

School District of Rhineland

**Central Intermediate
School**

2017-2018

Parent and Student Handbook



INTRODUCTION

The School District of Rhinelander Elementary School Handbook is an information resource for students, parents, and staff. We ask that all stakeholders 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. *This handbook is completed in early June to get to the publishers in time for the start of the following school year and is subject to changes made in the district during the summer time frame.* This handbook 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: <http://www.rhinelander.k12.wi.us/index.html> **Click “School Board”**; **Click “Policies”**; **Scroll index for an alphabetical listing of topics**; **Return to School Policies-Board Approved**; **Click selected category or number heading.**

The School District of Rhinelander does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. The district encourages informal resolution of complaints under its pupil nondiscrimination policy. A formal complaint resolution procedure is available, however, to address allegations or violations of the policy in the School District of Rhinelander. Any questions concerning the district’s nondiscrimination policy and complaint procedure should be directed to the Assistant Superintendent-Pupil Services.

All School District of Rhinelander services and programs are nondiscriminatory. Reasonable accommodations will be provided when necessary to assure full accessibility. Information on the existence and location of auxiliary aids and support services available to provide reasonable accommodations (i.e., interpreters, readers, change in location or activities, etc.) may be obtained from the School District of Rhinelander Pupil Services Office. Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal and State Law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment also includes any action or verbal expression related to race, gender, age, religion, disability, pregnancy or sexual orientation that creates a hostile, intimidating or offensive learning environment. The Superintendent or the Superintendent’s designee will promptly investigate all reports of harassment.

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 365-9600 by 9:00 a.m. on the morning of an absence. Parents should provide a written excuse with their student upon return to school only if they have not called to report the student absence. 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.
- Suspension from school.
- Impassable roads and extreme weather conditions which endanger the student's safety.
- Family or community emergencies/crisis/celebration.
- Absences due to penalties imposed by the court system or due to legal placement in an alternative center by another public agency.
- Religious instruction or holiday.

Administration may excuse additional absences if parents communicate the circumstance.

If your student has a chronic illness or medical condition, 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 when standardized tests are administered. 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 to their teacher and return signed form 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. Keep in mind that pre-planned absences count towards the ten (10) day allowable 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.

TARDINESS

Tardiness is disruptive to the learning process. A student arriving to school in the morning after **8:00 a.m.** should report to the office with parent/guardian to be signed-in at the office before proceeding to class. Habitual tardiness will be addressed by administration.

TRUANCY

Truancy is when a student is absent from a class or school 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 consequences, including habitual truancy 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 school staff. We will take a more proactive approach to help communicate and reach students who are excessively absent from school.

BUILDING HOURS ARRIVAL TIME

To ensure safety of all students, parents/guardians (hereafter referred to as “parent”), are asked to follow the school drop-off, pick-up, and busing procedures. Students are to report directly to the playground. There is no adult supervision prior to drop off time.

Central Intermediate: 7:50 a.m. - 3:08 p.m. Drop-off time: 7:35 a.m.

STUDENTS LEAVING DURING THE SCHOOL DAY

After students arrive at school, it is the school’s obligation to keep them until regular dismissal time. If, for any reason, students must be released for dental or medical appointments, etc., parents should inform the teachers of the time and reason. Parents need to come to the school office to sign students out of school.

END OF SCHOOL DAY DISMISSAL

Parents need to call the school day prior to 2:00 p.m. if adjusting where your child is going upon dismissal. The end of the school day is busy and we are unable to ensure last minute message will be reviewed and communicated prior to dismissal. Students should depart from school immediately after dismissal if not involved in prearranged after-school programming or events. Parents are responsible for their children when in the school building or on school grounds, including the playground. Students who remain after school for a school-sponsored event must remain at the event and have a parent/guardian present. Unauthorized motor vehicles are not permitted on the playgrounds.

SCHOOL CLOSING

When the superintendent or designee determines that it is necessary to close the schools, local radio and television stations will be notified. The district will also communicate via Infinite Campus, our student information system and communication software. When the possibility of an early dismissal exists, **PLEASE LISTEN OR VIEW LOCAL MEDIA OUTLETS AND CHECK YOUR INFINITE CAMPUS ACCOUNT - DO NOT CALL THE BUS COMPANY OR THE SCHOOL.** Parents are reminded that the student emergency information sheet should be kept complete and up-to-date in Infinite Campus so that appropriate persons may be contacted in the event of an early dismissal.

TRANSPORTATION

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.

Buses will be the **only** vehicles allowed to drop off or pick up students on Timber Drive.

Handicap permit vehicles will be the **only** student drop off or pick up vehicles to use the blue marked handicapped area on Harvey Street.

Staff will park on Harvey Street and Pelham Streets. Only vehicles for student drop off or pick up will be for handicap permit vehicles.

Parent Vehicles will drop off and pick up students on the east side parking lot. Parents are to follow the signs through the one-way parking lot loop. *This is the only parent drop off and pick up location.* 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.

BUSING

Bowen’s Bus Service is the busing provider for the School District of Rhinelander.

Phone: 715-362-3996 or 715-277-2306. Fax: 715-362-3997. **School Board Policy 8600 (Transportation)** states transportation will be provided for those students whose distance from their school makes this service necessary.

The safe transportation of students requires cooperation from the students, parents, and school officials. Students will not be allowed to bring animals on the bus. Larger objects may only be transported with the permission of the bus driver. Control of student behavior on the bus is the responsibility of the bus driver, the coach, teacher or activity director aboard the bus. Control of student behavior at bus stops is the responsibility of the parents, and control of student behavior while loading and unloading at the school is the responsibility of the school officials. Students and parents are responsible for intentional damage to a school bus. Video cameras may be placed on buses to assist in maintaining discipline. If a parent/guardian requires that a child(ren) be dropped off at a location other than his/her assigned bus stop, a Request for Alternate Transportation form must be filled out and returned to the business office of the Administration Center before transportation will begin. (Forms are available at all schools and the Administration.)

Walking Distances (See Policy 8600)

State statutes 121.54(1) (2) require that transportation be provided for students that live more than two (2) miles from the school they attend. Student safety, winter weather conditions and transportation efficiency require that students be expected to walk less than two (2) miles to a bus stop. Therefore, the following walking distances have been established. The Sheriff's Department of the County will determine safe bus stops.

A. Walking distance outside the City of Rhinelander to a safe bus stop will be:

1. Secondary (6 - 12) students - up to three quarters (3/4) of a mile
2. Elementary (4-5) students – up to three quarters (3/4) of a mile
3. Elementary (1-3) students - up to one-half (1/2) of a mile

B. Walking distance in the City of Rhinelander to school will be:

1. Secondary (6-12) students - up to two (2) miles
2. Elementary (4-5) students - up to two (2) miles
3. Elementary (1-3) students - up to one (1) mile

C. Walking distance for special education students is determined by the Individual Educational Plan (IEP).

School Bus Discipline (See Policy 8600)

Students riding the school buses will be subject to the same discipline as they are in school. The bus contractor, through the bus driver, will have disciplinary authority and responsibility on the bus.

Students must obey the following bus regulations:

1. Cross the road carefully, promptly, and in front of the bus.
2. Board the bus and go immediately to their seats.
3. Be seated and remain seated while the bus is in motion.
4. Keep hands and feet inside the bus.
5. Observe the same conduct as in the classroom - no loud talking, shouting, whistling, inappropriate language, unnecessary noises or destructive behavior.
6. Eating, drinking and smoking are not permitted on the bus.
7. Listen to and follow the bus driver's instructions.
8. Bus drivers may assign seats.

School Bus Stop Assignments

Student safety and transportation efficiency require that the students be assigned to a bus stop. Student transportation is provided from a bus stop assignment based on the student's residence, and school/class assignments. Transportation is provided from that bus stop to the school/class assigned, and from the school/class assigned to the bus stop assigned. Exceptions for pick-up/delivery from an assigned bus stop may be approved by the building principal or designees, in writing.

Permission to Ride a Different Bus from School

Students wishing to ride a different bus from school must have written permission from their parent/guardian. They are to show the note to the teacher (have the teacher sign the note), to the bus driver they normally ride with, and the bus driver with whom they are going to ride with. If the bus is already filled to capacity, the student will not be granted permission to ride a different bus. All notes must accompany the students on the day the change will occur. The school will provide notes for students only in emergency situations. Students are allowed six parent/guardian notes per school year. After six notes a "Transportation to Alternate Location" Form must be completed.

BICYCLES

Students who ride their bicycles to school should be informed of the rules of safe bicycle riding by their parents. Once on school grounds, bicycles should be placed in the bicycle rack on the northwest side of the school on Pelham Street. We encourage students to have bikes locked. Bicycles may not be ridden on the school grounds during the school day nor on the playground area at any time. Students riding bicycles should be particularly careful around the school when buses are loading and unloading as well as with parent drop off and pick up.

SPECIAL PROGRAMS

STUDENT RECORDS - POLICY 8330

From time to time, schools are requested to provide outside individuals or agencies information about a student. Under Policy 8330, the following directory information will be provided unless the school is informed in writing by a parent/guardian within fourteen (14) days after the start of school that such information, in whole, or part, should not be disclosed. The directory information includes the student's name, address, phone number, birth date, place of birth, subjects taken and grades, participation in officially recognized activities and sports, dates of enrollment, degrees (diplomas) and awards, name of school attending, and most recently, previously attended school.

STUDENT INSURANCE SERVICE

The School District does not provide accident insurance; therefore, it will be each parent's responsibility to see that his/her child is adequately covered for accidents that may occur during school-sponsored activities. If parents do not feel their insurance is adequate or if they do not have insurance, they are encouraged to purchase student accident insurance offered through the School District.

FOOD SERVICES - *We Serve Nutrition Every Day*

The Food Service Department is proud of the role it plays in providing students with a nutritious meal each and every school day. Our goal is to provide students with a well-balanced meal, which is appealing to students' tastes, and meets the guidelines of the National School Lunch Program. Menus include whole grain products, fresh fruits and vegetables and low-fat entrees and dairy products. Monthly menus are posted in the Taher website that can be found using the District's website: www.rhinelander.k12.wi.us, link Families, Food Service.

Student Breakfast	\$1.10	Student Lunch (includes milk)	\$2.25
Reduced Breakfast	Free	Reduced Lunch	\$0.40
Adult Breakfast	\$2.15	Adult Lunch	\$3.50
*Milk Only	\$0.50		



* If you are bringing a *cold lunch* from home and wish to purchase milk from school, a charge of **\$0.50** per carton will be charged to your account, even if you qualify for a **free or reduced meal**. MILK is included with the purchase of a complete Breakfast or Lunch.

Four Ways to Purchase Meals: Prepayment is required

1. Online. Easy-to-use, convenient, private and secure. Go to your Infinite Campus parent portal.
2. Mail to RHS Food Service, 665 Coolidge Ave, Rhinelander, WI 54501
3. Drop off or use the drop box at the RHS Food Service Office.
4. Drop off at your child's school. Please the child's name on the check.

Policy and Procedure:

- School board policy allows meal charges to negative \$5.00. When accounts are below negative \$5.00, a sandwich and milk will be offered for \$2.00.
- Lunch account balances can be checked on-line. Go to your Infinite Campus parent portal.
- Parents are notified of low balances and negative balances by phone or e-mail.
- Contact the District Food Service Office at (715) 365-9547 or (715) 365-9500 ext. 8341 or email karabpat@rhinelander.k12.wi.us.

Free and Reduced Price Meals

Free and reduced-priced meals are available to students whose families qualify based on household size and income. At the start of each year, families are provided a Free and Reduced Price Meal Application form as well as a Sharing Information with Other Programs form. These forms are also available at each school office. A new form needs to be filled out each school year or at any time household situations change (a decrease in income or increase in household size) that may allow you to qualify. For school meals, some families may be directly certified and do not need to fill out a form. If your family qualifies this way you will receive a letter from us.

Wellness Policy

In compliance with Federal Law P.L. 108-265, the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004, the School District of Rhinelander adopted a wellness policy in 2006 to promote student health and develop lifelong habits of healthy eating and physical activity.

SCHOOL COUNSELING SERVICES

School personnel and parents are partners in guiding students throughout their development. To promote this partnership, guidance and counseling services are available to all students. In addition, students can participate in individual or group counseling sessions to address specific concerns. A referral for this option can be made by a parent, staff member or student. Parents are encouraged to contact the school counselor about any difficulties their child may be experiencing, which could affect their education. Students may be involved in individual or group counseling. Elementary (K-5) classroom teachers are to be an active and contributing member during guidance lessons. Teacher engagement during these instructional periods demonstrates to students the importance of a collaborative/team approach, positive role modeling, knowledge and understanding of the lesson objective, and increased ability to interact with students by reinforcing lessons learned between scheduled guidance periods. Guidance staff will develop and share lessons with the classroom teacher to foster these efforts. This approach is a condition of employment with the School District of Rhinelander and should result in improved student performance.

SPECIAL EDUCATION

The School District of Rhinelander provides special education services for students' age three to twenty-one who are identified as having impairment. Areas of impairment include: autism, intellectual disability, emotional disturbance, learning disability, speech/language, vision, hearing, orthopedic, traumatic brain injury, significant developmental delay and other health impairment. Parents, teachers, or other individuals who have knowledge of a child with a suspected impairment may initiate a referral for special education testing. If a child is found to have an impairment as a result of the evaluation, the

specific education services provided would be determined by the Individualized Education Program (IEP) team, which includes the parents, teachers, and other staff members. Referral forms for special education testing can be obtained from the school office.

HOME INSTRUCTION

If a student is unable to attend school for thirty days or more due to a health problem diagnosed by a licensed physician, home instruction may be provided. Parents are requested to contact the school district pupil services office if a lengthy absence from school for medical reasons is anticipated.

LEARNING RESOURCE PROGRAM

The purpose of the Learning Resource Program (LRP) is to help assure that students who have an outstanding talent are receiving systematic and continuous instruction in their unique area. Students can be formally identified as having an outstanding talent in one or more of the following domains: Intellectual, creative, artistic, leadership or specific academic areas. A referral for such identification can be made by a parent, teacher, or the student. Upon receiving a referral, a school team reviews existing data, samples of student work and other performance information to determine whether the student has unique talent. If the student is deemed to have an outstanding talent, the team then decides whether the student's unique ability is being adequately addressed through the variety of existing instructional strategies, curriculum options, and supplementary activities at the school. If not, appropriate modifications and services are provided through an Individualized Learning Plan (ILP).

LIBRARY MEDIA CENTER

The Library Media Center (LMC) has four main goals: (1) to support classroom instruction in all curricular areas, (2) to teach information retrieval and processing skills, (3) to enable students to use current educational technology, and (4) to provide recreational reading/listening/viewing materials at appropriate levels for students. Each elementary school has a LMC. Students have access to the school LMC for book borrowing, independent reading and listening/viewing activities. During scheduled class time, students receive help with such things as reference work, listening skills, learning information retrieval skills, checking out books or any number of other activities. The LMC aims to help students make their school years productive and enjoyable.

MUSIC, ART AND PHYSICAL EDUCATION PROGRAMS (MAPE)

In grades K through 5 music and art teachers provide instruction for each class once a week and physical education provides instruction for each class twice a week.

HEALTH SERVICES

School District of Rhineland (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 Rhineland. Health information and forms are located on the school district webpage, under **Health Services** (<http://www.rhineland.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 condition 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.

ILLNESS

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 yrs. 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 the parent.
- Over the counter medications must be brought to 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 provider and signed by parent/guardian (see Prescription Medication above)

Medication Policy 5330, (Oral Medication in Schools) See Administrative Guidelines on SDR web site. <http://www.rhinelander.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.

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>.

HEALTH AND SAFETY

TOBACCO POSSESSION AND USE - POLICIES 3215, 4215, 7434

The use and possession of tobacco products in any form by students on school property, at school-sponsored activities, and on school buses is expressly forbidden. Tobacco products, lighters and matches shall be confiscated and not returned. Students shall be subject to disciplinary action including possible suspension for violation of this policy. Tobacco use by adults, in any form, is prohibited by this policy on all school district property and vehicles.

DRUG AND ALCOHOL ABUSE

Parents and students are reminded that alcohol and other drug abuse is illegal and harmful. Legal consequences are in place regarding alcohol and other drug use. Violators have the potential for referral to law enforcement authorities for prosecution.

UNSAFE OBJECTS

Items that might be considered dangerous or have the potential to cause a disruption or disturbance are not allowed in school. Toys such as squirt guns, fireworks, cap guns, knives, weapons, etc. are not allowed at school. Skateboards, roller blades, and snow sleds need principal approval. Any items not allowed on school property will be confiscated.

OUTDOOR ACTIVITY

Students have daily outdoor activity, please be sure they are appropriately dressed for the weather. During extremely cold or inclement weather the principal will determine whether students will go outside. All students are expected to take part in scheduled outdoor activity periods. Scheduled outdoor activities may be postponed if the temperature/wind chill is below zero.

Exceptions:

1. The student has a medical excuse from the family physician.
2. Other legitimate daily requests approved by the teacher and/or the principal.

EMERGENCY SITUATIONS

Fire Drills: Fire drills are organized to provide the safest and most expedient method of evacuating the school building. Fire drills will vary to provide practice in leaving various activities in various parts of the building (or playground).

Tornado Drills: The staff will prepare the students for a possible tornado emergency. A general tornado plan has been formulated for each school. This plan includes designated areas for students along with protective measures to be used by the students. Tornado drills will be conducted in the fall and spring to familiarize students with designated areas and correct procedures.

Lockdown Drills: In the event of a threat or impending danger, students will move quickly and quietly to their designated areas and await further instructions. Lockdown emergency drills are practiced twice a year in each school building.

GENERAL OPERATIONS

STUDENT FEES

A fee of \$18.00 is assessed to each student at the start of the school year or upon student entrance during the school year. Additional fees may also be collected for field trips or special events.

TEXTBOOKS

Textbooks and workbooks needed for the education of students will be furnished by the school district. Textbooks and all other school property are to be handled with care to ensure long use. Any property that is damaged through misuse or carelessness will be replaced at student expense.

LOCKERS

Students may not put locks on lockers. The lockers are to be kept neat, clean and free from damage. Only school material and clothing are to be kept in the lockers. The lockers can be inspected by school staff. Lockers provide conditional privacy.

VALUABLES

The school is not responsible for damage or loss of personal items such as radios, jewelry, electronic devices, or sports equipment. Students are discouraged from bringing them to school. Money should be placed in an envelope, labeled with student name, teacher name, and grade. Only school money needed for special events or other school expenses should be brought to school. Cell phones and any electronic games/devices are not to be used during instructional day.

LOST AND FOUND

Label all personal items with student name to help with identification if item is lost. A Lost and Found is located in each school building. Items found on school property should be turned in at the office.

PETS

Pets are not allowed at school. The exception is when a pet is brought to school by parents or staff for classroom activities with prior approval per school board policy.

PARENT REQUESTS

Specific parent requests for their child must be submitted in writing no later than May 1st. Parents will be provided a form to complete in order to gather information specific about your child's learning style, best match with instructional style, and personal characteristics & qualities. Administration and school counselor will determine requests based on information received from parent.

PHOTOS

Throughout the school year, there may be many opportunities for your child to be photographed or videotaped and used in a variety of media and communication. If parents do not want their children to be photographed or videotaped, please notify the school in writing. Thank you!"

FIELD EXPERIENCES & FIELD TRIPS

Field experiences enhance the study of course concepts or units and field trips are unique opportunities to enhance the lives of children. Whenever students are going to leave the school campus, notification will be sent home indicating the date, time and nature of the trip. Any costs of field trips to students will be announced in notices to parents. *Field trips are considered to be a privilege and student participation may be limited or with stipulations (i.e. approved parent/guardian accompany) connected with student performance with regards to our PBIS 4 B's.* Students are expected to abide by the 4 B's not only at school but also whenever leaving the school campus for school sponsored activities.

STUDENT BEHAVIOR (Policy 5600)

Students in the School District of Rhinelander shall be expected to act in such a fashion that their behavior will reflect favorably on the individual student and on the school, show respect and consideration for the rights of others, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them in accordance with school regulations. Students are expected to abide by the code of conduct and behavior as outlined in the student handbook and/or as stated in the rules and regulations established by building principals for each school. All employees shall share responsibility for supervising the behavior of the students and for seeing that they meet the standards of conduct established by the building principal. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves. The School District of Rhinelander shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, marital status, sexual orientation, handicapping condition, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures (Policy 1107).

STUDENT EXPECTATIONS

Students may expect to:

- Receive an education without disruption
- Feel and be safe at school
- Receive help with schoolwork
- Share opinions in an appropriate manner
- Learn to make appropriate choices
- Know the reason for disciplinary action
- Be informed of individual classroom expectations

Students are expected to be:

- Respectful of other students and their right to learn
- Respectful of staff and their right to teach
- Respectful by using appropriate behavior and language
- Responsible by following policies, procedures, and rules
- Organized by arriving to class on time and with all required materials

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

- Vandalizing property
- Bullying and all forms of aggressive behavior
- 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 look-alikes.
- Distributing or selling prescription medication
- Theft
- Extortion
- Creating false emergencies such as pulling a fire alarm, calling 911, or making 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

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 is when a person willfully and repeatedly displaying power or control over another with hostile or malicious intent. Examples include physical, verbal, psychological, and cyber bullying.

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

Student Hazing is 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 is any act that subjects another person to unwanted abusive behavior. It can take many forms including verbal, physical, and sexual behavior. **Policy 5517 (Harassment)** states that harassment of a student or staff member by any other student or staff member is contrary to Board policy as well as a potential violation of state and federal law.

STUDENT DISCIPLINE

Policy 5600 (Student Discipline) states that the Board and staff 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.

Restorative Justice

There are times when those who have violated certain school rules (bullying, physical aggression, vandalism) 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).

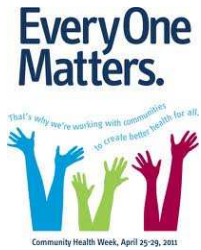
DRESS AND GROOMING (Policy 5511)

Responsibility for the personal appearance of students enrolled in the School District of Rhinelander shall normally rest with the students themselves and the parent/guardian. Student dress or grooming should not, however:

- A. affect the health or safety of students; or
- B. disrupts the learning process within the classroom or school.

No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activities (e.g. gang-related colors) or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, and/or legal drugs. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision. This policy is in force during the school day, in school vehicles, in school buses and at all school activities.

Personal hats or caps are not to be worn in school buildings during the school day, except during certain activities when hair or head protection is required. In addition, flip-flop type sandals and high heeled shoes are not to be worn; sandals must have an ankle strap.



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. Central School 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 unless part of a special dress up event:

- Obscene/profane/suggestively worded apparel
- Exposed midriff
- Translucent or see through clothing
- Visible undergarments
- 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 – 4+ inch inseam
- 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
- Bandanas
- Flip Flop, high heels, and strapless sandals
- Slippers, wheeled or skate shoes

COMMUNITY INTERACTIONS

REPORTING TO PARENTS

Report cards are issued *report cards will be issued twice during the academic year. Parents will be able to monitor student performance via Infinite Campus and teachers will issue progress reports at intervals throughout the year.* Parent-Teacher Conferences are scheduled two times during the school year. All parents are encouraged to participate in these conferences. These are excellent opportunities to discuss progress at school. Parents desiring a conference at other times should work with teacher(s) to make alternative arrangements.

INFINITE CAMPUS

The District uses the web-based program Infinite Campus to record and share information with parents. Parents will receive a letter with student identification information and a step-by-step outline on how to access this valuable resource. We send notification alerts and emails as our primary communication.

WELCOME BACK NIGHT

Each August, we have a Welcome Back Night for students to get schedules, meet teachers, see classmates, and get general orientation information as well as questions answered.

VISITING SCHOOL

Parents are welcome to observe the students at work within the classroom. One of the best ways to understand the educational program is to visit the classroom. Parents must notify the school and the classroom teacher in advance. Parents are welcome to eat with their children and should notify the school office the day before to be sure there is enough food prepared. Visitors are required to sign in at the office upon arrival.

PARENT ADVISORY COMMITTEE (PAC)

The school has a Parent Advisory Committee, which meets on a regular basis to:

1. To assist in identification of school needs and wants.
2. To function as the liaison group and assist in the dissemination of factual information and news.

Interested parents are welcome to join this group. For more information, contact the principal.

USE OF SCHOOL FACILITIES - POLICY 7510

Any group wishing to use the school should call the school office for scheduling. A "Use of Facilities Reservation Form" must be filled out and approved by the building principal and Assistant Superintendent-Business 10 days before a building may be used.

VOLUNTEERS

Volunteers are welcomed to donate time on a scheduled basis to help teachers with the learning process. Persons interested in volunteering should contact the building principal. All volunteers must complete a background check and be approved by the Business Office. A background check must be completed every other year.

CHAPERONES

Schools aim to provide one (1) chaperone per ten (10) students on all field trips and field experiences. Chaperones assist staff in providing a safe experience for students. In order to assist to this end, please familiarize yourself with the responsibilities listed below to ensure a well supervised and educational activity. Chaperones are required to have a background check completed and approved by the Board of Education. A background check must be completed every other year. A chaperone form is provided in the start of the year packet and must be signed prior to assisting students and staff in this role. Some activities may have limited space for chaperones and available slots will be based on date of notification.

Responsibilities:

1. Monitor behavior and assist in supervision of all students.
2. Assist handing out lunches during the lunch break.
3. Sit among students on the bus.
4. Responsible for your group headcount at various intervals during the trip.
5. Assist in the instruction of students.
6. Assist in supervision of bathrooms and play activities.
7. Chaperones are not to bring other siblings/children.

PUBLIC COMPLAINTS/CONCERNS - POLICY 9130 Parents/Citizens with a complaint are urged to attempt to resolve the matter by discussing their complaint directly with the school employee involved. Complaints will be handled according to established procedures. If a complaint is made directly to the school board as a whole or to a board member as an individual, it shall be referred to the superintendent of schools for study and resolution. The individual employee involved shall be informed by the superintendent of the nature of the complaint and every effort will be made to resolve the issue at that level.

PUPIL RECORDS - POLICY 8310

Student information defined as directory data may be disclosed to the public unless the parent has contacted the school and requested that all or part of this data be kept confidential by the school. Directory data includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height, member of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student. This information may be disclosed to any person once the school has given notice of the categories of information designated as directory data and has allowed a reasonable amount of time for the parent(s) to inform the school. If parents do not wish to have any or all of the before-mentioned information made public, they should contact the principal or designee of the school their child attends. All other data such as grades, results of group or individual evaluations, psychological data, discipline reports, formal and informal parent communication is considered confidential information.

District Policy 8310 addresses many aspects concerning school records. Detailed information covered by this policy can be found under the headings listed below: State Statute Regarding Student Records, Definition: Behavioral Record.

STUDENT RECORDS - POLICY 8330

From time to time, schools are requested to provide outside individuals or agencies information pertaining to a student. Under School District of Rhinelander Policy 8330, the following directory information will be provided, unless the school is informed in writing by a parent/guardian within fourteen (14) days after the start of the school year that such information, in whole or in part, should not be disclosed: Student's name, address, phone, birth date, place of birth, subjects taken and grades, participation in officially recognized activities and sports, dates of enrollment, degrees (diplomas) and awards, name of school attending, and most recently previously attended school.

TITLE I

Title I Reading and Math is a federally funded program re-authorized under the No Child Left Behind (NCLB) legislation of 2002. The overall purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach proficiency on state academic achievement standards and assessments. Title I provides supplementary instruction in reading and math to students at eligible schools who are targeted as needing assistance to meet the state standards in reading and math. Title I teachers provide specialized instruction to reinforce and supplement classroom learning within the regular classroom or in a separate Title I classroom.

Your child's school participates in a school wide Title I program which is a comprehensive reform strategy intended to improve the academic achievement of all students in the school, particularly the lowest achieving students. For your child to perform to his/her greatest potential, it is critical that a home-school partnership be formed. This compact outlines how school personnel, students, and parents can share the responsibility for supporting your child's learning. Please read and discuss the outlined responsibilities with your child.

Student Responsibilities:

I will do my best to:

- Come to school prepared and ready to learn.
- Work with my teacher to establish personal learning goals.
- Ask questions of my teachers when I don't understand something.
- Talk to my family about what I am learning in school.
- Complete my schoolwork.

Parent Responsibilities:

I will do my best to:

- Encourage good study habits.
- Review and sign the daily planner.
- Encourage reading outside of school.
- Send my child to school on time and well rested and fed.
- Attend school functions such as open houses and conferences.

Teacher Responsibilities:

- Explain instructional goals and academic expectations to students and parents.
- Guide students and parents in choosing appropriate materials that would support learning.
- Provide motivating and challenging learning experiences in the classroom.
- Adjust instruction to the individual needs of the student.
- Communicate on a regular basis regarding the student's academic progres

NCLB - HIGHLY QUALIFIED TEACHERS

Federal law requires that we notify all parents of children attending Title I schools that they may request information about the qualifications of their children's teachers. Parents may request the following information: state qualifications, licensure, and degree in field of instruction. All teachers in the School District of Rhineland have at least a bachelor's degree, and many have advanced degrees. In addition, all of the teachers in this school are fully licensed for their assignment. In addition, paraprofessional support staff is trained in best instructional practices to assist teachers and students. For further information, please contact your child's school.

*** The School District of Rhineland school handbooks are an information resource for students, parents, and staff. Teachers, we ask you to review the handbook during the start of the year when expectations are being established. We ask that you review the handbook at teachable moments and as needed when re-setting expectations for an individual, small groups, classroom community, grade level, school-wide, and district level. Parents, we ask that you review this handbook with your child and help them understand the policies and procedures of School District of Rhineland. Students, we ask that you read and follow the expectations set forth in the handbook.

Please sign below that you has reviewed the expectations set forth in this handbook.

Teacher Signature_____

Parent/Guardian Signature_____

Student Signature_____

PBIS Classroom Matrix

Class-wide:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We keep our hands, feet and objects to our self. We use all equipment and materials appropriately.	We keep our desk clean and chair pushed in. We recycle and dispose of garbage. We take proper care of all personal belongings and school equipment. We keep non-school items at home. We take bathroom and drink breaks at appropriate times.	We listen and pay attention to our guest speaker. We follow voice level as directed by adults. We respond with kind words.

Entering the Class/Arrival:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We walk. We sit in our seat. We keep our hands and feet to our self.	We bring all of our materials to class. We have our homework completed. We put our materials in the correct areas.	We use a zero voice level so others may learn. We enter/exit the classroom prepared and on time.

Transitions:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We walk. We keep our hands, feet and objects to our self.	We put our materials away quietly.	We listen for directions before moving. We keep our voices at an appropriate level.

PBIS Classroom Matrix

Whole Class Activities:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We respect personal space. We use materials appropriately. We stay at our seat or in the designated area.	We keep our table area neat and orderly. We scrape and stack our tray.	We actively listen to the speaker. We raise our hands before speaking. We contribute to learning.

Small Group Activities:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We use materials appropriately. We respect our peers and community. We stay in our groups. We follow classroom routines.	We use our time wisely. We contribute to the group. We come prepared to work with the group. We complete our part. We stay on task. We use a voice level 1.	We wait our turn to speak. We actively listen to the speaker. We encourage others. We are an active participant. We use kind words. We are willing to compromise.

Independent Seat Work:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We self-regulate our behavior. We keep our hands, feet and objects to our self.	We are our own task master. We are a problem solver. We complete our own work. We keep our supplies and work organized. We use our resources.	We create for yourself and be proud of our work. We are honest in our work. We follow directions. We do our best work. We stay focused.

PBIS School-wide Matrix

At Assemblies:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We enter/exit on the right side with a voice level 0. We listen for directions from adults to dismiss.	We sit in our assigned area. We sit with our classmates using body basics.	We listen and pay attention to our guest speaker. We follow voice level as directed by adults. We respond with kind words.

On the Bus:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We sit in the seat as instructed. We remain seated when the bus is moving. We face the front while seated.	We follow school-wide expectations on the bus. We report unsafe behavior to the driver. We leave no trace.	We greet our bus driver politely. We follow the driver's instructions. We keep our hands and feet to ourselves. We treat others with kindness.

In the Hallways:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We walk on the right side with a voice level 0. We keep our hands, feet, and objects to ourselves. We line up single file and accept our place in line.	We put things away in our locker. We close our locker quietly. We share our space. We leave no trace.	We follow directions. We move with a voice level 0. We may wave or say "hello" to staff with a voice level 1. We respect the property of others by only looking at displayed projects.

PBIS School-wide Matrix

At Lunchtime:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We walk on the right side with a voice level 0. We stand quietly in line facing front when waiting to be served.	We keep our table area neat and orderly. We scrape and stack our tray. We wash our tables. We leave no trace. We leave no trace.	We follow directions and listen to adults. We eat our own lunch. We use voice level 1 or 2. We raise our hand for help. We use our best manners. We use the word, "please" and "thank you."

On the Playground:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We dress for the weather. We use the equipment as instructed. We take turns on and share the equipment. We avoid icy, wet, and muddy areas.	We bring snow pants, boots, coats, mittens, and hats to school. We take care of our equipment and return it when finished. We leave no trace.	We follow directions from adults. We invite all students to play. We are good sports when we win or when we lose. We play by the rules. We use only kind words. We use a voice level 0 when entering the building.

In the Restroom:

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
WE ARE <i>SAFE</i> WHEN:	WE ARE <i>RESPONSIBLE</i> WHEN:	WE ARE <i>RESPECTFUL</i> WHEN:
We wait patiently for our turn with a voice level 0. We wash our hands to avoid spreading germs. We keep the water in the sink.	We turn off the water. We use a voice level 0. We report any inappropriate or unsafe behavior to an adult. We use 1 pump of soap and 1 towel.	We knock on the door before entering a stall. We ALWAYS flush one time when we are done. We respect the privacy of others. We leave the stall door unlocked when we are finished. We place trash in the trash can.

