pre-populated with data from PowerSchool. This is because your student does not exist in our PowerSchool system at this time. Once your forms are submitted and approved, your NEW student will be joined to your RETURNING student **Household List** for the next school year.

Congratulations! You have completed the Online Enrollment process for students NEW to Richland #44 School District.



Richland #44 School District - 2019-2020 School Calendar



8 Days Inst August '19

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 19, 20: Professional Development Days
BACK TO SCHOOL NIGHT - August 19
School Begins: August 21

22 Days Inst January '20

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2- Labor Day- No School
 NDCEL Convention-No School: October 17 & 18

20 Days Inst September '19

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

P/T Conferences: Elementary
 Nov 4, 4-8 p.m.; Nov 5, 4-6 p.m.
 Mar 2, 4-6 p.m.; Mar 3, 4-8 p.m.
P/T Conferences: Jr/Sr High
 Nov 4, 4-6 p.m.; Nov 5, 4-8 p.m.
 Mar 2, 4-8 p.m.; Mar 3, 4-6 p.m.
P/T Comp Days: November 8 & March 20

18 Days Inst February '20

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

21 Days Inst October '19

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov. 11- Veteran's Day- No School
 Nov. 28 and 29- Thanksgiving Break- No School
 Dec. 23-Jan. 1: Christmas Break- No School

19 Days Inst March '20

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2: School Resumes

February 14: No School
 February 17: President's Day

17 Days Inst November '19

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 18-20: Spring Break

April 9-13 - No School Easter Break

Early Release - Oct 2, Dec. 4, Feb 5, Apr 1

May 22: Last Day of School
 May 24 Graduation

19 Days Inst April '20

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

15 Days Inst December '19

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st Quarter: October 25 45 Days 48 Contract
 2nd Quarter: January 10 43 Days 46 Contract
 3rd Quarter: March 17 45 Days 45 Contract
 4th Quarter: May 22 42 Days 43 Contract

Storm Make Up Days:
 Feb. 14, Mar 18, Apr 9, Apr 13

16 Days Inst May '20

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 3 Holidays Counted as Contract Days
- 2 Inservice Days Counted as Contract Days
- Early Release Inservice (1:15 Aber, 1:30 Colfax)
- 2 P/T Comp Days- Counted as Contract Days
- P/T Conferences
- Vacation Days
- End of Quarter
- First and Last Day of School
- NDCC 15.1-06-02

School Starts August 21

Richland #44 Event Calendar 2019-2020

August



8/7 - 7th Grade Orientation 6pm
 Fall Sports Meetings (Xtrack, JH VB, JH FB) 7pm
 8/13 - HS Volleyball Sports Meeting 6pm
 8/19 - Back to School Night
 Elementary 5:00-6:30pm
 Jr/Sr High 6:30pm-8:00pm
 8/21 - First Day of School
 8/29 - Coltrackers Burger Night @ Fort Saloon 5pm
 8/30 - Coltrackers Tailgating 6pm FB game

September



9/2 - NO SCHOOL
 9/3 - School Pictures
 9/6 - Coffee with Kids 8:45am
 PTO Tailgating 6pm FB game starts at 7pm
 9/11 - School Board Meeting 5:30pm
 9/12 - ASVAB Testing 11th grade
 9/16-9/20 - Homecoming Week
 9/18 - Blood Drive @ HS
 9/20 - DFS PARADE! Jr. Class Tailgating at FB game

October

10/2 - Early Release Elem - 1:15pm HS - 1:30pm
 10/4 - Coffee with Kids 8:45am
 FFA Tailgating 6pm FB game starts at 7pm
 10/11 - DFS Event
 10/14 - Picture Retakes/Group Pics
 10/17-10/18 - NO SCHOOL



November

11/1 - Coffee with Kids 8:45am
 11/3 - Close-up Spaghetti Feed
 11/4-11/5 - P/T Conferences
 11/8 - Large Group Music Contest
 11/8-11/11 - NO SCHOOL
 11/20 - Blood Drive at HS
 11/22-11/24 - RHS presents: Cinderella the MUSICAL
 11/28-11/29 - NO SCHOOL

December

12/4 - Early Release Elem - 1:15pm HS - 1:30pm
 12/6 - Coffee with Kids 8:45am
 Jr/Sr High Christmas Concert 7pm
 12/10 - Elementary Christmas Concert 7pm
 12/23 - Christmas Vacations Starts



January



1/2 - School Resumes
 1/3 - Coffee with Kids 8:45am
 1/18 - PTO Elem GBB Tournament
 1/29 - Blood Drive at HS

February



2/5 - Early Release Elem 1:15pm HS 1:30pm
 2/7 - Coffee with Kids 8:45am
 2/8 - PTO Elem BBB Tournament
 2/14-2/17 - NO SCHOOL

March



3/2-3/3 - P/T Conferences
 3/6 - Coffee with Kids 8:45am
 3/13 - DFS Community Event
 Vocal Music Contest
 3/18-3/22 - NO SCHOOL
 3/27 - FUN NIGHT

April

4/1 - Early Release Elem - 1:15pm HS - 1:30pm
 4/2 - Instrumental Music Contest
 4/3 - Coffee with Kids 8:45am
 FFA Banquet
 4/9-4/13 - NO SCHOOL
 4/18 - Jr./Sr Prom



May

5/1 - Coffee with Kids 8:45am
 5/2 - State Music Competition
 5/7 - Elementary Spring Concert 7pm
 5/12 - Jr/Sr High Spring Concert 7pm
 5/17 - Baccalaureate 2pm
 5/22 - Last Day of School
 5/24 - Graduation 2pm



Be sure to check out our Activities Scheduler at <https://ndregion1.org/public/genie/196/school/499/date/2020-05-01/view/week/>. A complete listing of athletic events as well as Richland #44 activities can be found at this site.