

# School District of Rhinelander Student Handbook

## Rhinelander High School and James Williams Middle School



### **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 [website](#).

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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 which 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 effectively drive student learning
- Teaches, models, and supports self-regulation skills
- Fosters individual, school, and community pride

# TITLE IX

## EQUAL EDUCATION OPPORTUNITY/ ANTI-HARASSMENT

The District's policy (Policy [2260](#) - Nondiscrimination and Access to Equal Educational Opportunity) is to provide an equal education 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](mailto:gretzric@rhinelander.k12.wi.us)

Student Anti-Harassment ([5517](#)) 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 an activity sponsored by the Board.

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 otherwise deal with any third party who engages in harassment 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](mailto: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.

**Nondiscrimination and Access to Educational Opportunity 2260** The complaint procedure is described in Board Policies and **Student Anti-Harassment 5517**. The policies are available in the School office and the District's web page. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known, and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process, the investigator determines that the complaint is properly defined as Bullying under Policy **5517.01** - 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 Elementary Schools are committed to an educational environment free of harassment. Our school 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 otherwise deal with any third party who engages in harassment 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 express 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.

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 detail 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](mailto: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 board policies on the District [webhttps://www.rhinelander.k12.wi.us/district/district-policies.cfm](https://www.rhinelander.k12.wi.us/district/district-policies.cfm) site 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, [Board Policy 5200 \(Attendance\)](#) requires the Board to enforce the regular attendance of students. Regular attendance is essential for a student to progress and have success in school. To be in compliance with Wisconsin compulsory attendance laws, teachers will take attendance for each instructional period using the Infinite Campus computer system.

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 over one week late from the due date will be considered an absence/truancy for that student unless contact with the teacher is made for assistance or an excused absence has been received by the school.

### EXCUSED ABSENCES

Parents are asked to call the office the morning of an absence. A dated and signed excuse from parent/guardian stating the reason the student was absent must accompany the student upon his/her return to school only if they have not called to report the student's 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

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

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

### LEAVING SCHOOL DUE TO ILLNESS

Students who become ill during the school day must report to the main office. Permission to go home must be given by the parents or emergency contact person. Students that go home ill with parent permission will be considered parent-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 responsibility of the student to make up work for any absence. Students are encouraged to complete assignments ahead of time so that they are not overloaded upon their return. Absences count toward the ten (10) allowable parent excused absences 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). All unexcused absences will be reviewed by the school attendance officer. 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 school work missed because of 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.

## **ABENCES AND CO-CURRICULAR**

Students must be in school for half of the day in order 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 day of excused absence in which to make up class work and examinations unless special arrangements are made with the teacher. Upon parental request, the office will work with teachers in collecting homework for students. Homework materials will need to be completed and turned in before additional homework is provided.

## TARDINESS

Tardiness is disruptive to 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 the first class, at the start of each period throughout the day, and to indicate the end of the 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 over 10 minutes late to class or leaves a 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 pursuant to state law. An administrator or police school liaison officer may issue detentions, habitual truancy, and/or simple truancy citations. Students are required to make up time missed due to truancy. Truancy court can be avoided with strong two-way communication between the parents and 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 that are 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 the school administration to discuss the truancy situation, the student will be given a period of time to improve their attendance. If the student's attendance does not improve, the student will be given a truancy citation by the Oneida County Sheriff's Department.
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 in taking students off school grounds without permission.

## HEALTH SERVICES

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

The health, safety and wellness of our children is a high priority in the School District of Rhinelander. Health information and forms are located on the school district webpage, under **Health Services**

<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 condition or any medical history that staff should be aware of in the event of an emergency.**
- Please update phone numbers for parent/guardian contact in the school office or through Infinite Campus Portal.

## SCREENINGS

- Vision screening is conducted annually by the school district nurse for grades 4K, K, 1, 3 and 5 and any other students that are referred to the school nurse by parent or teacher.
- Hearing Screening is provided by referral.
- Free preventive dental screening and sealants are provided by a dental hygienist 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 day or in an activity, they must report the accident to the teacher or supervising staff member. The staff member will fill out an Accident Report form. If an injury occurs when there is not a staff member present, report the injury to the office. 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 them or in their belongings while on school property unless agreed upon 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 it will be properly disposed of by the school.

## NONPRESCRIPTION/OVER THE COUNTER (OTC) MEDICATION

Students can have over the counter medications as needed during the school day - however please try to limit these. 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 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 it will be properly disposed of by the school.

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

In order to protect the health of students, School Board Policy [5330 Administration of Medication/Emergency Care](#) is followed.

[Prescription Medication Form Link](#)

[Non-Prescription Medication Form Link](#)

### **FIELD TRIPS**

Per [Board Policy 2340 \(Field and Other District Sponsored Trips\)](#) states field trips that are related to specific curricular or co-curricular objectives and provide educational enrichment for participating students may be approved in the District. Staff will submit to administration a written request for the field trip as well as a copy of any information sent home to parents. Staff will take student medications, school and parent contact phone numbers, and Accident Report forms. Staff should communicate to families any accidents when 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. Permission to go home must be given by the parents or emergency contact person. Students that go home ill with parent permission will be considered 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 Flue Preparedness Plan includes daily symptom surveillance and mandatory exclusion of students and staff that meet illness exclusion criteria.

- A mass Flu Clinic is held in the fall at the several SDR schools for 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, i.e., fever>100\*, cough, sore throat, diarrhea, vomiting, rash, body aches.

Keep your child home for:

- Temperature over 100.0 degrees F
- Vomiting
- Diarrhea
- If doctor/provider has diagnosed a communicable disease that needs treatment

**STUDENTS CANNOT RETURN TO SCHOOL UNTIL THEY HAVE BEEN FEVER, VOMITING, AND/OR DIARRHEA FREE 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 school the student attends.

- Parents may access current immunization requirements including waiver information and your 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 and must be presented to the office 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 and will be directed into the health room when care is needed. If necessary, the office staff will contact an emergency contact on file to have the child 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 simply 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 created with care, and teaching positions are allocated based on student course requests. Since the work of creating schedules and allocating for teachers is of importance to staff and students, a request for change to 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 pertaining to 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 may 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 a maximum of two weeks to make any schedule changes through the Student Services.

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

Wisconsin State Statutes indicate 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 students must discuss the responsibilities entailed in assuming adult status with an administrator. The student and administrator will sign the adult status form to activate adult status.

## **TRANSPORTATION**

### **BUSSES**

Bussing to and from school is provided through Bowens Bus Service. Everyone requiring transportation for the school year has to fill out a form even if their student was signed up in the past. Forms received after July 31 may not be able to 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

[school@bowensbusinc.com](mailto:school@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 by the parent/guardian must be made in advance and must be 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

the time they return from the activity. (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 it is necessary for your child(ren) to 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 prior to the date of the activity. (Requests may be denied if the form is not submitted prior to 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 the cost of \$30.00 per year or prorated after the second semester.

- 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 violating 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 vehicle. 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 as well as being 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, electronic vaping devices, or lookalikes
- 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 due to inappropriate conduct that endangers the property, health, and safety of others or disrupts the educational process. Communications attempt to keep parents and students informed. These include mail, e-mail, telephone contact, and in-person conferences.

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

[\(5610.02\)](#) **(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) and [\(5610\)](#) (Suspension and Expulsion)** recognize that exclusion from educational programs by suspension or expulsion is a substantial sanction and that such action must comply with the student's due process rights. Students may be suspended or expelled for grounds authorized under section 120.13 of the Wisconsin Statutes to include, but not be limited to, repeated refusal or neglect to obey rules; conduct either in or out of school which endangers the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any District employee or Board member, or school property by means of explosives. Administration may suspend up to five days for misconduct and for being in non-compliance with school rules. Administration will determine the type and length of the suspension based on the nature of the offense and the disciplinary record of the student. Students are not allowed on school grounds or at school-sponsored activities with or without a parent during the terms of their suspension or expulsion without prior administrative approval.

## **WEAPONS/DANGEROUS ARTICLES**

Board [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 are 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 consequences as appropriate.

## **DRUGS AND ALCOHOL POLICY**

Board [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 have the potential for referral to law enforcement authorities for prosecution.

## **FIRE ALARMS/BOMB THREATS**

Board [Policy - 8420 School Safety](#) states that school administration, after communicating with city and school officials, will determine if and how the building will be evacuated. Students will make up time dismissed from class. Creating false emergencies is against the law; consequently, students or adults identified will be referred to law enforcement authorities and students will be considered for immediate expulsion.

## **UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY**

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

## **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 who have been assigned a detention are expected to arrive in the designated detention room on time. Students are expected to complete their assignments quietly. Academic support is provided. Students should bring along a book to read after the completion of the assigned work. Students who are late or disruptive will fail detention, requiring them to make up this 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 fill out a behavior incident referral in Infinite Campus and make initial parent contact. The student will be removed and placed in an alternative site as determined by the administrator. Additional consequences will be determined by the administration and may range from written infractions, restorative justice, to 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 within school.

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 [\(5511\) \(Dress and Grooming\)](#)** notes that the responsibility for the personal appearance of students shall rest with the students themselves and their parents. Student dress or grooming should not affect the health or safety of others, nor should it disrupt the learning process within the classroom or school. Rhinelander High School and James Williams Middle School recognize that attire that may be appropriate for other occasions may not be appropriate for school. The administration reserves the right to make a determination with respect to questionable attire. As a general guideline, clothing needs to completely cover the torso from shoulder to mid-thigh.

- 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\*:**
  - o 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
  - o presents a safety risk to themselves or others;
  - o covers the student's eyes or face in an opaque way;
  - o displays suggestive, violent, profane, obscene, or sexually-degrading images or language;
  - o pertains to drugs, alcohol, tobacco, or other illicit products or paraphernalia;
  - o 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 make decisions regarding the appropriateness of each student's attire and possible consequences for violation of 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](#) Student use of personal electronic devices (PEDs) during class time is strictly prohibited, and devices (including but not limited to cell phones) must remain out of sight and stored away in the student's backpack, bag, purse, etc. Under **no** circumstances will the use of PEDs be allowed for use in restrooms and/or locker rooms.

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.

Students may use PEDs before and after school, during their lunch break, in between classes, during after-school activities (e.g. extra-curricular activities), or at school-related functions as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. Only school district-issued computers shall be used during the normal school day while at Rhinelander High School; no personal computers shall be used.

School staff who observe a student's use or access of a PED during class time will confiscate the device. Student refusal to turn over their PED will result in a doubling of the consequences below and/or suspension for insubordination.

## CONSEQUENCES FOR VIOLATIONS

- 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.

## 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**.

**1st Offense** - Device is 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.

**2nd Offense** - Device is 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.

**3rd Offense** - Device is 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.

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

## BUS CONDUCT

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

## 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 such a fashion that their behavior will reflect favorably on the individual student and on the school, show respect and consideration for the rights of others, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them in accordance with school regulations. Students are expected to abide by the code of conduct and behavior as outlined in the student handbook and/or as stated in the rules and regulations established by building principals for each school. All employees shall share responsibility for supervising the behavior of the students and for seeing that they meet the standards of conduct established by the building principal.

## GRADING AND ASSESSMENT AND ACADEMIC INTEGRITY

### Target Based Grading

#### GRADING

Rhinelander 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 for 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 that the overall final grade is based more heavily on student performance on tests/quizzes/projects than on homework completion or daily class work.

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 where students are not able to complete class expectations in the semester time frame, due to extenuating circumstances. If a teacher and student have a plan to complete that work, that plan will indicate a timeline to complete the work, 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 posting grade as well as

the transcript grade 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 does the required coursework to reach the passing threshold in any course that 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 the course credit and a grade of "P" or Pass on their transcript.

### **MAKE UP WORK**

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

- Work assigned prior to the absence will be handed in upon the student's return to school. In instances of major projects, essays or similar assignments, students should make plans to turn in appropriate documents to teachers electronically (Sharing a Google document or submitting in Google Classroom) to meet 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-sport 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 for work to be made up 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 his/her return. Grades will be withheld in case make up work is not turned in, and lead to failure if the situation is not remedied immediately. It is the student's responsibility to obtain all make up work from his/her teachers immediately upon return to school. Failure to obtain all make up work is no excuse for not doing work missed.

## **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 main office entrance doors. 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 earning at least a "C" in all courses, and has zero lunch detentions. Once a student is identified by a teacher as being "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:

- 1. Any day of unusual attendance will be interpreted as a skip day which will result in a loss of all Release Privileges for the balance of the term and may affect future release privileges.
- 2. Juniors and seniors will maintain good citizenship in the community while on Release Privileges. The administration would be forced to cancel Release Privileges for all students if abuse resulted in a public nuisance.
- 3. All juniors and seniors are required to attend mandatory class meetings or mandatory FLEX/homerooms.
- 4. Students with Release Privileges are also expected to use free periods wisely when they consider scheduling appointments.
- 5. 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.

## FOOD SERVICE

The Food Service Department is proud of the role it plays in providing students with a nutritious meal each and every school day. Our goal is to provide students with a well-balanced meal, which is appealing to students' tastes, and meets 13 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 in 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 \(8420.02\)](#) 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 during the year to practice the procedures for a fire emergency. Emergency exit plans are posted in each room. Staff and students should be familiar with and follow the exit plan. Every drill will be conducted as if there is an actual fire. When the fire alarm sounds, students must immediately be quiet and listen for instructions. Staff and students should remain calm. The students should quickly and quietly form a single-file line and promptly exit the building when instructed to do so. The last person closes the door. Once outside, students must remain with their room supervisor and await instructions. Re-entry of the building is prohibited until instructed to do so by an administrator or fire official.

## **TORNADO DRILLS**

A tornado drill is conducted annually to acquaint students with indoor survival procedures in case of severe weather. During these drills, students stay with their class, proceed to the area designated by the teacher, 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 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 in regards to canceling or closing school due to inclement weather and/or hazardous travel conditions. The Infinite Campus notification system will transmit messages via all emergency contact numbers and email accounts provided by the parent. Parents may also listen to announcements broadcast on area television and radio stations. Parents are encouraged to design alternative plans for their children in the event of a late start, an early school dismissal, or full-day school closing.

# **VISITORS and VOLUNTEERS**

## **SCHOOL VISITORS**

[Policy \(9150\)](#) the Board welcomes parents, community members, and educators to visit James Williams Middle School and Rhinelander High School. In order for the educational program to be undisturbed, visitors are asked to follow established guidelines. Parents who would like to visit classrooms during the school day need to obtain administrative approval one day in advance. All visitors to the building are asked to enter and leave by the front entrance (#1). 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 the 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 3:20p.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 into the Main Office and will receive a visitor badge to wear while they are in the building.

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

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

## **LOCKER ROOMS and FACILITIES**

### **LOCKERS**

[Policy\(5771\)](#) 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 possesses control of student desks and lockers and the same 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 as to prevent examination by a school official.

### **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. In the event that something is lost or missing, it should be reported to the office immediately, as that is where the lost and found area is located.

### **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 that is purchased is then able to be used for their entire high school sports career. At the conclusion of the athletes' 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 lock for the locker room whether for sports or for gym class, one will be provided to you through your gym teacher/coach.

## **VIDEO SURVEILLANCE**

The school district reserves the right to videotape on school premises, with the exception of 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.