

# School District of Rhineland Student Handbook

## Rhineland High School and James Williams Middle School



### **Handbook Revisions and Updates**

The School District of Rhineland 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 Rhineland 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](#).

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# MISSION AND VISION STATEMENTS

## 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.

## RHINELANDER HIGH SCHOOL

- **Mission Statement**

We will provide equitable educational opportunities that focus on growth, relationships, engagement, and employability skills.

- **Vision Statement**

It is our vision that Rhinelander High School will be a welcoming, engaging, and challenging school that prepares all students fully for the role they desire to play as they take part in our diverse and changing world.

## JAMES WILLIAMS MIDDLE SCHOOL

- **Mission Statement**

Challenging Minds, Empowering Potential, Succeeding Together

- **Vision Statement**

At James Williams Middle School, we are a professional learning community committed to creating a collaborative, engaging, and supportive learning environment, which:

- Demonstrates a personal commitment to the academic and overall well-being of each student.
- Nurtures a mutually respectful, safe, and welcoming atmosphere by building relationships
- Collaborates to drive student learning effectively.
- Teaches, models, and supports self-regulation skills.
- Fosters individual, school, and community pride.

# TITLE IX

## EQUAL EDUCATION OPPORTUNITY/ ANTI-HARASSMENT

The District's [Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY](#) is to provide an 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 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  
715-365-9700 ext. 5728  
665 Coolidge Avenue, Ste. B  
Rhineland, WI 54501  
gretzric@rhinelander.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 by third parties against our students.

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:

Kyle Barber,  
Title IX Coordinator  
NCES Principal  
715-282-8200 ext. 1322  
9086 County Highway K  
Harshaw, WI 54529  
barbekyl@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 by third parties against our students.

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:

Kyle Barber,  
Title IX Coordinator  
NCES Principal  
715-282-8200 ext. 1322  
9086 County Highway K  
Harshaw, WI 54529  
barbekyl@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:

Kyle Barber,  
Title IX Coordinator  
NCES Principal  
715-282-8200 ext. 1322  
9086 County Highway K  
Harshaw, WI 54529  
barbekyl@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.

Please refer to the board policies on the District website at <https://www.rhinelander.k12.wi.us/district/district-policies.cfm> for more details.

## INFINITE CAMPUS

The Infinite Campus Parent Portal App provides parents with secure, online access to their child's school information, including grades, attendance, assignments, and more. It allows parents to stay informed about their student's academic progress and communicate with teachers and school staff. Please keep all information up to date through the app.

- Message Center - View past messages that were sent home
- Fees - View and Pay School and Activity Fees

- Food Service - View Lunch account balance and make payments
- Grades - View current grades and semester report cards
- School Store - sign up for athletics and activities
- More - School Enrollment and Back to School Registration

View Student Handbook

Bell Schedule

Current School Year Calendar

Absence Request online

Meal Benefits Form

## ATTENDANCE

### ATTENDANCE INFORMATION

In accordance with state law, [Policy 5200 - Attendance](#) requires the Board to enforce regular student 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 for each instructional period using the Infinite Campus system.

During Virtual and Online Learning Days, attendance will be based on work completion and academic progress in their classes while engaged in virtual or online learning. Assigned work for each class that is more than one week late from the due date will be considered an absence/truancy for that student unless the teacher is contacted for assistance or the school has received an excused absence.

### EXCUSED ABSENCES

Parents are asked to call the office the morning of an absence. A dated and signed excuse from a parent/guardian stating the reason for the student's absence must accompany the student upon their return to school, provided the parent/guardian has not called to report the absence. Failure to contact the school will result in the student being marked truant. Students are responsible for contacting teachers regarding make-up work. Absences on a test day may result in an alternate form of assessment. This is solely up to the teacher's discretion. Listed is a summary of excused absences per Board policy:

- Illness or personal injury
- Appointments, including medical, legal, social services, psychological, or court of law
- Impassable roads and extreme weather conditions, which endanger the student's safety
- Family or community emergencies/crisis/celebration
- Religious instruction or holiday
- Suspension from school
- Absences due to penalties imposed by the court system or due to legal placement in an alternative center by another public agency

The administration may excuse additional absences if parents communicate the circumstances or situation. If your student has a chronic illness or medical condition, please contact the district nurse at 715-365-9235.

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

### LEAVING SCHOOL DUE TO ILLNESS

Students who become ill during the school day must report to the main office. The parents or the emergency contact person must give permission to go home. Students who go home ill with a parent's permission will be considered a parent-excused absence. If the school determines that a child is too ill to be at school, the absence will be marked "ILL" and will not count toward a student's 10-day allowance.

## **APPOINTMENTS**

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

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

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

## **PRE-PLANNED ABSENCE**

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

## **UNEXCUSED ABSENCES**

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 an unexcused absence (UEX). The school attendance officer will review all unexcused absences. An administrator may issue consequences for unexcused absences. Examples of common unexcused absences are:

- Leaving the building without permission
- Shopping
- Lunch
- Overslept
- "My ride didn't show up."
- Working on another class
- Skipping an individual class
- False or forged notes
- Errands or non-medical appointments
- Missed the bus
- Car trouble

Any schoolwork missed due to an unexcused absence is due immediately upon return. Absences on a test day may result in an alternate form of assessment. The decision about which assessment a student takes is solely up to the teacher's discretion.

## **ABSENCES AND CO-CURRICULAR**

Students must be in school for half the day to participate in practices or performances. The principal or his designee can approve a waiver of this rule for medical or dental appointments or other emergencies. Students marked unexcused for all or part of a school day will receive some manner of practice/game/performance suspension.

## **MAKE UP WORK**

Students will be allowed two (2) days for each excused absence to make up classwork and examinations, unless special arrangements are made with the teacher. Upon parental request, the office will work with teachers to collect students' homework. Homework materials must be completed and turned in before additional homework is assigned.

## **TARDINESS**

Tardiness disrupts the learning process. Students are on time to class if they are physically in the room when the bell rings. A student arriving at school in the morning after class has begun will be considered tardy unexcused (TDU).

Students arriving at school in the morning, 10 minutes after the day has begun, without parent/guardian contact, will be considered truant (TRU). A student who is late for school in the morning must sign in at the office before proceeding to class. Students have ample time to get from one class to the next. Bells are sounded to start the day, to dismiss students from the commons to their first class, at the start of each period, and to indicate the end-of-day dismissal. Disciplinary infractions will be assigned for repeated unexcused tardiness. A student who is late to class during the day will be admitted with a penalty if entering without a proper excuse.

The number of tardies per semester and the consequences that will be applied.

- 3-Teacher communicates to parent (letter, phone call, email) and teacher determines consequences to make up class time (Minor)
- 6-Office referral (Major), consequences determined by administration
- 9+-Office referral, administrative communication/conference with parent, consequences determined by administration, and could be considered truant

## TRUANCY

Truancy is when a student is absent from a class or classes without the knowledge and consent of the parent/guardian and staff. Truancy is defined as missing all or part of a school day or class period. If a student is more than 10 minutes late to class or leaves class without permission from staff, they will be considered truant. School personnel will work with the student, parents, 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 detentions, habitual truancy citations, and/or simple truancy citations. Students are required to make up time missed due to truancy. Truancy court can be avoided with strong two-way communication between the parents and your student's school. We will take a more proactive approach to help communicate and reach students who are excessively absent from school.

## TRUANCY PROCESS

1. **5-Day Truancy Letter (need to meet) Parent Contact** – This parent contact meeting is held to determine the cause(s) of the student's truancy and to attempt to improve the attendance of the student. Topics discussed include possible learning issues, the student's schedule, and personal issues, including social, emotional, family, and health. The student's attendance is then monitored more closely.
2. **A Habitual Truancy Citation** is issued by the school. After the parent meets with the school administration to discuss the truancy situation, the student will be given a period to improve their attendance. If the student's attendance does not improve, the student will be given a truancy citation.
3. **Referral** to Oneida County Courthouse for Truancy Court or Teen Court after a citation is given.

## CONTRIBUTING TO THE TRUANCY OF A MINOR

Students 17 years old or older and parents/families will be dealt with according to the law for contributing to the truancy of a minor. This includes encouraging or assisting students in leaving school grounds without permission.

## HEALTH SERVICES

**School District of Rhinelander (SDR) schools 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 webpage, under **Health Services**

<https://www.rhinelander.k12.wi.us/schools/middle/families/health-forms.cfm>

- Complete the annual **Health Information Form** to indicate health conditions such as **asthma, diabetes, allergy, seizure disorder/epilepsy, other health conditions, or any medical history that staff should be aware of in the event of an emergency.**
- Please update phone numbers for parent/guardian contact in the school office or through 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 grant. Students in grades 3K-12th are eligible. A consent form will be provided in your school information packet. It will also be available on the SDR web page.

## ACCIDENTS

If a student is injured at school during the school day or in an activity, they must report the accident to a teacher or a supervising staff member. The staff member will fill out an Accident Report form. If an injury occurs when no staff member is present, report it to the office. Office staff will complete an Accident Report form and notify parents or an emergency contact person as needed. If a student is seriously ill or injured, the office is contacted immediately, and first aid is administered. In the event of a serious accident or injury, 911 is called for emergency assistance.

## 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.

### 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.

### NONPRESCRIPTION/OVER THE COUNTER (OTC) MEDICATION

Students can have over-the-counter medications as needed during the school day; however, please try to limit them. 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.

## **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.

## **MEDICATION POLICY (Oral Medication in Schools)**

To protect students' health, [Policy 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE](#), is followed.

[Prescription Medication Form Link](#)

[Non-Prescription Medication Form Link](#)

## **FIELD TRIPS**

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

## **ILLNESSES**

Leaving school due to illness

Students who become ill during the school day must report to the main office. The parents or the emergency contact person must give permission to go home. Students who go home ill with a parent's permission will be considered a parent-excused absence. If the school determines that a child is too ill to be at school, the absence will be marked "ILL" and will not count toward a student's 10-day allowance.

## **SDR FLU PREPAREDNESS PLAN**

The School District of Rhinelander's Flu Preparedness Plan includes daily symptom surveillance and mandatory exclusion of students and staff who meet illness exclusion criteria.

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

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, e.g., fever >100\*, cough, sore throat, diarrhea, vomiting, rash, body aches.

Keep your child home for:

- Temperature over 100.0 degrees F
- Vomiting
- Diarrhea
- 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 THE USE OF MEDICATION. If your child is at school before the 24-hour mark, you will be contacted to pick them up.**

## IMMUNIZATIONS

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 student's school.

- Parents may access current immunization requirements, including waiver information and their child's immunization records, on the Wisconsin Immunization Registry <https://www.dhfs.wisconsin.gov/immunization/>.

## PHYSICAL EDUCATION EXCUSES

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

## HEALTH CARE

The health room is located in the main office. Students need to report to the main office staff, who will direct them to the health room when care is needed. If necessary, the office staff will contact the emergency contact on file to arrange for the child to be picked up due to illness/injury.

## Student Services

The Student Services team is here to support students in grades 6–12 with their academic, personal, social, and emotional development. This team includes school counselors, school psychologists, school social workers, and other support staff who work together to help students succeed in and out of the classroom.

Students can reach out to Student Services staff for help with:

- Academic planning and goal setting
- Personal or social concerns
- Mental health and emotional well-being
- Conflict resolution and peer relationships

- College and career exploration
- Accessing community resources and supports
- Crisis intervention or safety concerns

All students are encouraged to connect with Student Services staff when they need support, have questions, or want someone to talk to. The team is committed to creating a safe, respectful, and inclusive environment for all students.

### **RHINELANDER HIGH SCHOOL ADD/DROP GUIDELINES**

Student schedules are carefully created, and teaching positions are allocated based on students' course requests. Since creating schedules and assigning teachers is important to staff and students, a request to change a student's schedule is not taken lightly. The school counselors handle all schedule changes. Please note the following:

1. Students requesting a change must complete a "Schedule Change Request" form, which is available in the Student Services Office.
2. Students may only add alternate courses during the first week of a semester. After the first week, all dropped classes will be replaced with a study hall.
3. Students wishing to withdraw from a course are required to meet with their counselor to discuss the drop. The withdrawn course may be recorded as an "F" on the student's transcript, and the student will be placed in a study hall.
4. Students requesting a schedule change(s) must attend the scheduled course(s) until they are informed of the status of their request.
5. No requests about teacher preference or lunch shift will be honored.
6. The Student Services Office may initiate the course change request or deny a request with administrative approval.
7. There may be extenuating educational circumstances that necessitate a schedule change. Exceptions will be considered and determined by the administration.

### **JAMES WILLIAMS MIDDLE SCHOOL ADD/DROP GUIDELINES**

Students are given up to two weeks to make schedule changes through Student Services.

## **ADULT STATUS/AOM (Rhineland High School Only)**

The Wisconsin Statutes state that people reach legal adulthood at 18 years of age. Students who have reached their eighteenth birthday are no longer required by law to have parental permission or supervision. Rhineland High School students may choose to assume independent adult status regarding school matters or may continue to involve their parents in their school affairs. To participate, students must obtain an adult status form from the attendance office and discuss the responsibilities of assuming adult status with an administrator. The student and the administrator will sign the adult status form to activate it.

## **TRANSPORTATION**

### **BUSSES**

Busing to and from school is provided through Bowen's Bus Service. Everyone requiring transportation for the school year must fill out a form, even if their student was signed up in the past. Forms received after July 31 may not be processed until after the second week of school. 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](http://www.bowensbusinc.com).

## ATHLETIC COMPETITION TRANSPORTATION

Wisconsin schools have been advised by the Wisconsin Interscholastic Athletic Association (WIAA) not to permit students to participate in school-sponsored activities unless they are transported to and from the activity in vehicles provided by the school district. In situations where riding to or from a school-sponsored activity in a vehicle provided by the school district is not possible, a written request from the parent/guardian must be submitted in advance and approved by the activities director or school principal. Schools are otherwise considered liable and responsible for the safety and actions of all students involved in school-sponsored activities from the time they leave for the activity until they return. (NOTE: Activities begin when the district vehicle leaves a location to go to the activity and end when all students are returned to a location from the activity. Therefore, if your child(ren) must ride to or from a school-sponsored activity by any means other than vehicles provided by the School District of Rhinelander, this [form](#) must be completed and submitted to the 7-12 Activities Office no less than one (1) school day before the date of the activity. (Requests may be denied if the form is not submitted before the date of the activity.) If the request is for more than one child, a separate form must be submitted.

## PARKING LOT AND PARKING PERMITS - (Rhinelander High School)

Students who wish to use the student parking lot must purchase a parking permit for \$30.00 per year or, after the second semester, a prorated amount.

- If the permit is not in the designated place or is not visible, a ticket will be issued.
- If a different car is brought to school, you must either park on the street or temporarily place your hang tag in the vehicle.
- If you permanently move your hang tag to a different vehicle other than the one originally registered, you must notify the office. Students found in violation of this rule may forfeit all parking permits.
- Students parking in the student parking lot must park in a legal parking space.
- Students are not allowed to be in the student parking lot except when going to or coming from their vehicles. Students are not allowed to sit in their vehicles in the student parking lot.
- **Students are never allowed to park in the visitor or the staff parking areas.**
- Vehicles parked on school property are subject to search by school authorities.

Violation of these rules will result in appropriate disciplinary measures. Any person observed driving dangerously on school property will be referred to the Oneida County Sheriff's Department for appropriate legal action and may also be subject to possible school disciplinary action. The school administration reserves the right to revoke students' access to parking privileges.

## DISCIPLINE SYSTEM OVERVIEW

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

### 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. School administration and the School Resource Officer (SRO) will work together to determine appropriate consequences for unacceptable conduct, and families will be notified.

#### Examples of (but not limited to) Unacceptable Conduct

- Possession or use of firecrackers, drug paraphernalia, controlled substances, alcoholic beverages, tobacco products, or electronic vaping devices that resemble or are intended to imitate these items.

- Distributing or selling all medications
- Theft
- Extortion
- Creating false emergencies, such as pulling a fire alarm, calling 911, or causing a bomb or other threat to safety
- Disorderly conduct
- Extreme cases of harassment
- Sexual harassment or assault
- 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
- The use of vaping devices at school

## **STUDENT DISCIPLINE**

The Board and staff of the school will make every effort to prevent dangerous, disruptive, and destructive student conduct that may impede the educational process.

## **COMMUNICATION**

Parents and students will be informed when a student faces disciplinary action for inappropriate conduct that endangers the property, health, or 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.

## **IN-SCHOOL SUSPENSIONS (ISS)**

[Policy 5610.02 - IN-SCHOOL DISCIPLINE](#) states that the purpose of In-School Suspension is to provide an alternative to Out-of-School Suspension. The suspension will be served in a designated room during the school day. A student may be suspended for inappropriate behavior or non-compliance with school rules. Administration or student support staff will meet with the student during the day to discuss the suspension and identify the underlying factors contributing to the inappropriate behavior. A component of ISS may require the student to give a meaningful reflection on the reason for the suspension and determine steps to avoid the recurrence of the situation. This activity will be reviewed with the administration upon completion of the suspension.

## **OUT-OF-SCHOOL SUSPENSIONS (OSS)**

[Policy 5610 - SUSPENSION AND EXPULSION](#) recognizes that exclusion from educational programs by suspension or expulsion is a substantial sanction and that such action must comply with the student's due process rights. Students may be suspended or expelled for grounds authorized under section 120.13 of the Wisconsin Statutes to include, but not be limited to, repeated refusal or neglect to obey rules; conduct either in or out of school which endangers the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any District employee or Board member, or school property by means of explosives. The administration may suspend up to 5 days for misconduct and noncompliance with school rules. The administration will determine the type and length of the suspension based on the nature of the offense and the student's disciplinary record. Students are not allowed on school grounds or at school-sponsored activities, with or without a parent, during the term of their suspension or expulsion, unless prior administrative approval is obtained.

## **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 brought to school, items will be confiscated, and the student will be assigned appropriate consequences.

## **DRUGS AND ALCOHOL POLICY**

[Policy 5530 – STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA](#) states that no student or employee shall possess, distribute, sell, or be under the influence of drugs, intoxicants, alcohol, or illegal drugs while on the school premises or while involved in any school activity. Aerosol sprays are prohibited at school. Violators are subject to referral to law enforcement authorities for prosecution.

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.

## **FIRE ALARMS/BOMB THREATS**

[Policy 8420 - SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS](#), states that the school administration, after communicating with city and school officials, will determine whether and how the building will be evacuated. Students will make up time dismissed from class. Creating false emergencies is against the law; consequently, students or adults identified as having done so will be referred to law enforcement authorities, and students will be considered for immediate expulsion.

## **UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY**

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

## **DETENTIONS**

### **LUNCH DETENTIONS**

Students will serve lunch detention during their scheduled lunch shift. Students will report to the designated room after receiving their food tray. Lunch detention will be 20 or 45 minutes in duration.

### **AFTER-SCHOOL/BEFORE-SCHOOL DETENTION**

Students assigned detention are expected to arrive at the designated detention room on time. Students are expected to complete their assignments quietly. Academic support is provided. Students should bring a book to read after completing the assigned work. Students who are late or disruptive will fail detention and must make up the time, plus

an additional consequence. After-school detentions are not scheduled on Fridays and will carry over to the next school day.

## **BEHAVIOR INCIDENT REFERRAL**

There may be occasions when an inappropriate student behavior requires a staff member to call for an administrator to assist with the situation. The staff member will complete a behavior incident referral in Infinite Campus and make initial contact with the parent. The student will be removed and placed in an alternative site as determined by the administrator. The administration will determine additional consequences, which may range from written infractions, restorative justice, or a recommendation for suspension.

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

To maintain a safe school environment, the Oneida County Sheriff's Department, in cooperation with the District, has a Deputy Sheriff working at James Williams Middle School. The liaison officer serves as a resource person in the classroom, supervises students, assists with truancy matters and citations, and administers police referrals.

## **POLICE REFERRAL/SUSPENSIONS**

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

## **JUVENILE CITATIONS**

Students at Rhinelander High School and James Williams Middle School are old enough to receive citations and fines for breaking laws on school grounds.

The officer may be contacted by calling

- 715-365-9500 extension 8525 (Rhinelander High School)
- 715-365-9220 extension 7223 (James Williams Middle School)

## **DOG SEARCHES**

To maintain a safe and orderly school environment, law enforcement-trained canines will be used periodically.

## **DRESS CODE**

[Policy 5511 - DRESS AND GROOMING](#) states that responsibility for students' personal appearance rests with students 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. Rhinelander High School and James Williams Middle School recognize that attire appropriate for other occasions may not be appropriate for school. The administration reserves the right to make a determination regarding questionable attire. As a general guideline, clothing needs to completely cover the torso from the shoulder to the mid-thigh.

- Clothes must be worn in a way that genitals, buttocks, and all private areas are covered with opaque (non-see-through) material.
- No blankets or items may be draped on or around your person.
- Hats, hoods, and other headdresses must be worn so that the face is visible and do not interfere with the line of sight of any student or staff member.
- **All students must wear\*:**

- Shirt, Bottoms\*, Shoes\*\*
  - Courses that include specific attire **as part of the curriculum** (for example, professionalism, safety equipment, public speaking, physical activity, and job readiness) may include **assignment-specific dress**.
  - \*Examples include jeans, pants, skirts, shorts, sweatpants, dresses, leggings, etc.
  - \*\*Activity-specific shoes requirements are permitted (for example, for Technical Education, Science, and Physical Education classes)
- Any clothing or accessory that
  - presents a safety risk to themselves or others;
  - covers the student’s eyes or face in an opaque way;
  - displays suggestive, violent, profane, obscene, or sexually-degrading images or language;
  - pertains to drugs, alcohol, tobacco, or other illicit products or paraphernalia;
  - or contains images or language that reasonably can be construed as discriminatory or oppressive, or creates a hostile or intimidating environment, is not permitted.

The school administration will use its discretion to determine the appropriateness of each student’s attire and the possible consequences for violating this policy. This policy is enforced during the school day and on school trips. Students who choose to violate this will be provided with clothing that meets these guidelines. Students will change in the office, and their personal clothing will be held in the office until the end of the day.

## ELECTRONIC DEVICES/CELL PHONES

[Policy 5136 - PERSONAL COMMUNICATION DEVICES](#) The School District of Rhinelander recognizes that personal communication devices (PCDs) are commonly used for communication between students and 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.

Family members should contact the Main Office to communicate with their student. Families and students should not text with each other during class times, as it interferes with the student’s educational focus. Health issues should be addressed through the Health Office. If there is an emergency, it should be addressed through the Main Office.

### CONSEQUENCES FOR VIOLATIONS FOR RHS

- 1<sup>st</sup> – device confiscated for the remainder of the day and returned to the student after school.
- 2<sup>nd</sup> – device confiscated for two days and kept in the office for each of the two school days.
- 3<sup>rd</sup> – device confiscated for 1 week and kept in the office for each of the 5 school days during the school day.

### CONSEQUENCES FOR VIOLATIONS FOR JWMS

- 1<sup>st</sup> – device confiscated, teacher or office personnel make phone contact with parents, and turn the phone into the office. The student will pick up the phone from the office at the end of the school day.
- 2<sup>nd</sup> – device confiscated, teacher or office personnel make phone contact with parents, and turn the phone into the office. The parent must pick up the device after school. Student loses the privilege to have their phone at school for 2 weeks.

- 3<sup>rd</sup> – device confiscated, teacher or office personnel make phone contact with parents, and turn the phone into the office. The student loses the privilege to have a phone at school for the remainder of the school year.

## **JAMES WILLIAMS MIDDLE SCHOOL GUIDELINES-PERSONAL COMMUNICATION DEVICES**

Students at **James Williams Middle School** may use personal communication devices (PCDs) before and after school, and may quickly check their PCDs in between classes at their lockers. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be stored **in lockers**.

### **USE OF RECORDING DEVICES DURING MEETINGS OR CONVERSATIONS**

[Policy 9135 - USE OF RECORDING DEVICES DURING MEETINGS OR CONVERSATIONS](#) is to protect the privacy of all District employees, parents, students, or community members, electronic recording by audio, video, or other means during any meetings or conversations is not permitted unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting or conversation must also obtain consent from anyone who may arrive late to any such meeting. No person shall electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.

### **CARE OF DISTRICT-ISSUED TECHNOLOGY**

[Policy 5513 - CARE OF DISTRICT PROPERTY](#) emphasizes respect for the rights of others. Students are to exercise this respect regarding the belongings of others, including District property. Staff should report any damaged property to the office as soon as possible. Any vandalism will result in the loss of user privileges, disciplinary actions, and/or legal referral. Vandalism involving technology is defined as any purposeful attempt to harm, bypass, or destroy hardware, software, and/or data belonging to another user, the Internet, or any agencies or other networks connected to the District computer network.

## **BUS CONDUCT**

Students transported by the school district's contracted buses or vehicles shall conduct themselves in a lawful and orderly manner at all times. Students riding the school buses will be subject to disciplinary measures, including, but not limited to, assigned seats and bus suspensions. Cameras may be installed in any bus from time to time to monitor behavior for disciplinary purposes. All school rules are enforceable.

## **STUDENT CONDUCT**

[Policy 5500 – STUDENT CODE OF CLASSROOM CONDUCT](#) Students are expected to abide by all school behavior expectations, not only at school but also whenever leaving the school campus for school-sponsored activities and field trips.

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 the rights of others, 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 as 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.

# GRADING AND ASSESSMENT AND ACADEMIC INTEGRITY

## Target-Based Grading

### GRADING

Rhineland High School and James Williams Middle School use proficiency-based grading. Students need a 3.50 GPA or higher to be on the honor roll, and at least a 3.75 GPA to receive academic awards (3.5 or higher at James Williams Middle School). Also, to qualify for the honor roll, students need to maintain at least 4 courses per semester.

Scale Score Average/Letter Grade/GPA points

2.85-3 = A = 4.0

2.71-2.84 = A/B = 3.5

2.57-2.70 = B = 3

2.43-2.56 = B/C = 2.5

2.29-2.42 = C = 2

2.15-2.28 = C/D = 1.5

2.00-2.14 = D = 1

1.99 or below = F = 0

### PROFICIENCY SCALE

3 Proficient: Student has fully demonstrated content proficiency and skill application for the particular learning target (at this point in the school year)

2 Developing: Student has partially demonstrated content proficiency for the particular learning target at this point in the school year. Partial proficiency indicates progress with gaps in understanding and/or misconceptions.

1 Beginning: Student has minimally demonstrated content proficiency for the particular learning target at this point in the school year. The student has large gaps in understanding and/or application and is able to show success only with significant adult assistance.

0 No Evidence: Student has not submitted or provided evidence to demonstrate content proficiency.

### HODAG SCORE

The Hodag Score represents the personal qualities and traits of citizenship that, while separate from achievement, support academic performance. We believe the Hodag Score reflects the life skills that are critically important to the overall development of students.

- Personal Responsibility
- Work Habits
- Social Skills

### DUAL ENROLLMENT COURSES

Courses that are dual enrollment with Nicolet College will follow the college grading plan. To calculate GPA from these scales, the following points are assigned to letter grades on a 100% scale:

A = 4.000

A- = 3.667

B+ = 3.333

B = 3.000

B- = 2.667

C+ = 2.333

C = 2.000

C- = 1.667

D+ = 1.333

D = 1.000

D- = 0.667

F = 0 (Rhineland High School only)

## **WEIGHTED GRADES**

When applicable, (U) indicates a course that adds a value to a student's Grade Point Average (GPA). For any(U) course, 0.03 is added to a student's GPA upon passing the class, regardless of the grade received. Weighted credit is only afforded to courses that are taken at Rhineland High School and/or Wisconsin Virtual School. Starting with the class of 2024, the only weighted courses will be Advanced Placement courses.

All teachers use a weighted average in the class gradebook. This means the final grade is weighted more toward student performance on tests/quizzes/projects than toward homework completion or daily classwork.

The one weighting system for all courses is 100% summative (tests/projects/labs/major assignment) and 0% formative (homework/in-class work/labs).

## **INCOMPLETES**

Situations may arise in which students are unable to meet class expectations within the semester timeframe due to extenuating circumstances. If a teacher and student have a plan to complete the work, that plan will indicate a timeline for completion, but a grade of "I" is entered for the final grade during grade posting. Upon completion of the plan, the teacher will communicate the correct final grade to the Student Services office, and the posted and transcript grades will be updated. If a student fails to complete the plan within the agreed-upon time frame, the posted "I" will be changed to the appropriate letter grade or an "F", whichever is higher. An incomplete grade will affect extracurricular eligibility. (See "Activities Handbook.")

## **CREDIT RECOVERY**

Credit recovery is earned when a student completes the required coursework to reach the passing threshold in any course for which they previously received a failing final-term grade. When the course is recovered, the teacher will submit a grade change form, and the student will receive course credit and a grade of "P" (Pass) on their transcript.

## **MAKE UP WORK**

Students who are absent for any reason will be required to make up any missed work in each class, per their teacher's guidelines. This work should not take longer than outlined below. Make-up work must be completed in the following manner:

- Work assigned before the absence will be handed in upon the student's return to school. For major projects, essays, or similar assignments, students should plan to submit appropriate documents to teachers electronically (E.g., by sharing a Google document or submitting in Google Classroom) to meet the expected timeline.
- Work assigned during the absence from class will be expected to be turned in late, 2 days for each day of absence.
- If the absence is for a school-related event (examples: sports event, field trip, or club activity), all work assigned before or during the absence is due on the day that all other students in that class hand it in.

Only in extreme cases of prolonged absence will more than one week be allowed to make up work, unless permission is granted by the school office. A day's absence does not excuse a student from responsibility for all recitations on the day of their return. Grades will be withheld if make-up work is not turned in, and this will lead to failure if the situation is not remedied immediately. It is the student's responsibility to obtain all makeup work from their teachers immediately upon return to school. Failure to obtain all the makeup work is no excuse for not completing the missed work.

## **JUNIOR/SENIOR RELEASE PRIVILEGES (Rhineland High School)**

Any junior or senior will be eligible for Release Privileges during the school year. Release Privileges will be determined from the previous school year's final six weeks' attendance, conduct, and academic standing. Release Privileges will

consist of an open campus policy during the student's assigned study halls and lunch period. Students may choose to remain on campus (study hall) or leave at the beginning of the privilege period(s). Students returning from privileges must enter through the high school's main office entrance. Propping or opening locked entrances is a direct violation of the security policy. Students who choose to eat in the cafeteria will not be allowed to leave except during the passing periods. Students may not enter between periods. Students with Release Privileges who choose to leave campus and do not return to school for scheduled classes/assemblies will forfeit their Release Privileges.

## CRITERIA

1. The student must be enrolled in at least 5 classes and earn at least a "C" in all courses, and have zero lunch detentions. Once a teacher identifies a student as "in danger of failing," the student's Release Privileges will be voided. Students who do not earn at least a "C" in all courses for the grading period will lose their Release Privileges until the following period's grades are reported.
2. Students may lose their privileges at any time during the school year for violations of school rules, unbecoming conduct, unexcused absences, outstanding fines/missing equipment, harassment, cheating, or excessive absences. Students cited for habitual truancy will not be eligible for privileges until their case is dismissed.
3. Students whose conduct is offensive or guilty of violating Municipal, County, or State Laws, while on Release Privileges, will have their privileges revoked.
4. The student has submitted a signed waiver from their parent/guardian. In addition, the following expectations would be placed on both junior and senior classes:
  - a Any day of unusual attendance will be considered a skip day, resulting in the loss of all Release Privileges for the balance of the term and may affect future Release Privileges.
  - b Juniors and seniors will maintain good citizenship in the community while on Release
    - 1.Privileges. The administration would be forced to cancel Release Privileges for all students if abuse resulted in a public nuisance.
  - c All juniors and seniors are required to attend mandatory class meetings or mandatory FLEX/homerooms.
  - d Students with Release Privileges are also expected to use free periods wisely when they consider scheduling appointments.
  - e Students must have zero lunch detentions. Release Privileges for each student will remain in effect through the term earned unless one or more of the criteria are violated after Release Privileges have been granted. In that case, the student will be required to attend all study halls and remain on campus (within the high school) during the lunch period for the balance of the term.

## HIGH SCHOOL GRADUATION

[Policy 5459 - PARTICIPATION IN THE GRADUATION CEREMONY](#) Participation in the School District of Rhinelander graduation ceremony is completely voluntary and is not required in order for a student to receive a diploma. Students that wish to participate in the graduation ceremony must meet the following expectations:

- All graduation requirements must be met in full before the graduation ceremony practice date.
- All student fees and fines must be paid in full.
- Required attendance at the RHS graduation ceremony practice.

Appearance for Graduation Ceremony: All students who choose to participate in the School District of Rhinelander graduation ceremony are required to wear a cap and gown. Neither the cap nor the gown shall be altered or decorated with slogans, personal items, and/or symbols unless approved in advance by the administration. Exceptions to this include Wisconsin Act 222. The graduation ceremony is a solemn time for students to be recognized for their accomplishments at RHS.

# FOOD SERVICE

The Food Service Department is proud of its role in providing students with a nutritious meal each and every school day. Our goal is to provide students with a well-balanced meal that appeals to students' 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 that can be found using the District's website: Taher Food Service Menus

4K-8th Grade Breakfast and Lunch - Free if they take a full meal

Rhineland High School Student Breakfast (includes milk) - \$1.80

Rhineland High School Student Breakfast (If you qualify for free or reduced lunch) - Free

Rhineland High School Student Lunch (includes milk) - \$2.70

Rhineland High School Student Lunch (reduced) - \$0.40

Adult Breakfast - \$2.56

Adult Lunch - \$4.65

\*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.

## Emergency Procedures

### EMERGENCY PROCEDURES

[Policy 8420.02 - EMERGENCY PROCEDURES](#) states that at various times throughout the school year, students and staff at James Williams Middle School will practice emergency procedures in accordance with Wisconsin State Statutes. Properly executing the practices will help ensure the safety of students and staff in the event of an emergency.

### FIRE DRILLS

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

### TORNADO DRILLS

A tornado drill is conducted annually to acquaint students with indoor survival procedures in case of severe weather. During these drills, students stay with their class, proceed to the designated area, and follow directions. If an evacuation of the building is necessary, it should be carried out in the same manner as fire drills.

### BOMB THREATS/EVACUATIONS

School administration, after communicating with city and school officials, will determine if and how the building will be evacuated. Creating false emergencies is against the law; consequently, students or adults identified as having done so will be referred to law enforcement authorities, and students will be considered for immediate expulsion.

## LOCK-DOWNS

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

## SCHOOL CLOSINGS

**Notification:** The Superintendent will communicate with the Oneida County Emergency Weather Service to make decisions regarding canceling or closing school due to inclement weather and/or hazardous travel conditions. The Infinite Campus notification system will send messages to all emergency contact numbers and email addresses provided by the parent. Parents may also listen to announcements broadcast on area television and radio stations. Parents are encouraged to design alternative plans for their children in the event of a late start, an early school dismissal, or a full-day school closing.

## VISITORS and VOLUNTEERS

### SCHOOL VISITORS

**Policy 9150 - SCHOOL VISITORS:** The Board welcomes parents, community members, and educators to visit James Williams Middle School and Rhinelander High School. To ensure the educational program remains undisturbed, visitors are asked to follow established guidelines. Parents who would like to visit classrooms during the school day need to obtain administrative approval one day in advance. All visitors to the building are asked to enter and leave by the front entrance (#1). Visitors must report to the office to sign in with a valid driver's license to obtain a visitor's badge. Before leaving, all visitors are asked to return their visitor's badge and sign out in the office. Friends and relatives from other schools will not be permitted to attend classes.

### VISITORS

Student visitors are **NOT** allowed during the school day unless they have a scheduled appointment with an administrator or counselor. Student visitors are not allowed on campus during the school day unless supervised in an activity with prior permission from the Main Office. Persons who are in school or on school property between the hours of 7:30 a.m. and 3:20 p.m. on school days and have not obtained permission through the Main Office are subject to receiving a citation from the Oneida County Sheriff's Department. All visitors/parents must check in at the Main Office and will receive a visitor badge to wear while in the building.

### UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY

Unfortunately, people who pose a danger to students and the general public may arrive at school. Therefore, any unauthorized persons on school grounds or entering the school building will be in violation of the law and will be prosecuted accordingly.

## LOCKER ROOMS and FACILITIES

### LOCKERS

**Policy 5771 - SEARCH AND SEIZURE** The Board of Education acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property, and school authorities may make reasonable regulations regarding their use. The District retains ownership and control of student desks and lockers, and they may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property, and a school official may examine such property.

## **PERSONAL PROPERTY**

It is recommended that pupils identify both school and personal property. Students are requested to carry only enough money to meet their daily needs and should never leave valuables unattended. If something is lost or missing, it should be reported to the office immediately, as the lost and found is located there.

## **RHINELANDER HIGH SCHOOL LOCKERS**

Rhineland High School requires all locks for sports lockers to be purchased through the high school activities office. The cost of the lock is \$5. The lock purchased can be used for their entire high school sports career. At the conclusion of the athlete's sports career, the lock may be returned to the activity's office for \$5. All extra-large/large lockers are to be used by in-season sports athletes. The locker room needs to be kept clean and neat at all times.

## **JAMES WILLIAMS MIDDLE SCHOOL LOCKERS**

James Williams Middle School provides every student with a lock for their locker. If at any time the lock is lost or damaged, you will be assessed a fee for that lock.

If you would like a locker room lock, whether for sports or gym class, one will be provided to you by your gym teacher/coach.

## **VIDEO SURVEILLANCE**

The school district reserves the right to videotape on school premises, except in restrooms and locker rooms, to maintain an appropriate educational atmosphere. This recorded information may be used by school and/or law enforcement personnel whenever necessary.