

School District of Rhinelander

Elementary School Handbook



The School District of Rhinelander elementary school handbook is an informational resource for students, parents/guardians, and staff.

Handbook Revisions and Updates

The School District of Rhinelander reserves the right to amend, modify, or update the contents of this handbook at any time in response to changes in district policy, administrative procedures, or applicable laws and regulations. All such revisions shall be effective immediately upon approval. The most current version of the handbook will be maintained and accessible on the district's website.

Ongoing Review of School Board Policies

The School District of Rhinelander continually reviews and evaluates its Board policies to ensure alignment with current state and federal laws, regulations, and educational best practices. Policies are updated as necessary to maintain compliance and to support the district's mission and goals. All policy revisions, once approved by the Board of Education, are considered effective immediately and are made available to the public through the district's [Board Policies](#).

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 to address allegations or violations of the School District of Rhinelander's policy. Any questions concerning the district's nondiscrimination policy and complaint procedure should be directed to the District's Compliance Officer. All School District of Rhinelander services and programs are nondiscriminatory. Reasonable accommodations will be provided when necessary to ensure full accessibility. Information on the availability and location of auxiliary aids and support services that provide reasonable accommodations (e.g., interpreters, readers, changes in

location or activities) may be obtained from the School District of Rhinelander Student 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.

A district cannot refuse a child entry into 4K if the child is not toilet-trained. The district can address the issue in several ways: check with the family about medical needs; work with the child's physician; or make a referral for a special education evaluation if medical needs are involved.

DISTRICT MISSION STATEMENT

Equity, Empowerment, & Excellence for ALL

The School District of Rhinelander is committed to providing equitable, empowering, and excellent educational experiences that prepare all students for lifelong success.

Table of Contents

- TITLE I 5
 - Student Responsibilities: 5
 - Parent/guardian Responsibilities: 5
 - Teacher Responsibilities: 5
- HIGHLY QUALIFIED TEACHERS 5
- MANDATED REPORTERS/ SCHOOL THREAT REPORTING 6
- CHILD ABUSE AND NEGLECT 6
- NONDISCRIMINATION POLICY 6
- TITLE IX 7
 - EQUAL EDUCATION OPPORTUNITY/ ANTI-HARASSMENT 7
 - NONDISCRIMINATION ON THE BASIS OF SEX 9
 - SECTION 504/ADA COMPLIANT 10
 - DISCIPLINE AND RETALIATION 10
- SCHOOL COUNSELING SERVICES 10
- SPECIAL EDUCATION 10
- MUSIC, ART, PE (Physical Education), Library, and BAM (Books and Media) 11
- FIELD TRIPS 11
- OUTDOOR ACTIVITY 11
- INFINITE CAMPUS 11
- ACADEMICS 12
- COMMUNICATION REPORTING TO PARENTS/GUARDIANS 12
- TELEPHONES 12
- PERSONAL COMMUNICATION DEVICES 12
- WELCOME BACK NIGHT 12
- GENERAL OPERATIONS STUDENT FEES 13
- TEXTBOOKS 13
- LOCKERS 13
- PERSONAL ITEMS FROM HOME 13
 - VALUABLES 13
 - LOST AND FOUND 13
- PETS 13
- PHOTOS 13
- ATTENDANCE INFORMATION 13
 - EXCUSED ABSENCES 14
 - APPOINTMENTS 14
 - PRE-PLANNED ABSENCE 14
 - UNEXCUSED ABSENCE 15
 - TARDINESS 15
 - TRUANCY 15
 - BUILDING HOURS ARRIVAL TIME 15
 - END OF SCHOOL DAY DISMISSAL 15
 - STUDENTS LEAVING DURING THE SCHOOL DAY 15
- SCHOOL CLOSING 16
- TRANSPORTATION 16
 - BUSING 16
 - SCHOOL BUS ASSIGNMENTS 16
 - SCHOOL BUS DISCIPLINE 16
 - PERMISSION TO RIDE A DIFFERENT BUS 17

TRAFFIC FLOW	17
WALKING DISTANCE	17
BICYCLES.....	17
FOOD SERVICE.....	17
FOUR WAYS TO PURCHASE MILK: PREPAYMENT IS REQUIRED.....	18
ACCOUNT BALANCE	18
FREE AND REDUCED-PRICE MEALS	18
HEALTH SERVICES.....	18
SCREENINGS	18
ACCIDENTS	19
MEDICATION	19
PRESCRIPTION MEDICATION	19
NONPRESCRIPTION/OVER THE COUNTER (OTC) MEDICATION	19
Durable Medical Equipment:	20
ILLNESS When to keep a child home from school due to illness:	20
SDR FLU PREPAREDNESS PLAN.....	20
WISCONSIN IMMUNIZATION LAW 140.05 (16).....	20
HOME INSTRUCTION.....	21
STUDENT INSURANCE SERVICE.....	21
EMERGENCY SITUATIONS FIRE DRILLS:.....	21
STUDENT CONDUCT.....	21
STUDENT EXPECTATIONS.....	21
DRESS & GROOMING.....	22
UNACCEPTABLE CONDUCT.....	22
BULLYING AND AGGRESSIVE BEHAVIOR.....	23
HEALTH AND SAFETY TOBACCO POSSESSION AND USE.....	24
DRUG AND ALCOHOL ABUSE.....	24
WEAPONS/DANGEROUS ARTICLES.....	24
UNSAFE OBJECTS.....	24
STUDENT DISCIPLINE	24
IN-SCHOOL DISCIPLINE	25
STUDENT RECORDS.....	25
VISITING SCHOOL/RAPTOR.....	25
VOLUNTEERS/RAPTOR	25
CHAPERONES.....	25
RESPONSIBILITIES:.....	26
PARENT ADVISORY COMMITTEE (PAC).....	26
USE OF SCHOOL FACILITIES.....	26
PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS	26
PUBLIC RECORDS	26

TITLE I

Title I Reading and Math is a federally funded program re-authorized under Every Student Succeeds Act of 2015. 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 to reach proficiency on state academic achievement standards and assessments. Your child's school participates in a school-wide Title I program, a comprehensive reform strategy designed to improve the entire educational program at the school. For your child to perform to their greatest potential, a home-school partnership must be formed. This compact outlines how school personnel, students, and parents/guardians 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 my teachers questions when I don't understand something.
- Talk to my family about what I am learning in school.
- Complete my schoolwork.

Parent/guardian Responsibilities:

I will do my best to:

- Be informed of individual classroom expectations
- Encourage good study habits.
- Review and sign the daily planner.
- Encourage reading outside of school.
- Send my child to school on time, 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/guardians.
- Guide students and parents/guardians 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 regularly regarding the student's academic progress

HIGHLY QUALIFIED TEACHERS

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

MANDATED REPORTERS/ SCHOOL THREAT REPORTING

The State of Wisconsin Legislature passed Act 143 with the following provisions:

- Creating a state office of school safety
- Creating a state office of school safety
- Requiring on-site safety assessments
- Requiring school violence drills
- Regulations regarding school safety plans

Wisconsin Act 143 also requires district employees to report all threats of school violence to law enforcement.

CHILD ABUSE AND NEGLECT

Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect. In addition, school boards are to ensure all employees receive training provided by the Department of Public Instruction.

NONDISCRIMINATION POLICY

It is the policy of the Rhinelander School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973. The district encourages informal resolution of complaints under this policy. However, a formal complaint resolution procedure is available to address allegations of violations of the Rhinelander School District policy. Any questions concerning this policy should be directed to:

Amanda Olson, Principal, Central Elementary School
418 N. Pelham Street
Rhinelander, WI 54501
715-365-9600

Alex Bontz, Principal, Crescent Elementary School
3319 Boyce Drive
Rhinelander, WI 54501
715-365-9120

Ingrid Bodensteiner, Principal, Northwood Community Elementary School
Title IX Coordinator
9086 County Highway K, Harshaw, WI 54529
715-282-8200 Ext 1322

Kari Strebig, Principal, Pelican Elementary School
3350 V. Hickey Road
Rhinelander, WI 54501

715-365-9160 Ext 4175

Richard Gretzinger, Director of Learning Support
665 Coolidge Avenue, Ste. B
Rhineland, WI 54501
715-365-9700 ext. 5728

Eric Burke, District Superintendent
665 Coolidge Avenue, Ste. B
Rhineland, WI 54501
715-365-9700 Ext 5750

Student Services Staff, including school counselors, school psychologists, school nurses, and school social workers, may be contacted through the district student services office by calling (715-365-9700 Ext. 5746).

TITLE IX

EQUAL EDUCATION OPPORTUNITY/ ANTI-HARASSMENT

Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY. This policy provides equal educational opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (from now on referred to as; "Protected Characteristics") or other protected officer characteristics as well as place of residence within District boundaries, or social or economic background Students with an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services.

Parents who have questions should contact:
Richard Gretzinger, Director of Learning Support
665 Coolidge Avenue, Ste. B
Rhineland, WI 54501
715-365-9700 ext. 5728
gretzric@rhineland.k12.wi.us

Policy 5517 - STUDENT ANTI-HARASSMENT: It is also the District's policy to maintain an educational environment free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property or at another location, if such conduct occurs during a Board-sponsored activity.

The Board will not tolerate any form of harassment. It will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and address any harassment of our students by third parties.

Any person who believes that the School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Ingrid Bodensteiner, Principal
Northwoods Community Elementary School Title IX Coordinator
9086 County Highway K
Harshaw, WI 54529
715-282-8200 ext. 1322Ext 1322.
bodening@rhinelander.k12.wi.us

Information regarding Title IX, including the District's Title IX policy, rights under Title IX, and procedures for filing a formal complaint of sexual harassment or discrimination, can be found at the following link: <https://www.rhinelander.k12.wi.us/district/title-ix.cfm>. This includes instructions for submitting a written complaint and contact information for the District's Title IX Coordinator.

Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY:

The complaint procedure is described in Board Policies and **Policy 5517 - STUDENT ANTI-HARASSMENT**. The policies are available in the School office and the District's web page. Due to the sensitivity surrounding harassment complaints, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days of the conduct, while the facts are known and potential witnesses are available. Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily within fifteen (15) calendar days of receipt of the complaint).

If at any time during the investigation process, the investigator determines that the complaint is properly defined as Bullying under **Policy 5517.01 - BULLYING** - Bullying and not harassment under **Policy 5517 - STUDENT ANTI-HARASSMENT** because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint. The School District of Rhinelander is committed to an educational environment free of harassment. The District will not tolerate any form of harassment. It will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and address any harassment of our students by third parties.

Harassment means behavior toward a student or group of students based, in whole or in part, on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (from now on referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student-the use of language, behavior, or images/symbols- that expresses prejudice against a particular group or groups based on any protected characteristic(s).

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Rhinelander School District does not discriminate on the basis of sex in its education program or activity. It is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator is:

Ingrid Bodensteiner, Principal
Northwoods Community Elementary School Title IX Coordinator
9086 County Highway K
Harshaw, WI 54529
715-282-8200 ext. 1322Ext 1322.
bodening@rhinelander.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in [Policy 2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#). The grievance process explicitly addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond to such complaints.

It is a violation of this policy for anyone to knowingly make false statements or knowingly submit false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The District will not tolerate such conduct, which violates the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or [Policy 2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#) or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation is a serious violation of Board [Policy 2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#) that can result in the imposition of disciplinary sanctions, consequences, and/or appropriate remedies.

All students, parents, and their representatives are advised to review Board [Policy 2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#) for more information and details regarding the District's commitment to nondiscrimination on the basis of sex.

SECTION 504/ADA COMPLIANT

Anyone who believes that a Rhinelander School District or any staff member has discriminated against them in violation of [Policy 2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY](#) may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Ingrid Bodensteiner, Principal
Northwoods Community Elementary School Title IX Coordinator
9086 County Highway K
Harshaw, WI 54529
715-282-8200 ext. 1322Ext 1322.
bodening@rhinelander.k12.wi.us

DISCIPLINE AND RETALIATION

Students or staff found to have engaged in acts of harassment will be promptly disciplined. Such discipline may include:

- For students, if circumstances warrant, suspension or expulsion.
- For employees, if circumstances warrant, disciplinary action or termination.

SCHOOL COUNSELING SERVICES

School personnel and parents/guardians are partners in guiding students throughout their development. To promote this partnership, school counseling services are available to all students. In addition, students can participate in individual or group counseling sessions to address specific concerns. A parent/guardian, a staff member, or a student can make a referral for this option. Parents/guardians 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. The district currently offers outpatient mental health services in the school setting in collaboration with an outside agency. Parents interested in this option can contact their school counselor for further information and referral forms.

Elementary (4K-5) classroom teachers actively collaborate with the school counselor to provide social-emotional instruction. 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 ages three to twenty-one who are identified as having an impairment and needing specialized instruction. 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/guardians, teachers, or other individuals who know 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/guardians, teachers, and other staff members.

MUSIC, ART, PE (Physical Education), Library, and BAM (Books and Media)

In grades 4K-5, students have two enrichment classes each day. These courses are part of the curriculum, and participation is required. A pair of non-marking gym shoes is needed for physical education class for all students.

The Library Media Center (LMC) has five 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, (4) to provide reading/listening/viewing materials at appropriate levels to expose students to cultures, lives, and experiences similar and different from their own and (5) offer opportunities to collaborate, create, and problem solve with a variety of materials. Each elementary school has an LMC. Students have access to the school LMC for book borrowing, independent reading, listening/viewing activities, and makerspace activities. During scheduled class time, students receive help with activities such as reference work, listening skills, learning information retrieval skills, checking out books, and more. The LMC aims to help students make their school years productive and enjoyable.

Books checked out from the Library Media Center are district property. Notices of overdue materials are distributed to students.

FIELD TRIPS

Whenever students are going to leave the school campus, a notification will be sent home indicating the date, time, and nature of the trip. Field trips are considered a privilege, and student participation may be limited or subject to stipulations (e.g., need to be accompanied by a parent/guardian) related to student performance and behavior.

OUTDOOR ACTIVITY

Students have daily outdoor activities. 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:

- The student has a medical excuse from the family physician.
- Other legitimate daily requests approved by the teacher and/or the principal.
- All students must wear a coat from 0 to 32 degrees, at least a sweatshirt from 32 to 50 degrees, and coats can be taken off when temperatures rise above 50 degrees.
- Boots & snow pants for the snowy playground and field
- Boots for snow-covered blacktop, ice, and puddles
- Rain drizzle = recommended raincoat

No umbrellas at recess

INFINITE CAMPUS

The District uses the web-based program Infinite Campus to record and share information with parents/guardians. We send notification alerts and emails as our primary means of communication. Instructions for setting up the Parent Portal can be found on our District Website. Infinite Campus Information. Please contact your school office to obtain the GUID number required to initially activate the account.

ACADEMICS

Report cards are issued each semester (January and June). Each subject area has a report card section that reflects the priority academic standards being assessed in that subject. Instead of letter grades, students' achievement will be reflected using a 1-3-point scale. Students also receive a Hodag Score, which reflects the life skills that are critical to their overall development. The three indicators that compose the Hodag Score are:

- Personal Responsibility
- Work Habits
- Social Skills

At parent-teacher conferences, you will be able to discuss specifics and ask questions about the report card with your child's teacher. Parent-teacher conferences are scheduled in October and February. All families are encouraged to participate in these conferences. These are excellent opportunities to discuss performance and progress at school. Parents/guardians who wish to schedule a conference at another time should work with the teacher(s) to make alternative arrangements.

COMMUNICATION REPORTING TO PARENTS/GUARDIANS

Report cards will be issued twice during the academic year at the end of each semester. Parent/Guardian-Teacher Conferences are scheduled two times during the school year. All parents/guardians are encouraged to participate in these conferences. These are excellent opportunities to discuss progress at school. Parents/guardians who wish to schedule a conference at another time should work with the teacher(s) to make alternative arrangements.

TELEPHONES

The school office telephone may be used, if necessary, with permission from office staff. Teachers are discouraged from allowing students to use classroom phones.

PERSONAL COMMUNICATION DEVICES

The School District of Rhinelander recognizes that personal communication devices (PCDs) are commonly used to facilitate communication between students and their families. However, to maintain a safe and focused learning environment, student use of these devices during the school day is regulated.

Personal communication devices include any portable, wireless device capable of sending or receiving communication. This includes, but is not limited to, cell phones, smartphones, tablets, laptops, smartwatches, gaming devices, e-readers, and other web-enabled or wearable technology.

Students may use their devices before and after the school day. During the school day, devices must be powered completely off-not placed on silent or vibrate-and stored out of sight unless use is specifically authorized. For more information, please refer to [Policy 5136- PERSONAL COMMUNICATION DEVICES](#).

WELCOME BACK NIGHT

Each August, we have a Welcome Back Night for students to receive schedules, meet teachers, see classmates, get general orientation information, and have questions answered. This is also a great time to drop off any forms or medication your student might need throughout the year.

GENERAL OPERATIONS STUDENT FEES

A fee of \$18.00 is assessed to each student in grades K-5 at the start of the school year or upon the student's entrance during the school year.

TEXTBOOKS

Textbooks and workbooks needed for students' education 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 damaged through misuse or carelessness will be replaced at the student's expense.

LOCKERS

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

PERSONAL ITEMS FROM HOME

The school is not responsible for personal items brought from home. Students should not bring personal items or toys from home (such as Legos, stuffed animals, trading cards, journals, etc.) unless specifically requested by a teacher. These items can create distractions in the learning environment and may be lost or damaged.

VALUABLES

The school is not responsible for damage to or loss of personal items, such as personal electronic devices, jewelry, eyeglasses, or sports equipment. Students are discouraged from bringing valuable items to school.

Money should be placed in an envelope labeled with the student's name, the teacher's name, and the grade. Only school money needed for special events or other school expenses should be brought to school.

LOST AND FOUND

All personal items should be labeled with the student's name to help identify the item if 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/guardians or staff for classroom activities with prior approval per school board policy. Arrangements can be made for certified therapy dogs to support students in the school setting.

PHOTOS

Throughout the school year, there may be many opportunities for your child to be photographed or videotaped and used in various media and communications. If parents/guardians do not want their children photographed or videotaped, please check the appropriate box on the back-to-school forms.

ATTENDANCE INFORMATION

State law requires the Board to enforce students' regular attendance. Regular attendance is essential

for a student to progress and have success in school. To comply with Wisconsin compulsory attendance laws, teachers will take attendance using the Infinite Campus computer system. •

EXCUSED ABSENCES

Parents/guardians should call the school office by 8:20 a.m. on the morning of an absence. Students are responsible for contacting teachers regarding make-up work. Listed is a summary of excused absences per Board policy:

- Permission of Parent or Guardian. *
- Illness or personal injury.
- Appointments, including medical, legal, social services, psychological, or court of law.
- Impassable roads and extreme weather conditions that 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.

The administration may excuse additional absences if parents/guardians communicate the circumstances. If your student has a chronic illness or medical condition, contact the district nurse at 715-365-9500 Ext 8511.

*Students are allowed ten (10) Parent Excused Absences (PEA)- partial or whole days per school year. The school attendance officer will communicate with the parent/guardian after five (5) absences. The first notification is informational. Subsequent notification(s) will be made after ten (10) absences and will outline school and court sanctions.

APPOINTMENTS

When possible, appointments should be scheduled outside of the school day. Parents/guardians are requested to refrain from scheduling appointments during standardized tests. Students must be signed out at the office before leaving for an appointment and sign back in if returning to school that same day. We can only code an absence as legally or medically excused if we are provided documentation from the court or service provider that includes the specific date and time of the appointment.

PRE-PLANNED ABSENCE

Parents/guardians are asked to pick up a Pre-Planned Absence form from the office well in advance of any absence longer than 2 days. The administration will first review the absence request, either approve or deny it, and then forward it to the student's teacher. The signed form is then returned to the office, with a copy going home to the parent/guardian. It is the student's responsibility to make up any work missed due to an 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) allowable parent-excused absences (PEA). Families are strongly encouraged to take vacations during the scheduled school calendar breaks.

UNEXCUSED ABSENCE

After a student exhausts the ten (10) allowable parent-excused absences but is excused by the parent/guardian, the attendance code will reflect as an unexcused absence (UEX). The school attendance officer will review all unexcused absences. Unexcused absences may lead to truancy proceedings.

TARDINESS

Tardiness disrupts the learning process. A student arriving at school after 8:05 a.m. must report to the office with a parent/guardian to be signed in before proceeding to class. The administration will address habitual tardiness.

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/guardians, social workers, and the court system to resolve truancy issues in accordance with state law. An administrator or a police school liaison officer may issue citations for habitual or simple truancy. Students may be required to make up time missed due to truancy. Truancy court can be avoided with strong two-way communication between the parents/guardians and school staff. We will take a more proactive approach to help communicate and reach students who are excessively absent from school. For additional information on attendance, please refer to [Policy 5200 - ATTENDANCE](#).

BUILDING HOURS ARRIVAL TIME

To ensure the safety of all students, parents/guardians are asked to follow the school drop-off, pick-up, and busing procedures.

All Elementary School times are 8:00 a.m. to 3:05 p.m. Please check your school website for any changes. Breakfast is provided until 8:00. Student supervision is provided at 7:45. There is no adult supervision before drop-off time or after school. The playground is not available for community use before or after school until the campus has cleared.

END OF SCHOOL DAY DISMISSAL

Parents/guardians need to call the school office before 2:00 p.m. if they are altering their child's usual after-school arrangements. The end of the school day is busy, and we cannot ensure that last-minute messages will be reviewed and communicated before dismissal. Students should depart from school immediately after dismissal if not involved in prearranged after-school programming or events.

Parents/guardians are responsible for their children on school grounds, including the playground, after school. There is no adult supervision after pick-up time. Students who remain after school for a school-sponsored event must stay at the event and have a parent/guardian present. Unauthorized motor vehicles, bikes, scooters, and other wheeled recreational items are not permitted on the playgrounds.

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/guardians should inform the office of the time and reason. Parents/guardians need to come to the office to sign students out of school. These will also count toward the 10 parent excused absences (PEAs).

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 to or view local media outlets and check your Infinite Campus account, or view the District's website - do not call the bus company or the school. Parents/guardians are reminded to update the student emergency information when completing the annual online back-to-school forms at the beginning of the school year, so that appropriate persons may be contacted in the event of an early dismissal.

TRANSPORTATION

BUSING

Busing to and from school is provided through Bowen's Bus Service. Everyone who requires transportation for the school year must complete a form, even if their student was previously signed up. Visit the Bowens Bus Inc website for transportation needs. CONTACT INFO: Bowens Bus Inc., P.O. Box 43, McNaughton, WI 54543. Phone: 715-362-3996. Fax: 715-362-3997. Website: www.bowensbusinc.com.

The safe transportation of students requires the cooperation of students, parents/guardians, and school officials. Students will not be allowed to bring animals on the bus. Larger objects may only be transported with the bus driver's permission. Control of student behavior on the bus is the responsibility of the bus driver, coach, teacher, or activity director aboard the bus. Control of student behavior at bus stops is the responsibility of parents/guardians, and control of student behavior during loading and unloading at the school is the responsibility of school officials. Students and parents/guardians are responsible for intentional damage to a school bus. Video cameras may be installed on buses to help maintain discipline. If a parent/guardian requires that a child(ren) be dropped off at a location other than their assigned bus stop, a Request for Alternate Transportation form must be completed and returned to the Administration Center business office before transportation begins.

SCHOOL BUS 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 assignments. Transportation is provided from the assigned bus stop to the assigned school, and from the assigned school to the assigned bus stop. Exceptions for pickup/delivery at an assigned bus stop may be approved in writing by the building principal or designee (s).

SCHOOL BUS DISCIPLINE

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:

- Cross the road carefully and promptly in front of the bus.
- Board the bus and go immediately to their seats.
- Be seated and remain seated while the bus is in motion.
- Keep hands and feet inside the bus.
- Observe the same conduct as in the classroom - no loud talking, shouting, whistling, inappropriate language, unnecessary noise, or destructive behavior.

- Refrain from eating, drinking, and smoking/vaping on the bus.
- Listen to and follow the bus driver's instructions.
- Follow seat assignments if required by the bus driver.

PERMISSION TO RIDE A DIFFERENT BUS

Due to capacity limits, students will not be able to ride home with a friend or on a different bus.

TRAFFIC FLOW

To safely and efficiently allow all buses and parent/guardian vehicles to move about our campus, all individuals are expected to abide by the established traffic procedures for each school. Parents/guardians will be provided with detailed procedures at the start of the school year.

WALKING DISTANCE

State statutes 121.54(1) (2) require that transportation be provided for students who live more than two (2) miles from the school they attend. The following walking distances have been established for our district.

- Walking distance outside the City of Rhinelander to a safe bus stop will be:
 - Elementary grades 4-5 students - up to three-quarters of a mile
 - Elementary grades 1-3 students - up to one-half of a mile
 - Kindergarten and 4K students - will be dropped off or picked up at their home or a safe bus stop within one-half of a mile of their home
 - Kindergarten and 4 K must have a parent/guardian or responsible adult present to send and/or receive them to and from the school bus stop
- Walking distance within the City of Rhinelander (Central School only) to school will be:
 - Elementary grades 4-5 students - up to two (2) miles
 - Elementary grades 1-3 students - up to one (1) mile
 - Kindergarten and 4K students - up to three-quarters of a mile (must have a parent/guardian or responsible adult accompany them to and from school).
 - The IEP determines walking distance for special education students.

BICYCLES

Students who ride their bicycles to school should be informed by their parents/guardians about the rules of safe bicycle riding. Once on school grounds, bicycles should be placed in the bicycle rack. We encourage students to wear helmets and to lock their bikes. Bicycles may not be ridden on the school grounds during the school day; they are not allowed 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 during parent/guardian drop-off and pick-up.

FOOD SERVICE

The Food Service Department is proud of its role in providing students with a nutritious meal every school day. Our goal is to provide students with a well-balanced meal that appeals to their tastes and meets the guidelines of the National School Breakfast and Lunch Program. Menus include whole-grain products, fresh fruits and vegetables, and low-fat entrees and dairy products. Monthly menus are posted on the Taher website, accessible via the District's website: [Taher Food Service Menus](#).

Student Breakfast (includes milk) – Free

Student Lunch (includes milk) – Free

Adult Breakfast - \$2.66

Adult Lunch - \$4.75

*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 family account, even if your family qualifies for a free or reduced meal.

FOUR WAYS TO PURCHASE MILK: PREPAYMENT IS REQUIRED

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

ACCOUNT BALANCE

- Household meal/milk account balances can be checked online from your Infinite Campus parent portal.
- Parents/guardians 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. 8340.

FREE AND REDUCED-PRICE MEALS

The School District of Rhinelander offers free meals to all elementary students. For your student to receive free or reduced school fees, you must complete a free and reduced application unless your family qualifies through a state program. If your family qualifies for free/reduced meal benefits, you will receive a letter and a shared information form from the food service office. If you would like to have your child's school fees reduced or waived, the shared form needs to be completed, signed, and returned to your child's school by the due date indicated at the bottom of the form.

HEALTH SERVICES

Schools in the School District of Rhinelander (SDR) have staff 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 website under Health Services, [Health Forms](#).

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

SCREENINGS

- Vision screening is conducted annually by the school district nurse for grades 4K, K, 1, 3, and 5, and any other students who are referred to the school nurse by parent or teacher.
- Hearing Screening is provided by referral.
- A dental hygienist provides free preventive dental screening and sealants through the Wisconsin Seal a

Smile program. Students in grades 3K-12 are eligible. Consent and information are included in the annual online back-to-school forms that parents/guardians complete before the start of the school year.

ACCIDENTS

If a student is seriously injured at school during the school day or in an activity, first aid is administered, and office staff will notify parents or an emergency contact person. 911 may be called for emergency assistance if needed.

MEDICATION

ALL MEDICATION MUST BE DELIVERED TO SCHOOL BY A PARENT/GUARDIAN. Students are not permitted to carry medication on their person or in their belongings while on school property unless approved by the medical provider, the parent/guardian, and the school district nurse.

MEDICATION POLICY (Oral Medication in Schools)

To protect students' health, [Policy 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE](#) is followed. Prescription and Non-Prescription Medication Forms are available on the school district webpage under [Health Forms](#).

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 the school will properly dispose of it.
- Medications that need to be altered (split) will be the parent's responsibility. The school cannot split pills or tablets.

NONPRESCRIPTION/OVER THE COUNTER (OTC) MEDICATION

Students may use over-the-counter medications as needed during the school day; however, please try to limit their use. The medication must be accompanied by an OTC form filled out and signed by the parent/guardian. The requirements for OTC medications are below:

- The form from the parent/guardian must state the name of the medication, dosage, and time to be given. The school cannot administer any OTC medication until this process is completed and reviewed by the school nurse.
- OTC medication must be in the original labeled container with the proper dosage and not expired.
- 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 the parent/guardian (see Prescription Medication above).
- 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 the school will properly dispose of it.
- Medications that need to be altered (split) will be the parent's responsibility. The school cannot split pills or tablets.

Durable Medical Equipment:

Durable Medical Equipment (DME) is equipment and supplies ordered by a health care provider for everyday or extended use. DME may include, but is not limited to, items such as oxygen equipment, wheelchairs, nebulizers, crutches, canes, walkers, scooters, continuous passive motion machines, devices and accessories, patient lifts, or any other device that a student needs to ambulate or participate in daily activities of living.

To use DME while at school, the student must provide the following from the prescribing healthcare provider:

- Diagnosis requiring the use of DME.
- Statement of how long the student will need to use the DME
- Confirmation that the student has been properly instructed in the use of the DME, or orders indicating how school health personnel should use the DME
- Any restrictions from PE, recess, sports, etc., including the duration of the activity restriction
- Physician's signature and contact information

There is a potential risk to students and others if this equipment is not used properly or if steps are not taken to ensure safe use on campus. The School District of Rhinelander does not provide assistive devices for daily use.

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

Per our district's Influenza preparedness plan, each school conducts daily illness surveillance. When you contact the school to report your child's illness, please report their symptoms, e.g., fever >100, cough, sore throat, diarrhea, vomiting, rash, body aches, etc.

Keep your child home if:

- Temperature equal to or greater than 100 degrees. The student cannot return until 24 hours fever-free without the use of fever-reducing medications such as Tylenol, Ibuprofen, or DayQuil.
- Vomiting or diarrhea (24-hour symptom-free before returning to school).
- If the doctor/provider has diagnosed a communicable disease that needs treatment.

Students cannot return to school until they have been free of fever, vomiting, and/or diarrhea for 24 hours without medication. If your child is at school before the 24-hour mark, you will be contacted to pick them up.

SDR FLU PREPAREDNESS PLAN

The SDR Flu Preparedness Plan includes daily symptom surveillance and the mandatory exclusion of students and staff who meet the illness exclusion criteria.

- A mass Flu Clinic is held in the fall at several district locations for a free influenza vaccine for all children ages 6 months through 18 years old. Watch for information in the fall.

WISCONSIN IMMUNIZATION LAW 140.05 (16)

To protect the health of all students, state law requires that students meet minimum immunization requirements. A copy of the requirements is located on the SDR web page.

- Parents may access current immunization requirements, including waiver information and their child's

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/guardians are requested to contact the school Principal and District Nurse if a lengthy medical absence from school is anticipated.

STUDENT INSURANCE SERVICE

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

EMERGENCY SITUATIONS FIRE DRILLS:

Procedures 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 different locations 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 for them. 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.

STUDENT CONDUCT

Students in the School District of Rhinelander shall be expected to act in a manner that reflects favorably on the individual student and the school, shows respect and consideration for others' rights, and fosters 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 outlined in the student handbook and/or the rules and regulations established by building principals for each school. All employees shall share responsibility for supervising students' behavior and ensuring they meet the standards of conduct established by the building principal. In enforcing rules for student conduct, staff members shall place particular emphasis on educating students 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. For more information, see [Policy 5500 - STUDENT CODE OF CLASSROOM CONDUCT.](#)

STUDENT EXPECTATIONS

Students can expect to:

- The student has a medical excuse from the family physician.
- 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

DRESS & GROOMING

The responsibility for students' personal appearance shall rest with the students themselves and their parents/guardians. Student dress or grooming should not affect the health or safety of others, nor should it disrupt the learning process in the classroom or at the school. Aerosol spray cans (deodorant, perfume) and face paint are prohibited. School personnel recognize that attire that may be appropriate for other occasions may not be appropriate for school. The administration reserves the right to determine whether attire is questionable. As a general guideline, clothing needs to cover the torso from the shoulder to the mid-thigh completely. 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 the hip level
- Clothing exposing skin above the mid-thigh
- Tops with narrow straps
- Short shorts, skirts, and skorts
- Accessories, including chains, extra-long belts
- Coats, scarves, gloves, mittens, and sunglasses are worn inside the building, including classrooms
- Bandanas
- Slippers, wheeled or skate shoes
- Flip-flops and sandals without backs are unsafe at Central School due to all the steps

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 violates school rules.

Endangering property, health, and the 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
- Public display of affection (PDA)
- Refusal to follow the directives of staff members

Public Displays of Affection

- Public displays of affection are not to be exhibited between students while in school, on school grounds, at District-sponsored events and activities, while occupying District-owned vehicles, or while occupying buses or other vehicles used for student transportation under contract with the District. This includes any public display of affection that is inappropriate and/or disruptive.
- “Public Displays of Affection” are defined as intimate touching, fondling, cuddling, kissing, and other signs of affection of a sexual nature between students while under the authority, direction, and supervision of school personnel.
- Conduct of students shall be governed by the rules and provisions of [Policy 5500 – STUDENT CODE OF CLASSROOM CONDUCT](#), and the rules and provisions as stated in the student handbook of each school facility, as well as the rules and provisions as stated in the student activities handbook.

BULLYING AND AGGRESSIVE BEHAVIOR

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 the administration any situation they believe constitutes aggressive behavior directed toward a student.

For more information, see [Policy 5517 – STUDENT ANTI-HARASSMENT](#) and [5517.01 - BULLYING](#).

HEALTH AND SAFETY TOBACCO POSSESSION AND USE

The use and possession of tobacco products in any form (including e-cigarettes) by anyone 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 (including e-cigarettes), is prohibited by this policy on all school district property and vehicles.

DRUG AND ALCOHOL ABUSE

Parents/guardians 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 may be referred to law enforcement authorities for prosecution. For further information, please see [Policy 5530 - STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA](#).

If a student is found to be in possession of or under the influence of alcohol, illegal drugs, or drug paraphernalia while on school grounds or at any school-related activity, the student will be referred to the Principal or designee, and parents/guardians will be notified. A thorough investigation will follow, which may include searches of the student's locker, personal belongings, and vehicle by authorized school administrators. Any alcohol or illegal drugs found will be turned over to law enforcement, and the school liaison officer will be contacted. Parents will be asked to pick up their student; if they are unavailable, the police may be asked to take responsibility for the student. Parents are encouraged to help prevent these situations by keeping all medications in a secure location at home and carefully monitoring their use, as students can sometimes be pressured or manipulated into sharing medications with others.

WEAPONS/DANGEROUS ARTICLES

[Policy 5772 - DANGEROUS WEAPONS REPORT](#) - 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 pose potential safety hazards. Wisconsin state law calls for expulsion of any student who brings a weapon onto school grounds. If items are brought to school, they will be confiscated, and the student will be assigned appropriate consequences.

UNSAFE OBJECTS

Items that may be considered dangerous or that could cause 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, rollerblades, and snow sleds require principal approval. Any items not allowed on school property will be confiscated.

STUDENT DISCIPLINE

The Board, administrative staff, and the total staff of each school shall prohibit and make every effort possible to prevent dangerous, disruptive, and destructive student conduct that constitutes a menace to the continuing educational process.

The Board prohibits dangerous, disruptive, and destructive student conduct. All school personnel are expected to work cooperatively to prevent disruptive behavior in the classroom, in the school building, on school grounds, and at school-sponsored activities.

Students and parents must be informed that students may face disciplinary action, including possible suspension and even expulsion, whenever students engage in conduct that endangers the property, health, or safety of others, or disrupts the educational process while at school or under the supervision of school authority.

IN-SCHOOL DISCIPLINE

The purpose of this policy is to provide an alternative to out-of-school suspension. In-school discipline may be an option based on the situation. No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained.

No student shall be refused transportation services until the parent has been notified and other suitable transportation arrangements have been made. Notification to parents is the responsibility of District personnel and should be made before school buses depart. If a parent cannot be contacted, the child should be detained on another day. When a student is determined to be unable to ride the bus safely, district personnel can determine that the student will not ride the bus. Other transportation arrangements will be made after consultation with the parents and/or other agencies, as appropriate.

STUDENT RECORDS

The School District maintains student records in accordance with state and federal laws. Information regarding the collection, use, disclosure, inspection, and amendment of student records, as well as the rights of parents and eligible students, is available in Board [Policy 8330 - STUDENT RECORDS](#). Parents/guardians and eligible students are encouraged to review the policy for complete information.

VISITING SCHOOL/RAPTOR

Parents/guardians 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/guardians must notify the school and the classroom teacher in advance. Parents/guardians are welcome to eat with their children and should notify the school office the day before to ensure enough food is prepared. Visitors are required to sign in at the office upon arrival and provide a valid driver's license to run through our RAPTOR system.

VOLUNTEERS/RAPTOR

Volunteers are welcome 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 Human Resources Office. A background check must be completed every other year. [Volunteer Application](#) [Volunteer Expectation Checklist](#)

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. Please familiarize yourself with the responsibilities listed below to ensure a well-supervised and educational activity. Chaperones must complete a background check before assisting students and staff in this role. A background check must be completed every other year. [Volunteer Application](#). Potential chaperones are expected to submit a completed background check form at least two (2) weeks before the scheduled event to ensure timely processing. Some activities may have limited space for chaperones, and available slots will be based on the date of notification.

RESPONSIBILITIES:

- Be informed of individual classroom expectations
- Current background checks on file.
- Report on time and ready to depart with students and staff.
- Wear appropriate attire aligned with student and staff expectations of dress.
- Report alone (without other siblings or children).
- Refrain from the use of alcohol and other drugs (including tobacco).
- Refrain from sharing food with students due to potential allergies.
- Limit use of personal technology to emergencies or at designated break times
- Focus attention on all students in designated group. Stay with your designated group or area. Support and enforce expectations shared by school staff. When intervening to address behavior, do so respectfully and communicate with the school staff afterward.

PARENT ADVISORY COMMITTEE (PAC)

The school has a Parent Advisory Committee, which meets regularly:

- To assist in the identification of school needs and wants.
- To function as the liaison group and assist in the dissemination of factual information and news. Interested parents/guardians are welcome to join this group. For more information, contact the principal.

USE OF SCHOOL FACILITIES

The Board shall encourage the widest possible use of school property for activities within the legal limitations. Citizens are directed to the district website for information on the process and requirements for on-site facility reservations.

For additional information, see [Policy 7510 - USE OF SCHOOL FACILITIES.](#)

PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

The School District welcomes requests, suggestions, and concerns from students, parents/guardians, and community members. Information on the procedures for submitting requests, suggestions, or complaints, and the process for addressing them, is available in Board [Policy 9130 - PUBLIC REQUESTS, SUGGESTIONS, AND COMPLAINTS.](#) Individuals are encouraged to review the policy for complete information.

PUBLIC RECORDS

The School District maintains and provides access to public records in accordance with applicable state laws. Information regarding the inspection, copying, and release of public records, as well as procedures for submitting public records requests, is available in Board [Policy 8310 - PUBLIC RECORDS.](#) Individuals seeking detailed information are encouraged to review the policy.