

**PREFACE** “Home of the Hodags!”

The handbook is your guide to the programs, procedures and policies of the School District and James Williams Middle School (JWMS). This handbook, approved by the Superintendent, has been deemed reasonable and designed to achieve legitimate educational purposes. Specific board policies are summarized. Full School District of Rhinelander Board Policy may be accessed at:

[www.rhinelander.k12.wi.us/board/districtpolicies.cfm](http://www.rhinelander.k12.wi.us/board/districtpolicies.cfm)

The Middle School Handbook was created to provide an informational resource for all individuals involved in James Williams Middle School. Designed to define expectations, clarify procedures, and contribute to the efficiency in operations of our middle school, this handbook establishes communications between students, parents, and staff. We ask that students, parents, and school staff read this handbook thoroughly and keep it as a source of reference. While every possible situation cannot be covered in a handbook, most that may arise are addressed. Collaboration among all stakeholders through a common handbook will assist in meeting our school goals by building trust and maintaining fair yet attainable expectations. Helpful supplemental resources include:

Wisconsin Department of Instruction [www.dpi.state.wi.us](http://www.dpi.state.wi.us)

Wisconsin Interscholastic Athletic Association [www.wiaawi.org](http://www.wiaawi.org)

Wisconsin Association for Middle Level Education-

[www.wisconsinamle.weebly.com](http://www.wisconsinamle.weebly.com)

**Definitions** Pursuant to the Board of Education Bylaw 100, we will refer to the following definitions throughout this handbook: **Board** - The Board of Education; **District** – The School District of Rhinelander; **Parent** - the natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian of a student.

**Nondiscrimination Policy 2260 (Nondiscrimination and Access to Equal Education)** states the Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability in any of its student program and activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program / activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

**Directory Information** Under Board Policy 8330 (Student Records), the following directory information may be provided to individuals or outside agencies who make a request unless the school is informed in writing by a parent within fourteen (14) days after the start of the school year that such information, in whole or part, should not be disclosed. The directory information includes the student's name, address, phone, birth date, place of birth, subjects taken, grades received, activities/athletic participation, dates of enrollment, school awards, name of school attending, and most recently attended school.

**SCHOOL DISTRICT MISSION STATEMENT**

The mission of the School District of Rhinelander is to create an environment that provides challenging opportunities for each student in a changing world.

**JWMS MISSION STATEMENT**

The mission of James Williams Middle School is to create a safe, supportive, and respectful environment that provides challenging and diverse experiences to prepare students for success in our changing world.

**JWMS BELIEF STATEMENT**

James Williams Middle School students and staff strive for a secure, caring, positive, distraction-free learning environment where all exhibit **respectful** and **responsible** behavior.

**EDUCATIONAL GOALS**

**AND EXPECTATIONS**

Since the mission of the District is to provide a quality education for all of the students, the Board believes the mission is being accomplished when students confirm they have achieved the following educational goals:

- ◆ Academic Skills and Knowledge
- ◆ Vocational Skills
- ◆ Citizenship
- ◆ Personal Development

Refer to School Board Policy 2131 (Educational Goals and Expectations) for complete description of these goals.

**FACILITY INFORMATION**

**JWMS BUILDING HOURS**

**STUDENTS**

7:25 A.M. – 3:15 P.M.

Students should refrain from arriving on campus prior to 7:25 a.m. Students may enter the four doors labeled 1, 14, 16 and 18. JWMS office opens at 7:25 a.m. Students must depart from the campus by 3:15 p.m. unless pre-arranged by staff, prior communication by parent, or participating in supervised after-school activities.

### **Designated Student Areas**

Upon arrival students should report to the Commons and may enter other designated areas (gym, Cardio Room, or LMC) provided supervision is present. Those students eating breakfast will sit at a table and finish eating in the cafeteria. All cafeteria and commons rules are in effect, including cleaning up after ones self. Students will be released to homeroom at 7:55 a.m.

### **STAFF**

7:25 A.M. – 3:25 P.M

JWMS teachers' daily scheduled hours are 7:25 a.m. to 3:25 p.m. This includes a 30-minute duty-free lunch. Staff members may work a modified day schedule with prior approval by administration. Staff members are required to sign out prior to leaving the building during the school day. With supervisor approval, staff may leave during non-instruction time for personal leave time, sick leave time, or completing a school related errand. Some staff also travel from one teaching assignment to another.

### **OUR SCHOOL CAMPUS**

JWMS strives to provide a safe and attractive learning environment for our students. Recently, our facility had extensive remodeling in the academic classrooms, science rooms, LMC, and commons. In previous years, the building exterior

has been reclad and painted. The northeast grassy lawn area is equipped with picnic tables and is designated as a sitting recreational area. Field games in this area are prohibited. Everyone is asked to help keep the school and its grounds neat and clean. Containers are provided for waste and unwanted items. We encourage recycling and labeled containers are provided for these items. The building and its furnishings should be kept clean and unmarred. Any damage to the school building and its contents should be reported immediately to a teacher, administrator, or custodian. If damage occurs, those responsible will be assessed for the actual cost of repair or replacement of the school property or equipment. The wooded areas surrounding JWMS are off limits to students unless supervised by a staff member for educational purposes.

### **Spirit Shop**

The Hodag Spirit Shop is now located in the commons and is set up on Friday mornings. The Spirit Shop has apparel, supplies, and cool gadgets available for purchase.

### **Care of District Property**

Board Policy 5513 (Care of District Property) emphasizes respect of the rights of others. Students are to exercise this respect in regard to the belongings of others, including District property. Staff should report any damaged property to the office as soon as possible. Any vandalism will result in the loss of user privileges, disciplinary actions and/or legal referral. Vandalism with technology is defined as any purposeful attempt to harm, bypass, or destroy hardware, software and/or data from another user, the Internet, or any agencies or other networks that are connected to the District computer network.

### **Classroom Care**

Students and staff should take pride in our building by making appropriate choices regarding care of the school.

### **Student Procedures:**

- ◆ Refrain from leaning back on chairs
- ◆ Refrain from sitting on desk and table tops
- ◆ Use desktop surface protection when using compasses or other sharp instruments
- ◆ Use technology and audio-visual equipment with care
- ◆ Keep classroom neat and orderly

Use of School Facilities Policy 7510 states the Board shall encourage the widest possible use of school property for the activities of the school and community organizations, within legal limits.

### **MOVEMENT INSIDE OUR SCHOOL**

#### **School Hallways**

We have many students moving through our corridors, and it is expected that each person will be courteous and considerate of others. During class changes, keep to the right side of the hallway and move quietly and efficiently to your next location. Students are not to lock arms or gather in other ways that prevent others from moving comfortably about the building. Follow PBIS procedures! See page 19 for more information on PBIS.

#### **Foyer/Entry Doors**

Students may not sit, stand, or congregate in entry door areas. These doors include the foyer area at Door #1, gym area at Door #14, band area at Door #16, or at Door #18. These areas are to remain clear and accessible at all times.

#### **Pass System -**

#### **Student Initiated Requests**

The Student Planner is our method for managing student movement in our building during classes. Each student has (10) passes allotted for each 9 weeks. To use a pass,

students will quietly specify the nature of their request to the staff member for brief dismissal from class. If the staff member deems the request reasonable, he/she will sign and indicate the time dismissed on the pass sheet, which then will be carried by the student in the hallway. Students who leave a class without permission or abuse the privilege by being out of class an excessive amount of time may be marked as truant and subject to disciplinary sanctions.

#### **Staff Initiated Requests**

Staff may request a meeting with a student. In the calendar block of the Student Planner, the staff member will list the time of the requested meeting and initial. After meeting with the student, the staff member will note the dismissal time of the current meeting and initial. This system is to be consistently used in lieu of handwritten passes.

#### **LOCKERS**

Each student is assigned a locker and provided a combination lock at the beginning of the year. Under Board Policy 5771 (Search and Seizure), lockers are school property and may be inspected at any time by school administrators or their designee when there is reasonable suspicion to remove prohibited items and to ensure the well-being of the student body. School officials may use evidence from locker inspections in assigning disciplinary measures.

#### **Hallway Lockers**

The student is responsible for their locker and should be used only to store their instructional materials and personal belongings. Students may keep tightly closed non-carbonated clear plastic bottles in their lockers provided they do not abuse this privilege. Staff will communicate with custodial staff to set dates during the year to have general locker clean-ups. Students having trouble opening their lock or locker should report the problem to their homeroom teacher or the office as soon as possible. Students may not share lockers or combinations with other students. JWMS provides the rental of a combination lock as part of the initial student fee. If the lock is lost, students will be expected to pay for a replacement lock. Students may be held responsible for damage to their lockers. To be in compliance with Homeland Security, all unoccupied lockers will be locked.

#### **Physical Education/Athletic Lockers**

The school provides a lock for physical education/athletic lockers. Students will be assigned a locker and are expected to follow the guidelines of staff. Students are to be in the locker rooms only when they are participating in a physical education class, working on a special assignment directed by a supervising teacher, or preparing to participate in athletics. Misuse of athletic locker area may result in disciplinary measures.

## **ACADEMIC INFORMATION**

### **PHILOSOPHY OF INSTRUCTION**

The District recognizes and values the uniqueness of each student. Therefore, the District instructional programs are committed to providing high learning expectations for each student and will:

- ◆ Foster individual growth so that students reach their highest potential;
- ◆ Provide opportunities for students to make wise choices and independent judgments and become self-directed learners;
- ◆ Promote positive attitudes toward lifelong learning, self worth, physical, emotional, and mental health;
- ◆ Promote participation as a contributing member of society, who understands and respects the environment;
- ◆ Encompass a core body of knowledge that will allow students to become problem solvers, effective communicators, complex thinkers, informed consumers, collaborative workers, and creative individuals;
- ◆ Prepare for a changing technological society through career advising that allows students to realize future goals.

## **SCHOOL IMPROVEMENT**

JWMS is committed to the development of systematic and continuous school improvement planning to increase achievement for all students. Through the implementation of data-driven decision making and research based best practices, all staff contribute to the school improvement process.

### **DISTRICT STRATEGIC PLAN**

Build the Future is a board-adopted commitment to the preferred vision of education in Rhinelander. The plan has three goals that will be used to drive decision-making and will be continually monitored to ensure a bright future for JWMS. The goals are:

- ◆ Provide innovative opportunities for individual academic success.
- ◆ Secure a trusting school/ community relationship through effective communication systems.
- ◆ Secure our financial future through partnerships and planning.

### **MIDDLE SCHOOL PHILOSOPHY**

The philosophy of JWMS is to encourage, promote and provide opportunities for emotional, academic, physical, and social growth during early adolescent years. The middle school program is designed to pro-

vide exploration. Research has shown that many types of activities are necessary and must be provided at this age to help students find their own interests. Academic skills developed in elementary school continue to grow and additional new skills must be acquired. The middle school is structured to develop these new interests and skills while encouraging students to develop socially and become more independent.

**DAILY SCHEDULE**

JWMS operates on an A day and B day/alternative day schedule. To maintain equal classroom contact periods of time, the yearlong schedule distributes equalization of A and B days regardless of holidays or special events. Administration will develop modified schedules when special programs or a partial day of school alters the normal class schedule.

**Bell Schedule**

Homeroom	8:00-8:30
First Hour	8:34-9:19
Second Hour	9:23-10:08
Third Hour	10:12-10:57
Fourth Hour	11:01-11:46
Fifth Hour	11:50-12:35
Sixth Hour	12:39-1:24
Seventh Hour	1:28-2:13
Eighth Hour	2:17-3:02
Homeroom	3:04-3:15

**JWMS COURSE OFFERINGS**

**Sixth Grade**

**Required Courses**

- Reading/Language Arts
- Art
- Social Studies
- Mathematics
- Music
- Physical Education
- Science

**Electives**

- Band
- Chorus
- High Interest Art

**Seventh Grade**

**Required Courses**

- Language Arts
- Mathematics
- Science
- History
- Health
- Physical Education
- Computer Literacy
- Technology Education
- Family and Consumer Science

**Electives**

- High Interest Art    Band
- Chorus            Business Finance
- Foreign Language

## **Eighth Grade**

### **Required Courses**

Language Arts

Science

Mathematics

Health

History

Physical Education

### **Electives**

Art                      Band

Business Education

Chorus

Family & Consumer Science

Foreign Language

Technology Education

## **SCHOOLWORK**

Because of the exploratory nature of the middle school program, students have the opportunity to take a wide variety of courses in their daily schedules. As a result, they are limited in the amount of available study time in school. Teacher teams will work together to balance out class assignments and projects.

### **Family Night**

The District recognizes the need to coordinate after-school activities with area organizations as both serve the same population. Teachers are asked not to schedule school activities and/or undue amounts of school work on Wednesday evening

or major assessment on Thursday as it is designated Family Night. Activities after school on Wednesday evenings will conclude by 5:30 p.m. Students who miss Wednesday activities due to an approved non – school activity shall be excused without penalty.

### **Extra Help for Students**

There may be times when a student might believe they do not understand their course work. This may be due to an absence or other circumstances. During these or any other occasions in which a student may perceive they need some extra help, all they need to do is ask their teacher for help. Teachers will be glad to give extra assistance. Remember, it is up to the student to let his/her teachers know that extra help is needed. Student and parent inquiries should be made to the Guidance Counselor. Bottom line-- students who want help to succeed will get support to achieve the goals they wish to meet.

## **ORGANIZED FOR SUCCESS**

### **Student Planner**

The Student Planner is a critical part of the study skills program at JWMS to help students become organized. It is also the first link of communication between parents and school. This tool will review student academic progress, monitor organization, and share information about the affective development of students. Students are required to carry the



student planner with them and are responsible for accurately recording all assignments, assessment dates, and teacher messages. A replacement Student Planner can be purchased from the office for \$5.00.

### **Classroom Procedures**

Teachers will assist students with the use of the Student Planner. Time is provided in each lesson to record assignments and other important information. Teachers will monitor the use of the Student Planner and help each student develop and maintain organizational skills.

### **Home Procedures**

Parents are asked to check the Student Planner routinely and monitor the completion of student assignments. Consistent communication between home and school is vital and establishing procedures will nurture organizational skills, a key contributor to academic success. By mutual agreement, parent and teacher may sign the Student Planner in cases where students are not making satisfactory progress or when both feel daily communication is beneficial. Space is available for teacher and parent comments and this dialogue is encouraged.

### **Binders, Organizational Tools and School Supplies**

At JWMS, all students are required to keep necessary school supplies and completed assignments in an organized folder or binder system as

decided by the grade level teachers. Each grade level has a separate list of necessary school supplies. This is sent home in the summer mailing.

### **Study Halls**

Students will be assigned to a study hall when not in a class. The Study Hall supervisor will monitor students and may help with organization and academic assignments. Students are expected to bring educational materials to Study Hall and to use this time for quiet study. Students who have a teacher's pass in the calendar portion of their Student Planner are to report to their study hall first. Students will follow the rules and expectations set forth by the supervisor.

### **Infinite Campus**

The District uses the web-based program Infinite Campus to record and share information with parents. Parents are encouraged to set up their accounts and monitor student progress.

### **PARENT-TEACHER CONFERENCES & START of YEAR**

Parent-Teacher conferences are scheduled for all parents once during semester one and once during semester two. Specific dates and times will be posted in the school calendar, website, and newsletters. Teachers will be available to briefly discuss student performance. Parents may call the counselor to set up a follow-up team meeting if both

parties mutually agree that it would be beneficial. Each August, we have a Welcome Back Night for students to get schedules, meet teachers, see classmates, sign up for activities, and get general orientation information as well as questions answered.

## **GRADING PROCEDURES**

### **Student Failure Notification**

Teachers who submit an F (Failure) on a report card shall have three (3) parent contact notices by telephone, letter, e-mail, or a conference, one (1) of which must be personal contact. Forms are available in the office and documentation will be placed in the student's file.

### **Report Cards**

Students will be officially evaluated in courses each semester. The staff of JWMS uses a common grading scale. The form of evaluation is a letter grade, which are A, A/B, B, B/C, C, C/D, D, F, I (Incomplete), or P (Pass). This grade is based on the work that the student has done in class during that particular grading period as well as the progress of the student with academic growth. Students with an 'I' have two (2) weeks to complete assignments.

### **Progress Reports**

Progress reports are done electronically and issued to parents mid-way during each grading period to update student performance. Teachers will be notified of the date that the re-

ports are due in the office. Progress reports are distributed at Parent-Teacher Conferences with remaining reports given to the students the following school day.

## **GUEST TEACHERS**

Qualified substitute teachers are an integral component of our school. Students and staff are asked to be polite, helpful, and considerate to guest teachers. Students will show utmost respect towards the guest teacher and follow directions. All regular classroom rules and expectations are in effect just as when the classroom teacher is present. Upon working for the first time in the building each year, guest teachers will receive an informational packet summarizing JWMS policies and procedures. Staff will also leave user friendly lesson plans and substitute folder information to ensure continuity of instruction.

## **PROMOTION, PLACEMENT, AND RETENTION**

**Policy 5410 (Promotion, Placement, and Retention)** states the Board recognizes that the progress of children will vary and that they should be placed in the educational setting most appropriate to their needs at various stages of growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Guidelines are established regarding the promotion, placement, and retention of middle school students.

### **Acceleration/Retention**

Students will normally progress through grade levels on an annual basis. Movement of a student from an age-appropriate classroom setting to an academically appropriate classroom setting for a single, or multiple content areas, will proceed according to established procedures and timelines. Exceptions may be made for students who did not begin the year in the school district.

**Middle School Advancement Board Policy 5412 (Grade 8 Advancement)** specifically outlines the criteria to advance from grade 8 to grade 9. The full policy may be viewed on the District's web site. Parents have the right to appeal Grade 8 retention to the Board.

### **PRESIDENTIAL AWARDS**

Each year Presidential Academic Awards are presented to 8th grade students who meet or exceed the following criteria: (GPA requirements are specific and will not round decimal points).

#### **Presidential Excellence Awards**

This award is earned with a 3.5 or higher GPA from the beginning of sixth grade through the first semester of eighth grade.

#### **Presidential Achievement Awards**

This award is earned with a 3.25 or higher GPA from the beginning of sixth grade through the first semester of eighth grade.

**FIELD EXPERIENCES Per Board Policy 2340 (Field and Other District Sponsored Trips)** states field trips that are related to specific curricular or co-curricular objectives and provide educational enrichment for participating students may be approved in the District. Staff will submit to administration a written request for the field trip as well as a copy of any information sent home to parents. Staff will take student medications, school and parent contact phone numbers, and Accident Report forms. Staff should communicate to parent any accidents when they occur and submit completed Accident Report forms to office upon return from the field trip.

### **INSTRUCTIONAL RESOURCES**

The LMC is open daily from 7:25 a.m. to 4:00 p.m. The LMC is an active learning environment providing a wide range of media resources available to the students and staff.

#### **Student Check Out**

Students are encouraged to use resources to enrich their learning and advance their academic skills. Regular student check out is for two weeks. Audiovisual (AV) and reference materials may be checked out hourly or overnight. Students are responsible for materials checked out in their name and will be charged for damaged or lost materials.

**Overdue Notification** Over due slips are handed out in Homeroom twice a week. Students should check with LMC staff upon receiving their first overdue notice. Students will have limited access to LMC resources until overdue materials are returned. Materials may not be checked out in another student's name; teachers may not check out materials for students.

#### **Procedures**

All school rules apply in the LMC. In addition, there are guidelines and procedures determined by LMC Staff. Students must have a teacher-approved pass and a specific purpose for usage of the LMC. This also applies for LMC usage before or after school hours. There will be computers reserved for Study Hall students. Additional computer usage will be based on availability in the LMC. Students must arrive with all necessary materials. The furniture must be left in place. The LMC is a place where multiple activities are in action; students will be expected to work and move about quietly during their visit.

#### **TECHNOLOGY/COMPUTER USAGE Board Policy 7540**

**(Technology Use)** states that policy shall be applied equally to all users. JWMS takes pride in providing technology education by offering students the opportunity to advance their learning through technology.

#### **Purpose**

District technology is intended for educational purposes. Misuse or inappropriate use of technology may result in loss of privilege to access rights to resources and the network.

#### **Privacy**

Users should not expect that files stored on District servers and hard drives will always be private. Network administrators may review files and communications to maintain system integrity and ensure that all users are operating on the system responsibly.

#### **Internet Safety**

The District offers specific programming for parents to inform them of the current trends and dangers associated with on-line activities. From cyber bullying to sexual predators, the web can be a dangerous place. Announcements for programs will be posted on the SDR/JWMS websites. The courts have determined that off-campus activities may be subject to school sanctions if it leads to substantial disruption at school. Furthermore, if parents know that their children are causing harm to others and fail to intervene to stop it, they can be held financially liable in court proceedings.

### **User Procedures**

All users must complete an Acceptable Use Form, or “AUF”, before receiving an account. Users will be given a login and assigned a password to access the district network. Staff will review procedures with students.

### **Printing**

Students may print finished products related to class work. Other materials may be printed with supervising staff approval.

### **District Web Page Per Policy**

**7540.02 District Web Page** the Board authorizes the creation of web sites by employees and students of the District. The purpose of a web site is to educate, inform, and communicate. The content of the pages must be consistent with the District Mission Statement and is subject to prior approval.

### **Unacceptable Student Behavior Procedures**

- ◆ Identify the student and investigate the situation.
- ◆ The teacher requesting computers will be notified.
- ◆ Student will be informed of revoked privilege.
- ◆ Reviews will be made on a regular basis until the privilege is restored. It is not the intent of the staff to prevent a student from doing schoolwork or never regaining the privilege.

- ◆ All computer areas will be informed of students who have lost their computer area privileges.

### **Violation of Acceptable Use Policy (AUP)**

- ◆ Attempting to access another user’s computer files.
- ◆ Deliberate, unauthorized attempts to access or use District computers, network, systems, or programs.
- ◆ Attempts to manipulate District computer systems, programs, or data.
- ◆ Attempts to change computer software settings that can interfere with the normal operations of the computer and is considered vandalism.
- ◆ Copying, or attempts to copy, software, and information that has been copyrighted.
- ◆ Attempts to interfere with the performance of the networking system and its programs or to tamper with the District networking system from another site.
- ◆ Unauthorized game playing, Internet chatting, or blogging on District equipment.
- ◆ Unauthorized downloading of programs from software or the Internet.

- ◆ Downloading inappropriate items such as material with references to drugs, alcohol, sex, and/or violence.
- ◆ Accessing inappropriate web sites and pages contrary to school beliefs.
- ◆ Using vulgarity and inappropriate text. Students who have broken the Acceptable Use Policy will have their privileges revoked per administration.

### **STUDENT SERVICES**

#### **PUPIL SERVICES**

Pupil Services staff are available to help students with personal or school problems, provide educational support, career information, and assist students in course selection and scheduling. Pupil Services staff provides mediation services at the request of students, parents, or staff. Students may stop in the Pupil Services Office and make an appointment to see a member of the Pupil Services staff during a study period or after school.

#### **GROUP COUNSELING**

The counseling program at JWMS offers diverse assistance for students. This may include opportunities for students to be seen individually for short-term counseling, in a small group, and in the classroom. Group counseling is structured, goal focused, and open to all students. They will learn life skills that enhance their ability to succeed aca-

demically and socially. If you do not want your student to participate in group counseling, please contact the School Counselor.

#### **Personal Learning Plan (PLP's)**

PLP's help us address specific student academic and behavioral needs. Prior to requesting a PLP, staff should:

- ◆ Meet with student and share Team concerns.
- ◆ Document classroom strategies attempted and information received from parent communications.
- ◆ Examine with Pupil Services the student's cumulative folder and document findings and previous interventions attempted.
- ◆ Complete ALSUP (Assessment of Lagging Skills and Unsolved Problems) checklist.
- ◆ Prescribe a plan aligned to ALSUP.
- ◆ Conduct a follow up meeting with student to review status related to the prescribed plan. Team may determine to give an I versus an F provided the student is making academic progress.

Pupil Services serves an integral role in the PLP process. PLP

members may include teachers, administrators, parents, students, and community agencies.

#### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

**Per Policy 2416 (Student Privacy and Parental Access to Information)** the District respects the privacy rights of parents and their children and is committed to ensuring that parents are fully informed about the gathering of information regarding their children, how it is used and what instructional material is presented in the curriculum.

**STUDENT RECORDS Board Policy 8330 (Student Records)** requires the collection, retention, and use of information about individual students and groups of students. A student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records. Pupil progress records include courses taken, grades received, attendance, and activity participation. Pupil behavioral records include all other pupil records. Progress and behavioral records are confidential. JWMS maintains a record of all persons, agencies, or organizations that access student information.

#### **PARENT REQUESTS**

Many factors are included when scheduling students. Parent requests for specific placement must be sub-

mitted in writing, provide educational reasoning, and be received by the principal prior to May 1st. Administration will determine final schedules.

#### **CLASS/SCHEDULE CHANGES**

Pupil Services handles all changes in class schedules. Requests for changes of schedules after the first two weeks of the semester are discouraged and most often denied. Students whose parents request a change after the two-week time period will be required to submit an add/drop form. Pupil Services may initiate the course change request or deny with administrative approval.

#### **TRANSFERRING TO ANOTHER SCHOOL**

Parents are asked to contact the office secretary prior to withdrawing their student. They will assist with checkout procedures. This will help complete the transfer procedures completely and accurately. All district materials must be returned and outstanding fees or fines paid. The new school system in which the student has formally enrolled must request student records through written notification.

**STUDENT ABUSE AND NEGLECT Per Policy 8462 (Student Abuse and Neglect)** the Board is entrusted with the physical and mental well-being of students and will cooperate in the identification and reporting cases of child abuse or neglect in accordance with the law.

Each staff member who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting concern to Oneida County Social Services at 715-362-5695. Social Services is to see that all referrals are processed to the proper person. Referrals can be made anytime by contacting Oneida County Sheriff's Office at 715-361-5154.

### **STUDENT ACTIVITIES**

#### **PURPOSE**

Activities are an integral part of our school. Activities promote a value system for the individual, the student body and others associated with the programs. Activities are healthy, enjoyable, and contribute to the physical, social, mental, and emotional development of all participants.

#### **PARTICIPATION REQUIREMENTS**

Parent/guardian can access a comprehensive School District of Rhinelander Activity Handbook that outlines specific forms for participation, regulations, procedures, and philosophy of co-curricular activities at [www.rhinelander.k12.wi.us/Activities/Activities%20Handbook.pdf](http://www.rhinelander.k12.wi.us/Activities/Activities%20Handbook.pdf).

All forms required for participation can be obtained from the James Williams Middle school office or on the District web page at:

[www.rhinelander.k12.wi.us/faculty/activities/participation.cfm](http://www.rhinelander.k12.wi.us/faculty/activities/participation.cfm).

The Activity Code is a key component regulating participation. Once participant and parent/guardian sign the Activity Participation Agreement, it serves as a contract between them and the District. Students may direct questions regarding activity participation to the James Williams Middle School office or the District Activities Director at 715-365-9512.

#### **WIAA Physical Exam**

Students participating in interscholastic athletics must have on file a WIAA physical examination permit card signed by a physician and parent. These forms are available in the school office, and on the district website. Local media will provide information to parents regarding free physical examinations offered by participating area physicians.

#### **ASSEMBLIES**

Assemblies are a scheduled part of the curriculum and designed to be meaningful and enjoyable experiences. Informal assemblies promote school spirit and provide students an opportunity to share their talents. Formal assemblies help broaden student experiences and develop proper social etiquette.

#### **JWMS ACADEMIC**

##### **ACTIVITIES**

Student Council	Show Stars
Jazz Band	Forensics
Yearbook	Drama



Fall	Winter	Spring
Football (7 & 8)	Basketball (7 & 8)	Track & Field
Swimming (Girls)	Nordic Skiing	Tennis (Boys)
Tennis (Girls)	Gymnastics	Special Olympics Track & Field
Boys Soccer	Wrestling	Girls Soccer
Volleyball (7 & 8)		
Cross Country		
Special Olympics Bowling		

immediately following the end of the dance. Transportation arrangements must be made in advance. Failure to do so will result in loss of future attendance privileges.

- ◆ Personal belongings will be stored in a designated area and can be accessed with supervisor approval.
- ◆ Student who leave the event will not be readmitted.
- ◆ Students creating a disturbance need to leave school property and will not be allowed to attend future dances. Parents will be notified by staff.

**SPECIAL EVENTS**

Throughout the school year, staff coordinates a variety of exciting and time-honored activities to showcase the talents of our students and to generate school and community pride in being a JWMS Hodag!

**Homecoming – Spirit Week**

Students feel the power of Hodag Pride by participating in a fun week of activities during Homecoming. The Student Council helps guide dress up days and other activities to bring out the green & white spirit of students and staff alike!

**Student Council Incentive**

**Activities**

The Student Council and PAC periodically hold fund-raisers to support all the activities taking place at

**DANCES**

Dances are scheduled occasionally to provide opportunity for students to develop social skills and have fun! All school expectations including the following guidelines are in force:

- ◆ Students who are absent or suspended on the day of the dance will not be admitted.
- ◆ Students must be picked up

JWMS.

### **Talent Show**

The Student Council hosts a spring talent show. The student council advisors in cooperation with administration will set the activity and develop procedures to ensure a safe and enjoyable event for students.

### **Winter Adventure Days**

Our staff coordinates a fun and exciting day of winter recreation for each grade level. Students will get to select activities in which to participate. Utilizing JWMS and area facilities, our students are afforded wonderful opportunities to connect with the Northwoods during the winter season.

### **3K Run**

Students and staff can participate in our annual 3K Fun Run each spring as serious competitors or just to enjoy a casual stroll through the Northwoods. The Physical Education staff coordinates a safe and pleasant time honored event.

### **Community & Staff Luncheons**

Students in Family and Consumer Education classes get an opportunity to prepare and serve meals for different groups throughout the year. With personalized invitations, white linens, candlelight, soothing music,

great food, and pleasant conversations with students, our Foods Room is transformed into a four star dining

### **Music Concerts**

The talents and skill development of our students are evident at JWMS concerts. With performances both during the school day and in the evenings, the students and Music Education Staff provide a way for our school and community to Celebrate Music!

### **Veterans Day Program**

The Veterans Day Program at JWMS has become a treasured event for our community. The blending of student musical and oratory performances with the presence of state officials and local veterans makes for a powerful and meaningful celebration of those who have served for our freedom.

### **8th Grade Picnic**

For the past 44 years, eighth-grade students at JWMS have had the opportunity to celebrate the completion of middle school with a picnic at Fort Wilderness. The picnic is an earned privilege. Parents will receive information outlining eligibility requirements and expectations. Students should realize that their behaviors influence the decision as to whether or not they are permitted to participate in this celebration. Many activities are planned and supervised by teachers and camp personnel. Eighth grade parents may assist with this enjoyable event.

### **8th Grade Awards Ceremony**

The 8th Grade staff invites parents and relatives to a ceremony at the end of the school year to recognize the accomplishments and achievements of students. Invitations are sent home to notify parents if their child is scheduled to receive an award at this event. The ceremony concludes with a video that showcases all 8th grade students.

### **STUDENT CONDUCT & EXPECTATIONS**

#### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

##### **PBIS DEFINED**

The purpose of PBIS at JWMS is to create consistent, researched based strategies to build expected behaviors and routines within our school. It is a shift in focusing on what students should be doing instead of their misbehavior. These expectations hold true not only in the classroom, but also in all other settings such as the commons and hallways. Students learn through repeated reinforcement of the expected behavior, while monitoring and correcting unwanted behaviors with a re-teaching component. The system uses data to create and continually evaluate its effectiveness.

### **EXPECTATIONS**

At JWMS, students are expected to follow the 4 B's. They include **Be Respectful**, **Be Responsible**, **Be Safe**, and **Be Here**. A School-Wide Matrix is posted in classrooms and various locations around the school detailing how to display each of these expectations in every area of the school. Each classroom teacher will also create a Classroom Matrix that defines their expected rules and routines.

### **STUDENT REWARDS AND INCENTIVES**

Students will receive Hodag High Fives when teachers recognize that they are displaying 4B behavior. They are responsible for storing the tickets and exchanging them once a month for a wide variety of items on a High Five Reward Menu. For example, a student could purchase a hat day pass, free homework pass on a daily assignment, or 15 minutes of extra computer or drawing time. School wide incentives are intended to include every student to celebrate the positive behaviors that have been occurring in the school. Quarterly incentives are earned by students who have displayed positive behavior and haven't had Office Discipline Referrals. They could also be a class wide competition to decrease a specific pattern of behaviors indicated by our data collection.

## **HODAG ZONE**

The Hodag Zone is a designated space that is used to teach students calming and self-regulation techniques in order to be more successful behaviorally, emotionally, and academically. This room is available for use by all students and is seen as a support to help them return to the classroom rather than a consequence for behavior. The Zones of Regulation system is used to teach self-regulation by categorizing states of alertness and feelings. Students identify their zone upon entering, use a sensory or calming activity, and re-identify their feelings before returning to class.

### **Violation of School Regulations, Procedures, and Expectations Selling Items on School Property**

Students may not sell items for personal gain or any non-school organization unless receiving administration and board approval.

### **UNACCEPTABLE CONDUCT**

Unacceptable conduct is defined as any inappropriate action or behavior that endangers the property, health and safety of others, impedes learning, or is unlawful, disrespectful, or in violation of school rules.

### **Endangering property, health, safety of others**

- ◆ Possessing weapons or dangerous articles
  - ◆ Body piercing during school time
  - ◆ Inappropriate use of prescribed medications
  - ◆ Use of illegal/controlled substances
- ### **Unlawful Behavior**
- ◆ Possession or use of firecrackers, drug paraphernalia, controlled substances, alcoholic beverages, tobacco products or lookalikes
  - ◆ Distributing or selling prescription medication
  - ◆ Theft
  - ◆ Extortion
  - ◆ Creating false emergencies such as pulling a fire alarm, calling 911, or causing a bomb threat
- ### **Disrespectful Behavior**
- ◆ Impedes the opportunity for others to learn
  - ◆ Impedes the opportunity for self to learn by failure to try
  - ◆ Disrespectful language, attitude, or behavior
  - ◆ Refusal to follow directives of staff members
- ◆ Vandalizing property
  - ◆ Bullying and all forms of aggressive behavior

## **BULLYING AND AGGRESSIVE BEHAVIOR**

Under Policy 5517.01 the Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior is defined as inappropriate conduct that is repeated or serious enough to negatively impact a student's educational, physical, or emotional well-being. These behaviors may include but are not limited to bullying, cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, threatening, hazing or stalking. Every student is encouraged, and every staff member is required, to report to administration any situation they believe to be aggressive behavior directed toward a student.

### **Bullying**

Bullying is defined as any unwanted and repeated written, verbal or physical behavior including, but not be limited to the following: teasing, threats, intimidation, stalking, cyber-stalking, cyber-bullying, physical violence, theft, public humiliation or destruction of property.

### **Intimidation**

Intimidation is any threat that interferes with another's property, causes substantial inconvenience, initiates unwanted physical contact, or inflicts serious physical harm based on race, color, religion, national origin

or sexual orientation.

### **Menacing**

Menacing includes any act intended to place a person in fear of imminent serious physical injury.

### **Student Hazing**

The School Board believes that hazing activities of any type are inconsistent with the educational process and a violation of state law. In accordance with **Policy 5516** these activities are prohibited at all times in school facilities, on school property, and at any District sponsored events.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that

- A. has placed a student in reasonable fear or harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**WEAPONS/DANGEROUS**

**ARTICLES Board Policy 5772**

**(Weapons)** prohibits students from possessing, storing, making, or using a weapon in the school setting. To protect the safety and welfare of all, students may not possess items that interfere with school procedures, disrupt instruction, or are potential safety hazards. Wisconsin state law calls for expulsion of any student who brings a weapon onto school grounds. Dangerous and prohibited articles include but are not limited to laser pointers, lighters, matches, chains, or any imitations of weapons. If brought to school, items will be confiscated and the student will be assigned consequences as appropriate.

**DISORDERLY CONDUCT**

**Board Policy 5520** recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program by disorder or any other purposeful activity will not be tolerated. Disorder shall be defined as any deliberate activity by an individual or group, peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

**DRESS CODE Board Policy 5511**

**(Dress and Grooming)** notes the responsibility for the personal appearance of students shall rest with the student themselves and their parents. Student dress or grooming should not affect the health or safety

of others, nor should it disrupt the learning process within the classroom or school. Aerosol spray cans (deodorant, perfume) are prohibited. JWMS recognizes attire that may be appropriate for other occasions may not be appropriate for school. The administration reserves the right to make a determination with respect to questionable attire. As a general guideline, clothing needs to completely cover the torso from shoulder to mid thigh. Items or clothing unacceptable include, but are not limited to, the following:

- ◆ Obscene/profane/suggestively worded apparel
- ◆ Exposed midriff
- ◆ Translucent or see through clothing
- ◆ Visible undergarments
- ◆ Visible cleavage
- ◆ Baggy or low cut pants worn below hip level
- ◆ Clothing exposing skin above mid-thigh
- ◆ Tops with straps narrower than 2 inches
- ◆ Short shorts, skirts, and skorts
- ◆ Accessories including chains, extra long belts
- ◆ Coats, scarves, gloves, mittens, and sunglasses worn in building including classroom

- ◆ Hats shall be removed upon entering building but may be worn during outdoor events
- ◆ Drug/alcohol/tobacco-related items
- ◆ Slippers, wheeled or skate shoes
- ◆ Piercings and tattoos that distract or safety risk

## **STUDENT DISCIPLINE**

**Policy 5600 (Student Discipline)** states that the Board and staff of the school will make every effort to prevent dangerous, disruptive, and destructive student conduct which may impede the educational process.

### **Communication**

Parents and students will be informed when a student faces disciplinary action due to inappropriate conduct that endangers the property, health, and safety of others, or disrupts the educational process. Communications attempt to keep parents and students informed. These include mail, e-mail, telephone contact, and in-person conferences.

### **Consequences**

Consequences include reprimands, disciplinary behavioral referral, suspensions, citations, and expulsion.

### **Incident Report**

Students should report incidents to a staff member or administrator. Students must come to the office during

non-instructional time to complete a Student Incident Report.

### **Juvenile Citations**

Students at JWMS are old enough to receive citations and fines for breaking laws within the school. Examples of incidents where citations may be issued include trespassing, truancy, theft, smoking, possession of cigarettes or tobacco, profane language, fighting, or disorderly conduct.

### **Restorative Justice**

There are times when those who have violated certain school rules (bullying, sexual harassment, physical aggression) should have to face or restore the damage done to the victims or property. The assigned consequence will address the issue of repairing the damage or correcting the behavior in respect for and remorse towards the victim(s).

## **DISCIPLINE SYSTEM OVERVIEW**

Disciplinary procedures are an important component of any productive educational program. The purpose is to establish and maintain a safe and productive educational environment where all students have the right to learn.

### **DETENTIONS**

#### **Lunch Detention (LD)**

Students will serve lunch detention during their scheduled lunch shift. Students will report to room 133 and

sign their name and arrival time on the detention log after receiving their food tray. The LD will be 15 or 30 minutes in duration.

**After-School Detention (ASD)**

Students who have been assigned an ASD are expected to arrive in the designated detention room within 4 minutes from the time school is dismissed. Students are expected to complete their assignments quietly. Academic support is provided. Students should bring along a book to read after completion of assigned work. Students who are late or disruptive will fail detention, requiring them to make up this time plus an additional consequence. ASDs are not scheduled on Fridays and will carry over to the next school day.

**SUSPENSIONS AND EXPULSIONS** **In-School Suspensions (ISS) Board Policy 5610.02 (In-School Discipline)** states the purpose of In-School Suspension is to provide an alternative to Out-of-School Suspension. The suspension will be served in a classroom during the school day. Staff will be asked to supervise ISS students from different grade levels at different times throughout the year. A student may be suspended for inappropriate behavior or for non-compliance of school rules. Administration and guidance will meet with the student during the day to discuss the suspension and identify the underlying factors contributing to the inappropriate behavior. A component of ISS

will require the student to give meaningful reflection on the reason for the suspension and determine steps to avoid reoccurrence of the situation. This activity will be reviewed with administration upon completion of the suspension.

**Out-of-School Suspensions (OSS) and Expulsion Board Policy 5610 (Suspension and Expulsion)**

recognizes that exclusion from educational programs by suspension or expulsion is a substantial sanction and that such action must comply with the student's due process rights. Students may be suspended or expelled for grounds authorized under section 120.13 of the Wisconsin Statutes to include, but not be limited to, repeated refusal or neglect to obey rules; conduct either in or out of school which endangers the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any District employee or Board member, or school property by means of explosives. Administration may suspend up to five days for pupil misconduct and for being in non-compliance with school rules. Administration will determine the type and length of the suspension based on the nature of the offense and disciplinary record of the student. Students are not allowed on school grounds or at school sponsored ac-



tivities with or without a parent during the terms of their suspension or expulsion without prior administrative approval. A component of OSS will require the student to give meaningful reflection on the reason for the suspension and determine steps to avoid reoccurrence of the situation. This activity will be reviewed with administration during the re-entry meeting.

#### **Police Referral/Suspensions**

At times it is necessary to make police referrals and/or use suspension as a means to discipline a student for dangerous acts, unacceptable language, fighting, smoking, drinking alcohol, prescription medication violations, disrespect toward staff, or other serious matters. A suspension means that a student is either sent home or assigned work in the in-school suspension room for an extended period of time.

#### **Office Discipline Referral (ODR)**

There may be occasions when an inappropriate student behavior requires a staff member to call for an administrator to assist with the situation. The staff member will fill out the ODR behavioral referral slip and make initial parent contact. The student will be removed and placed in the ISS room or an alternative site as determined by the administrator. Additional consequences will be determined by administration and may range from written infractions, restorative justice, to recommendation for suspension.

#### **ATTENDANCE INFORMATION**

In accordance with state law, Board Policy 5200 (Attendance) requires the Board to enforce the regular attendance of students. Regular attendance is essential for a student to progress and have success in school. To be in compliance with Wisconsin compulsory attendance laws, teachers will take attendance for each instructional period using the Infinite Campus computer system.

#### **ABSENCES**

##### **Excused Absences**

Parents are asked to call the office at 715-365-9220 by 9:00 a.m. on the morning of an absence. A dated and signed excuse from parent/guardian stating the reason the student was absent must accompany the student upon his/her return to school only if they have not called to report the student absence. Failure to contact the school will result in the student being marked truant. Students are responsible for contacting teachers regarding make-up work. Listed is a summary of excused absences per Board policy:

- ◆ Illness or personal injury
- ◆ Appointments including medical, legal, social services, psychological, or court of law.
- ◆ Impassable roads and extreme weather conditions which endanger the student's safety.

- ◆ Family or community emergencies/crisis/celebration.
- ◆ Religious instruction or holiday.
- ◆ Suspension from school.
- ◆ Absences due to penalties imposed by the court system or due to legal placement in an alternative center by another public agency.

Administration may excuse additional absences if parents communicate the circumstance/situation.

If your student has a chronic illness or medical condition, please contact the district nurse at 715-365-9235.

The school attendance officer will communicate with the parent after five (5) absences during a semester. The first notification is informational and should not be considered a reprimand. Subsequent notification (s) will be made after ten (10) missed days and will outline school and court sanctions.

### **Appointments**

When possible, appointments should be scheduled outside of the school day. Parents are requested to refrain from scheduling appointments during district/state testing dates. Students will not be allowed to leave school grounds once they arrive unless given permission by the office. Students may only leave the school grounds during the day for the following reasons:

- ◆ Medical or dental appointment.
- ◆ A parent picks up an ill or injured student.
- ◆ Pre-planned absence

Students shall obtain a pass from the office before school starts and check back in to the office if returning to school that same day.

### **Pre-Planned Absence**

Students should bring a note from parents and pick up a Pre-Planned Absence form from the office well in advance of an absence. Students will take the form and have it signed by all of their teachers. When complete, return it to the office. It is the responsibility of the student to make up work for any absence. Students are encouraged to complete assignments ahead of time so that they are not overloaded upon their return. Absences count toward the ten(10) allowable parent excused absences.

### **Unexcused Absence**

Unexcused absences demonstrate disregard for the educational program and are considered a serious matter. After a student exhausts the ten(10) allowable parent excused absences, but is excused by the parent/guardian, the attendance code will reflect in a unexcused absence (UEX). All unexcused absences will be reviewed by the school attendance officer. An administrator may issue consequences for unexcused absences.

**Make-Up Work**

Students will be allowed two (2) days for each day of excused absence in which to make up class work and examinations unless special arrangements are made with the teacher. Students will be allowed two (2) days for each day of unexcused absence to make up any examinations missed; however, no credit or grade will be given for make-up work. Upon parental request, the office will work with teachers in collecting homework for students after the 3rd day of an absence. Homework materials will need to be completed and turned in before additional homework is provided.

**TARDINESS**

Tardiness is disruptive to the learning process. A student arriving to school in the morning after class has begun and before 8:11 a.m. without parent/guardian contact, will be considered tardy unexcused (TDU). Students arriving to school in the morning after 8:11 a.m. without parent/guardian contact, will be considered truant (TRU). A student who is late for school in the morning must sign-in at the office before proceeding to class. Students have ample time to get from one class to the next. Bells are sounded to start the day to dismiss students from the commons to the first class, at the start of each hour throughout the day, and to indicate end of the day dismissal. Students are allowed one

unexcused tardy per semester. Disciplinary infractions will be assigned for repeated unexcused tardiness. A student who is late to a class during the day will be admitted without penalty provided staff signs or initials the Student Planner, along with time dismissed, to excuse the late arrival. A student who is late to class during the day will be admitted with penalty if entering without a proper excuse.

Number of Tardies per semester	Consequences
3	Communicated to parent (letter, phone call, e-mail) and teacher determined consequences to make up class time
6	Office referral (consequences determined by administration)
9+	Office referral, administrative communication/conference with parent, consequences determined by administration and could be considered truant

## **TRUANCY**

Truancy is when a student is absent from a class or classes without the knowledge and consent of the parent/guardian and staff. School personnel will work with the student, parents, social workers, and the court system to resolve truancy issues pursuant to state law. An administrator or police school liaison officer may issue detentions, habitual truancy and/or simple truancy citations. Students are required to make up time missed due to truancy. Truancy court can be avoided with strong two-way communication between the parents and JWMS. We will take a more proactive approach to help communicate and reach students who are excessively absent from school.

## **TRANSPORTATION**

**School Board Policy 8600 (Transportation)** states transportation will be provided for those students whose distance from their school makes this service necessary.

## **TRAFFIC FLOW**

In order to safely and efficiently allow all buses and parent vehicles move about our campus, all individuals are expected to abide by the set traffic procedures.

**Regular Buses** will be the only vehicles allowed in the main entry loop from 7:00 – 8:00 a.m. and from 2:30 – 3:30 p.m .

**Activity Buses** will pick-up and

return students for away events at the backside of the building at entry door North 14.

**Parent Vehicles** will drop off and pick up students on the East side of the building. Parents are to follow the signs through the one-way parking lot loop. Parents are not to drop off and pick up students on the South side of the building on Acacia Lane. This location restricts bus maneuvering, jeopardizes student safety on Acacia as well as in the bus loop, and is a high traffic area to and from the high school. Please plan ahead and arrive in advance of the 7:55 a.m. start time so students arrive safely and your day starts stress free.

## **BUS SUPERVISION**

Procedures:

- ◆ Buses will line up in the bus loop in front of JWMS.
- ◆ Students will only exit a bus for a transfer.
- ◆ Students will line up on the near sidewalk, behind the yellow curb
- ◆ Students will not leave the sidewalk until the bus door opens or upon supervisor's instructions.
- ◆ Students will walk onto the bus single file.
- ◆ Students not traveling by bus are not to be loitering in front of the building.

- ◆ Only students riding the bus are to be picked up in front between 3:15 and 3:30 p.m.
- ◆ RHS students are not allowed to board a bus at JWMS.
- ◆ JWMS students are not allowed to board a bus at RHS.

### **BUS CONDUCT**

Students being transported by school district contracted buses or vehicles shall conduct themselves in a lawful and orderly manner at all times while being transported. Students riding the school buses will be subject to disciplinary measures including, but not limited to, assigned seats and bus suspensions. Cameras may be placed in any bus from time to time to observe behavior for disciplinary reasons. All school rules are enforceable. Other prohibited acts witnessed on buses include:

- ◆ Disrespectful behavior towards driver or students.
- ◆ Moving around while the vehicle is in motion.
- ◆ Head, hands or any portion of body out of window.
- ◆ Throwing objects out of windows.
- ◆ Tampering with the vehicle or equipment.
- ◆ Eating, drinking, or littering on the bus.

- ◆ Any other conduct that may affect the orderly and efficient transportation of students.

### **ALTERNATE ROUTES**

#### **Alternate Bus Permission Procedure**

When there are occasions that a student needs to be picked up or dropped off at a location other than their assigned bus stop, such as spending the night with a friend, parents and students will need to complete the proper procedure or the request will be denied.

- ◆ Obtain a parent note with the date, location change and parent signature.
- ◆ Present the driver with a parent signed note.

#### **Alternate Transportation Request**

If a parent requests that a student be dropped off at a location other than the assigned bus stop, a Request for Alternate Transportation form must be filled out and returned to the bus company **before** transportation will begin. (Forms are available in the office and on the SDR website).

### **CO-CURRICULAR TRANSPORTATION**

Any student who is transported to a school activity by a school-arranged vehicle will return to Rhinelander by way of the same school-arranged transportation unless there are extenuating circumstances that require the student to ride home with a par-

ent. Parents must complete the Request for Permission to Ride from a JWMS Activity form and submit to school administration no less than one (1) day in advance. This form is available on the District web page or may be picked up in the office. The school will contact a parent prior to approval of such requests.

**TRANSPORTATION FOR FIELD TRIPS/DISTRICT-SPONSORED TRIPS**

Per **Policy 8640-(Transportation for Field and Other District Sponsored Trips)**, regular or special purpose school vehicles shall be used and driven by approved drivers. Exceptions must have the approval of the Superintendent.

**TRANSPORTATION BY PRIVATE VEHICLE**

Per **Policy 8660-(Transportation)**, transportation of students by private vehicle is authorized provided any such transportation is approved in advance and in writing by the Principal or Activities Director in accordance with the Superintendent’s guidelines.

**BICYCLES/SKATEBOARDS**

Students who bring bicycles to school are encouraged to use a padlock or locking chain to secure the bicycle to our bike racks located in the rear of the building near the stadium fencing. Skateboards and scooters may be stored in student lockers. Students are expected to

walk their bikes, skateboards, and scooters while on school property until beyond all parked buses. Students who disregard this policy will have their item secured for parent pick up.

**NUTRITION**

Research has shown that proper nutrition is directly related to student academic performance.

**Lunch & Breakfast Pricing**

Lunch	\$2.50
Reduced Lunch	\$0.40
Breakfast	\$1.40
Reduced Breakfast	No Charge
Milk	\$0.50
Lunch, Adult or Guest	\$3.50
Breakfast, Adult or Guest	\$2.15

**Breakfast**

Breakfast is available from 7:35 a.m. to 7:50 a.m. All students who are eligible for free/reduced-price lunch receive breakfast free of charge.

**Lunch**

Students will be provided one lunch

period. Each grade level has a split lunch shift; with half the students in lunch while the other half is in recess. Students may bring their own bag lunch or participate in the hot lunch program.

### **Student Breakfast/Lunch Expectations**

Students will comply with all school rules, exhibit social dining etiquette, and abide by the following procedures that align with PBIS expectations:

- ◆ Line up single file, no cutting-in or budging allowed.
- ◆ Speak respectfully to lunch servers.
- ◆ Finish eating before leaving the table.
- ◆ Clean tray and return to counter.
- ◆ Follow directives of lunch supervisors.
- ◆ Students will store lunch boxes, binders, and other items in the designated area and pick up items when leaving.
- ◆ Wait for staff, walk, and exit through Door 16.
- ◆ Equipment may be checked out for outdoor recess.
- ◆ Restrooms are to be used prior to and immediately after eating lunch. Students who congregate

or loiter in the restroom may have restricted use of the facilities.

- ◆ No food or snacks outside.
- ◆ Students will avoid areas including woods, parking lots and vehicles, Mike Webster Stadium, and storage sheds.
- ◆ All students re-enter building quietly using Door 16.
- ◆ Announcements will be made prior to lunch shifts in the event inclement weather prevents outdoor recess.

### **Snacks/Water Bottles**

Research supports the notion that staying hydrated and “fueled” assists with learning. Based on timing of lunch shifts, teaching teams may provide times to allow snacks and water during the day. Snacks and water bottles are a privilege that may be permitted provided that students keep the learning environment clean and distraction free. Candy and soda are items that should not be brought to school. Gum is not allowed in carpeted areas or in the technology labs and is only permitted in the classroom with teacher approval. Energy drinks are not allowed on school grounds.

### **Vending Machines**

Machines are in the Commons and are available to dispense non-carbonated beverages.

## HEALTH SERVICES

**School District of Rhinelander (SDR) schools have staff that are trained in First Aid, CPR and AED. There is an AED (Automated External Defibrillator) located in each school.**

The health, safety and wellness of our children is a high priority in the School District of Rhinelander. Health information and forms are located on the school district webpage, under **Health Services** (<http://www.rhinelander.k12.wi.us/district/health.cfm>).

- Complete the annual **Health Information Form** to indicate health conditions such as **asthma, diabetes, allergy, seizure disorder/epilepsy, other health conditions or any medical history that staff should be aware of in the event of an emergency.**
- Please update phone numbers for parent/guardian contact in the school office or through Infinite Campus Portal.

## HEALTH CARE

The health room is located in the main office. Students need to report to the secretaries and will be directed into the health room when care is needed.

## Illnesses

**When to keep a child home from school due to illness:**

- As per our district's Influenza preparedness plan, each school monitors daily illness surveillance. When you contact the school to report your child's illness, please report their symptoms, i.e., fever > 100\*, cough, sore throat, diarrhea, vomiting, rash, body aches. . .

Keep your child home if:

- **Temperature over 100 degrees** with a cough or sore throat and do not return until **24 hour fever free without** the use of fever reducing medications like Tylenol, Ibuprofen, or DayQuil.
- Vomiting or diarrhea
- If doctor/provider has diagnosed a communicable disease that needs treatment.

**SDR Flu Preparedness Plan** includes daily symptom surveillance and mandatory exclusion of students and staff that meet illness exclusion criteria.

- A mass Flu Clinic is held in the fall at the Rhinelander High School cafeteria for Free Influenza Vaccine for all children ages 6 months through 18 years old. Watch for information in September.



## **MEDICATION**

### **PRESCRIPTION MEDICATION**

Students who need to take prescription medication during the school day must have a prescription medication form completed and signed by the doctor and the parent/guardian and follow the requirements below:

- The written order from the provider must state the name of the medication, dosage and time to be given. The school cannot administer any prescription medication until this process is completed and reviewed by the school nurse.
- Prescription medication must be in a pharmacy labeled container with the proper dosage and time to be given on the label.
- Parent/guardian must bring all medications to school to be counted and signed in the school office.
- Parent/guardian must pick up and sign out any remaining medication at the end of the school year or it will be properly disposed of by the school.

### **OVER THE COUNTER MEDICATION (OTC) (example: Lactaid, Acetaminophen, Ibuprofen)**

- Please limit the over the counter medications.
- Must have OTC Form completed by parent.
- Over the counter medications must be brought to the school by the parent/guardian in the original container.

- Any OTC medication that contains Aspirin, must be prescribed by a doctor and requires the Prescription medication form.
- Any dose above the recommended level will require a Prescription medication form to be completed by the provider and signed by parent/guardian (see Prescription Medication above).

**Medication Policy 5330, (Oral Medication in Schools) See Administrative Guidelines on SDR web site.**

[www.rhinelanders.k12.wi.us/district/healthforms.cfm](http://www.rhinelanders.k12.wi.us/district/healthforms.cfm)

## **SCREENINGS**

- **Health Screening for Vision** is conducted annually by the school district nurse for grades 4K, K, 1, 3 and 5 and any other students that are referred to the school nurse by parent or teacher.
- **Hearing Screening** is provided by referral.
- **Free Dental Sealants** provided by the dental hygienist of the Rural Dental Health Project. All children in 2nd and 6th grade are eligible. The "Seal a Smile" consent form will be provided in your school information packet. It will also be available on the SDR web page.

**WISCONSIN IMMUNIZATION LAW - 140.05(16) To prevent disease and disease transmission among Wisconsin students.**

In order to protect the health of students, state law requires that all students must meet minimum immunization requirements. A copy of the requirements is located on the SDR web page. A signed copy of the student's immunization record or waiver must be on file at the school the student attends.

- Parents may access current immunization requirements including waiver information and your child's immunization records on the Wisconsin Immunization Registry at <http://dhfsWIR.org>.

#### **Physical Education Excuses**

If a student is unable to participate in physical education classes a written excuse from the physician is required and must be presented to the office the first day the student requests being excused.

#### **Accidents**

If a student is injured at school during the day or in an activity, they must: report the accident to the teacher or supervising staff member. The staff member will fill out an Accident Report form. If an injury occurs when there is not a staff member present, report the injury to the office. A secretary will complete an Accident Report form and notify parents or an emergency contact person as needed. If a student is seriously ill or injured, the office is contacted immediately and first aid is administered. In the event of serious accident or injury, 911 is called for emergency assistance.

#### **SCHOOL SAFETY Board Policy 8410 (School Safety and Crisis Intervention)**

states that employees, students, and visitors are entitled to function in a safe school environment. The Superintendent shall develop administrative guidelines for responding to a crisis situation, school safety plans, and interventions for students showing warning signs or violent behavior.

#### **VALUABLES**

Students should refrain from bringing electronic devices and items of value to school, as they are expensive to replace and can distract the learning process. In unique cases where this is unavoidable such as for a class project, students are encouraged to leave the items in the office for safekeeping during the school day.

#### **LOST AND FOUND**

Students may check the lost and found for items lost or misplaced. Items of significant value that are found should be turned into the office for safe keeping until the owner can be identified. At the end of each quarter, unclaimed items will be donated to local charities/shelters/and or PAC.

#### **SECURITY MONITORING**

The middle school utilizes security cameras and audio monitoring equipment to help ensure a safe and orderly school environment. This recorded information may be used by school and/or law enforcement personnel whenever necessary.

### **UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY**

Unfortunately, people who are dangerous to students and the general public may arrive at school. Therefore, any unauthorized persons on school grounds or entering the school building will be in violation of the law and will be prosecuted accordingly. Students who are suspended, expelled or exempt from attending school for reasons of discipline are not to be on or near school grounds during that period of time. Students in violation of this may be referred to the Oneida County Law Enforcement Agency.

### **POLICE SCHOOL LIAISON OFFICER (PSLO)**

To maintain a safe school environment, the Oneida County Sheriff's Department, in cooperation with the District, has a Deputy Sheriff working at JWMS. The liaison officer serves as a resource person in the classroom, supervises students, and administers police referrals. He may be contacted by calling 715-365-9220 extension 7223.

### **DOG SEARCHES**

In an effort to maintain a safe and orderly school environment, law enforcement trained canines will be used periodically.

### **ALCOHOL AND OTHER DRUGS**

#### **Policy 5530 (Drug Prevention)**

recognizes that drug and alcohol use may occur during adolescence. The goal of the school is to provide help, guidance, and treatment referral when a student shows indication of possible drug or alcohol use. No student or employee shall violate Wisconsin Statutes 125.09 (2) and 148.344 regarding the possession, distribution or sale of drugs and intoxicants. No student or employee shall possess, distribute, sell or be under the influence of alcohol or illegal drugs while on the school premises or while involved in any school activity. Aerosol sprays are restricted from being used at school. Violators have the potential for referral to law enforcement authorities for prosecution.

### **TOBACCO**

#### **Pursuant to Policy 7434 (Use of Tobacco on School Premises)**

tobacco of any kind is prohibited on school property. This policy also prohibits the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or any other lighted smoking devices for burning tobacco, nicotine, or any other substance on District premises. Violators will receive a citation, requiring forfeiture of money and mandatory court appearance.

## **EMERGENCY PROCEDURES**

**Policy 8215** states that at various times throughout the school year, students and staff at JWMS will practice emergency procedures in accordance with Wisconsin State Statutes. Properly executing the practices will help ensure the safety of students and staff in the event of an emergency.

## **FIRE DRILLS**

Fire drills are held at regular intervals during the year to practice the procedures for a fire emergency. Emergency exit plans are posted in each room. Staff and students should be familiar with and follow the exit plan. Every drill will be conducted as if there is an actual fire. When the fire alarm sounds, students must immediately be quiet and listen for instructions. Staff and students should remain calm. The students should quickly and quietly form a single file line and promptly exit the building when instructed to do so. The last person closes the door. Once outside, students must remain with their room supervisor and await instructions. Re-entry of the building is prohibited until instructed to do so by an administrator or fire official.

## **TORNADO DRILLS**

A tornado drill is conducted annually to acquaint students with indoor survival procedures in case of severe weather. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow

directions. If an evacuation of the building is necessary, it should be carried out in the same manner as fire drills.

## **BOMB THREATS/ EVACUATIONS**

School administration, after communicating with city and school officials, will determine if and how the building will be evacuated. Students will make up time dismissed from class. Creating false emergencies is against the law; consequently, students or adults identified will be referred to law enforcement authorities and students will be considered for immediate expulsion.

## **LOCK-DOWNS**

Lock-down drills may be held to allow the school to work closely with emergency response agencies. This drill prepares students, staff and support agencies to respond and react to crisis type situations and/or intruders entering the building.

## **SCHOOL CLOSINGS**

### **Notification**

The Superintendent will communicate with the Oneida County Emergency Weather Service to make decisions in regards to canceling or closing school due to inclement weather and/or hazardous travel conditions. The Infinite Campus notification system will transmit messages via all emergency contact numbers and email accounts provided by the parent. Parents may also

listen to announcements broadcast on area television and radio stations. Parents are encouraged to design alternative plans for their children in the event of a late start, an early school dismissal, or full day school closing.

**FINANCIAL INFORMATION**

**STUDENT FEES AND FINES**

**Student Fees**

Each year the Board sets the student fee schedule per Policy 6152. Fees include textbook rental and maintenance, combination lock rental, and Student Planner purchase. Each year students in grades 6-8 will be assessed a fee that will be collected before students begin the class.

Many school fees may be waived or reduced if your family qualifies for free or reduced meals. A sharing of information form must be filled out and returned to your school if you would like to receive this benefit.

**Textbook Fines**

**Policy 6152 (Student Fees, Fines, and Charges)** states fines may be assessed when property and equipment are damaged or not returned. Students will be held responsible for the care of all textbooks. Normal wear due to usage is expected and not considered damage. The fine for damaged textbooks, such as torn pages or destroyed covers requiring replacement, is equal to the replacement purchase price. The fine for less extensively damaged textbooks,

such as soiled, marked, or creased pages, is the actual cost of repairs or half of the purchase price.

Teachers will submit a list to the office for billing purposes.

**General Fees**

General Fee (Material and Supplies)	\$25.00
Technology Education Fee	\$10.00
Family and Consumer Education Fee	\$10.00
Art	\$10.00
Instrument Rental Fee	\$60.00
Sport/Activity Fee	\$20.00/per activity with \$100.00 family maximum
Solo Ensemble Fee	\$12.00

**PUBLIC RELATIONS**

**PARENT RELATIONS Per Policy 9250 (Relations with Parents)**, the Board believes that the education of children is a joint responsibility, one it shares with the parents in the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. We believe that communication between school and home should be an on-going process and not limited to formal parent

conference days. Many of our expectations involve communication, which we feel is the key to successfully monitoring each student's growth and progress.

### **VISITORS**

**Per Policy 9150 (School Visitors)** the Board welcomes parents, community members, and educators to visit JWMS. In order for the educational program to be undisturbed, visitors are asked to follow established guidelines. Parents who would like to visit classrooms during the school day need to obtain administrative approval one day in advance. All visitors to the building are asked to enter and leave by the front entrance (#1) on Acacia Lane. Visitors must report to the office to sign in and obtain a visitor's badge. Before leaving, all visitors are asked to return the visitor's badge and sign out in the office. Friends and relatives from other schools will not be permitted to attend classes.

### **VOLUNTEERS**

**Policy 3120.09 (Volunteers)** notes volunteers can enhance certain programs and activities. Prior to working, all volunteers must complete a background check and meet Board approval. Volunteers are required to abide by District policies and guidelines. The District extends its appreciation to those who help with our program.

### **PARENT ADVISORY COMMITTEE Per Policy 9210 (Parent Organizations),**

the Board recognizes the Parent Advisory Committee (PAC) as a group of parents who have a vital interest in the successful operation of the school. The PAC is an active and supportive group at JWMS. PAC activities include staff meals for PTCs, special end of the year assembly, and coordinating community-service activities with the Student Council. Any parent of a middle school student is invited to attend PAC meetings. Meeting dates and times are included in our monthly newsletter. PAC announcements and information are also posted on the JWMS website.

### **PUBLIC AND PARENT CONCERNS**

JWMS strives to maintain positive communication with all students, parents, and the public. **Policy 9130 (Public Complaints/Concerns)** states any person or group having a legitimate interest in the operations of this district shall have the right to present a request, suggestion, or complaint concerning district personnel, the Superintendent, the programs, or the operations of the district. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the desire of the District to rectify any misunderstandings between itself and the public through informal discussions. Only when such informal meetings fail to resolve the differences will formal procedures be employed. Within thirty (30)

business days, the complainant shall be advised, in writing, of the Board's decision. The Board's decision will be final and not subject to appeal.

#### **Administrative Guidelines**

Students are encouraged to respectfully communicate specific concerns with staff. Parent concerns should be shared with staff at a mutually convenient time and not in the vicinity of students and bystanders. Meetings will be scheduled in a private, non-threatening environment. The conference will deal with specific issues directly related to the original concern. Both parties will be allowed to speak in an uninterrupted manner. Communication by all parties will be carried out in a rational, calm, and mature nature or the meeting may be terminated. At meetings in which administration is present, the prescribed plan that is developed will not be altered without administrative approval.

#### **COMMUNICATIONS OVERVIEW**

Communications are critical in creating a productive, positive, and trusting educational environment. Working together, we can build strength in our school and community. Established school procedures should be followed as it builds credibility among staff and trust among students and parents. Efficient and effective communication allows us to fulfill our mission of teaching and learning.

#### **Office Telephones**

The telephone located on the counter in front of the secretaries' desk may be used with permission from the office. Staff is discouraged from allowing students to use classroom phones.

#### **STUDENT COMMUNICATIONS**

**Board Policy 5136 – Personal Communication Devices** Students at JWMS may use personal communication devices (PCDs) before and after school and during their lunch break. At RHS students are permitted to use PCD in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment during after-school activities (e.g. extra-curricular activities) or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight at RHS and **in lockers at JWMS**. Under no circumstances will the use of PCDs be allowed for use in restrooms and/or locker rooms. However, technology, including but not limited to PCDs, intended and actually used for instructional purposes (e.g. taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

### **JWMS Guidelines – Personal Communication Devices**

- ◆ 1st Offense - Device is confiscated, teacher makes phone contact with parents and turns phone into the office. Student will pick up the phone from the office at the end of the school day.
- ◆ 2nd Offense - Device is confiscated, teacher makes phone contact with parents and turns phone into the office. Parent must pick up device after school. Student loses the privilege to have their phone at school for 2 weeks.
- ◆ 3rd Offense - Device is confiscated, teacher makes phone contact with parents and turns phone into the office. Student loses privilege to have phone at school for the remainder of the school year.

Students are subject to additional disciplinary measures, including legal action, when cell phones: 1). Disrupt the educational environment 2). Endanger the health and safety of others 3). Invade the right of others or 4). Involve legal or unethical conduct. Taking pictures and audio-visual recording of others without their permission is prohibited. Students are expected to use such technology with responsibility and respect towards others. JWMS has found the use of electronic devices to offer another avenue of helping

students find success. Students are afforded the opportunity to demonstrate appropriate recreational and academic use of such devices. Electronic device use can be an academic tool as well as student privilege during non-instructional times.

**JWMS is not responsible for lost or stolen items and accepts no financial responsibility or liability. JWMS allows, yet does not require, students to use PCDs at school for academic and recreational use per School Board Policy 5136.**

### **PARENT COMMUNICATIONS**

**Infinite Campus Messenger** This automated notification system (both phone and email) will be used to remind parents of special events, communicate school closings, emergency situations, unexcused absences, and disciplinary matters. Parents are advised to keep their phone number(s) and email accounts current and are responsible for communicating changes to office staff throughout the year.

### **Disciplinary Notification**

Parents will be informed of student misconduct and disciplinary consequences by phone and/or email. Depending on the nature of the offense, the school may use emergency contact numbers to pick up a student immediately if receiving an OSS, partaking in an expellable offense, or for a serious law enforcement sanction.



**Don't Forget!**

**1st Nine Week  
Privilege Passes**

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**Don't Forget!**

**2nd Nine Week  
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**Don't Forget!**

**3rd Nine Week  
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**Don't Forget!**

**4th Nine Week  
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