

# *School District of Rhineland*

We strive to ensure our handbook remains up-to-date at all times. To achieve this, we may make changes to our policies and procedures without prior notice.

## *Elementary School Handbook*



### **Introduction**

The School District of Rhineland Elementary School Handbook is an information resource for students, parents/guardians, and staff. We ask that all stakeholders read this handbook thoroughly and keep it as a source of reference. While every possible situation cannot be covered in a handbook, most that may arise are addressed. *This handbook is completed in early June to get to the publishers in time for the start of the following school year and is subject to additions, deletions and or modifications.* This handbook has been deemed reasonable and designed to achieve legitimate educational purposes. Specific board policies are summarized. Full School District of Rhineland Board Policy may be accessed on our District Website [Board Policies](#)

The School District of Rhineland does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. The district encourages informal resolution of complaints under its pupil nondiscrimination policy. A formal complaint resolution procedure is available to address allegations or violations of the policy in the School District of Rhineland. Any questions concerning the district's nondiscrimination policy and complaint procedure should be directed to the District's Compliance Officer. All School District of Rhineland services and programs are nondiscriminatory. Reasonable accommodations will be provided when necessary to assure full accessibility. Information on the existence and location of auxiliary aids and support services available to provide reasonable accommodations

(i.e., interpreters, readers, change in location or activities, etc.) may be obtained from the School District of Rhinelander Student Services Office. Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal and State Law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment also includes any action or verbal expression related to race, gender, age, religion, disability, pregnancy or sexual orientation that creates a hostile, intimidating or offensive learning environment. The Superintendent or the Superintendent's designee will promptly investigate all reports of harassment.

A district cannot refuse entrance into 4K/K to a child who is not toilet trained. The district can work in several ways to address the issue: Check with the family regarding medical needs; work with the child's physician or make a referral for a special education evaluation if medical needs are an issue.

## Academics

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

- Personal Responsibility
- Work Habits
- Social Skills

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

## Attendance Information

State law 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 using the Infinite Campus computer system.

### Absences Excused Absences

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

- If your student has a chronic illness or medical condition, contact the district nurse at 715-365-9220 ext 7143.
- Obtaining Religious Instruction.
- Permission of Parent or Guardian. (*A student may not be excused for more than ten (10) instances partial/ whole days, under this provision*)
- Religious Holiday.
- Suspension or Expulsion.

- Program or Curriculum Modification.
- High School Equivalency, Secured Facilities
- Child at Risk.

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

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

## **Appointments**

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

## **Pre-Planned Absence**

Parents/guardians are asked to pick up a *Pre-Planned Absence* form from the office well in advance of any absence longer than 2 days. Administration will first review the absence request, either approve or deny it, then forward it to the student's teacher. The signed form is then returned to the office, with a copy going home to the parent/guardian. It is the responsibility of the student to make up work for any absence. Students are encouraged to complete assignments ahead of time so that they are not overloaded upon their return. *Keep in mind that pre-planned absences count towards the ten (10) allowable parent excused absences (PEA).* Families are strongly encouraged to take vacations during the scheduled school calendar breaks.

## **Unexcused Absence**

Absences that are not called in are considered unexcused absences. In addition, after a student exhausts the ten (10) allowable parent excused absences, but is excused by the parent/guardian, the attendance code will reflect as an unexcused absence (UEX). All unexcused absences will be reviewed by the school attendance officer. Unexcused absences may lead to truancy proceedings.

## **Tardiness**

Tardiness is disruptive to the learning process. A student arriving at school in the morning after 8:05 a.m. must report to the office with parent/guardian to be signed-in at the office before proceeding to class. Habitual tardiness will be addressed by the administration.

## **Truancy**

Truancy is when a student is absent from a class or school without the knowledge and consent of the parent/guardian and staff. School personnel will work with the student, parents/guardians, social workers, and the court system to resolve truancy issues pursuant to state law. An administrator or police school liaison officer may issue consequences, including habitual truancy or simple truancy citations. Students may be required to make up time missed due to truancy. Truancy court can be avoided with strong two-way

communication between the parents/guardians and school staff. We will take a more proactive approach to help communicate and reach students who are excessively absent from school. Additional information regarding attendance, [Board Policies](#)

## Building Hours Arrival Time

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

All Elementary School times are 8:05 a.m. to 3:05 p.m. Please check your school website for any changes. Breakfast and supervised drop off begins at 7:50 a.m. *There is no adult supervision prior to drop off time or after school. The playground is not available for community use before or after school until the campus has cleared.*

## End of School Day Dismissal

Parents/guardians need to call the school office prior to 2:00 p.m. if altering their child's usual after school arrangements. The end of the school day is busy and we are unable to ensure last minute messages will be reviewed and communicated prior to dismissal. Students should depart from school immediately after dismissal if not involved in prearranged after-school programming or events. Parents/guardians are responsible for their children on school grounds, including the playground after school. *There is no adult supervision after pick up time.* Students who remain after school for a school- sponsored event must remain at the event and have a parent/guardian present. Unauthorized motor vehicles, bikes, scooters, and other wheeled recreational items are not permitted on the playgrounds.

## Students Leaving During the School Day

After students arrive at school; it is the school's obligation to keep them until regular dismissal time. If, for any reason, students must be released for dental or medical appointments, etc., Parents/guardians should inform the office of the time and reason. Parents/guardians need to come to the office to sign students out of school. *These will also count toward the 10 parent excused absences (PEAs).*

## School Closing

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

## Transportation/Traffic Flow

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

# Busing

Bowen's Bus Service is the busing provider for the School District of Rhinelander. Phone: 715-362-3996 or 715-277-2306. Fax: 715-362-3997. Transportation will be provided for those students whose distance from their school makes this service necessary. A new bus transportation form must be filled out each year. Please call the bus service for further information.

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

## Walking Distance

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

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

## School Bus Discipline

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

- Cross the road carefully, promptly, and in front of the bus.
- Board the bus and go immediately to their seats.
- Be seated and remain seated while the bus is in motion.

- Keep hands and feet inside the bus.
- Observe the same conduct as in the classroom - no loud talking, shouting, whistling, inappropriate language, unnecessary noise, or destructive behavior.
- Refrain from eating, drinking, and smoking/vaping on the bus.
- Listen to and follow the bus driver's instructions.
- Follow seat assignments if required by the bus driver.

## School Bus Assignments

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

### Permission to Ride a Different Bus

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

## Bicycles

Students who ride their bicycles to school should be informed of the rules of safe bicycle riding by their parents/guardians. Once on school grounds, bicycles should be placed in the bicycle rack. We encourage students to wear helmets and have bikes locked. Bicycles may not be ridden on the school grounds during the school day; they are not allowed on the playground area at any time. Students riding bicycles should be particularly careful around the school when buses are loading and unloading as well as with parent/guardian drop off and pick up.

## 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 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](#)

Student Breakfast (includes milk) - Free

Student Lunch (includes milk) - Free

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*.

### Four Ways to Purchase Milk: Prepayment is Required

- Online. Easy-to-use, convenient, private, and secure. Go to your Infinite Campus parent portal.
- Drop off at your child's school. Please include the child's name on the check.

- Mail to RHS Food Service, 665 Coolidge Ave, Rhinelander, WI 54501
- Drop off or use the drop box at the RHS Food Service Office.

## **Policy and Procedure:**

- Milk account balances can be checked online. Go to your Infinite Campus parent portal.
- Parents/guardians are notified of low balances and negative balances by phone or e-mail.
- Contact the District Food Service Office at (715) 365-9547 or (715) 365-9500 ext. 8341

## **Free and Reduced Price Meals**

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

## **Nondiscrimination Policy**

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

Any questions concerning this policy should be directed to:

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

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

Candice Cook, Principal  
Pelican Elementary School

3350 V. Hickey Road  
Rhineland, WI 54501

715-365-9160 ext 4175  
Northwood Community Elementary School  
Gayle Daniel, Principal  
9086 County Highway K  
Harshaw, WI 54529  
715-282-8200 ext 1322

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

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

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

## **Wellness Policy**

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

## **School Counseling Services**

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

Elementary (4K-5) classroom teachers actively collaborate with the school counselor to provide social emotional instruction. This approach is a condition of employment with the School District of Rhineland and should result in improved student performance.



## Special Education

The School District of Rhinelander provides special education services for students age three to twenty- one who are identified as having an impairment and a need for specialized instruction. Areas of impairment include: autism, intellectual disability, emotional disturbance, learning disability, speech/language, vision, hearing, orthopedic, traumatic brain injury, significant developmental delay, and other health impairment. Parents/guardians, teachers, or other individuals who have knowledge of a child with a suspected impairment may initiate a referral for special education testing. If a child is found to have an impairment as a result of the evaluation, the specific education services provided would be determined by the Individualized Education Program (IEP) team, which includes the parents/guardians, teachers, and other staff members.

## Home Instruction

If a student is unable to attend school for thirty days or more due to a health problem diagnosed by a licensed physician, home instruction may be provided. Parents/guardians are requested to contact The School District of Rhinelander Pupil Services Office if a lengthy absence from school for medical reasons is anticipated.

## Library Media Center

The Library Media Center (LMC) has five main goals: (1) to support classroom instruction in all curricular areas, (2) to teach information retrieval and processing skills, (3) to enable students to use current educational technology, (4) to provide reading/listening/viewing materials at appropriate levels to expose students to cultures, lives, and experiences similar and different from their own and (5) offer opportunities to collaborate, create, and problem solve with a variety of materials. Each elementary school has an LMC. Students have access to the school LMC for book borrowing, independent reading, listening/viewing activities, and makerspace activities. During scheduled class time, students receive help with such things as reference work, listening skills, learning information retrieval skills, checking out books, or any number of other activities. The LMC aims to help students make their school years productive and enjoyable.

Books checked out from the Library Media Center are district property. Any property that is lost or damaged through misuse or carelessness will be replaced at student expense. Notices of overdue materials are distributed to students biweekly. Quarterly, overdue notices will be sent home with progress reports. Students will need to pay for lost or missing books or replace them with the same title and format .

## Music, Art, PE (Physical Education), Library, and BAM (Books and Media)

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

## 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 website [Health Services](#) [Health Forms](#)

- Complete the annual **Health Information Form** to indicate health conditions such as **asthma, diabetes, allergies, seizure disorder/epilepsy, other health conditions, or any medical history that staff should**

### **be aware of in the event of an emergency.**

- Please update phone numbers for parent/guardian contact in the school office or through Infinite Campus Portal.

### **Illness *When to Keep a Child Home From School Due to Illness:***

- As per our district's Influenza preparedness plan, each school monitors daily illness surveillance. When you contact the school to report your child's illness, please report their symptoms, i.e., fever >100, cough, sore throat, diarrhea, vomiting, rash, body aches . . .
- Keep your child home if:
  - **Temperature  $\geq$  100 degrees.** The student cannot return until **24 hour fever free without** the use of fever reducing medications like Tylenol, Ibuprofen, or DayQuil.
  - Vomiting or diarrhea (24 hour symptom free before returning to school)
  - If doctor/provider has diagnosed a communicable disease that needs treatment.

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

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

### **Medication Prescription Medication**

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

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

### **Over the Counter Medication**

(OTC) (example: Lactaid, Acetaminophen, Ibuprofen)

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

container.

- Medications that need to be altered (split) will be the parent(s) responsibility. The school cannot split pills or tablets.
- Any OTC medication that contains Aspirin, must be prescribed by a doctor and requires the Prescription Medication form.
- Any dose outside of the labeled dosing recommendations will require a Prescription Medication form to be completed by provider and signed by the parent/guardian (see Prescription Medication above).

Medication forms can be found on our website [Health Forms](#)

## Screenings

- **Health Screening for Vision** is conducted annually by the school district nurse for grades 4K, K, 1, 3 and 5 and any other students that are referred to the school nurse by the parent/guardian or teacher.
- **Hearing Screening** is provided by referral.
- **Free Dental Sealants** provided by the dental hygienists of the NorthLakes Community Clinic. All children in Pre-K through 12<sup>th</sup> grade are eligible. The consent form will be provided in your school information packet. It will also be available on the SDR web page.

## Wisconsin Immunization Law 140.05(16)

In order to protect the health of students, state law requires that all students must meet the 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.

## Health and Safety Tobacco Possession and Use

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

## Drug and Alcohol Abuse

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

## Student Insurance Service

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

# Unsafe Objects

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

# Dangerous Weapons Report

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including but not limited to property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent provided by law and without the permission of the Superintendent.

The term "weapon" means any object which in the manner in which it is used is intended to be used or is represented as capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include but are not limited to firearms [including but not limited to firearms as defined in 18 U.S.C. 921(a)(3)], guns of any type whatsoever, including air and gas- powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The Superintendent is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy. The Superintendent will refer any student who violates this policy to the student's parents and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action up to and including expulsion.

For more information on Policy 5772, visit our website [Board Policies](#)

# Mandated Reporters/ School Threat Reporting

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

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

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

# Child Abuse and Neglect

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

## Emergency Situations Fire Drills:

Procedures are organized to provide the safest and most expedient method of evacuating the school building. Fire drills will vary to provide practice in leaving various activities in different locations of the building (or playground). **Tornado Drills:** The staff will prepare the students for a possible tornado emergency. A general tornado plan has been formulated for each school. This plan includes designated areas for students along with protective measures to be used by the students. Tornado drills will be conducted in the fall and spring to familiarize students with designated areas and correct procedures. **Lockdown Drills:** In the event of a threat or impending danger, students will move quickly and quietly to their designated areas and await further instructions. Lockdown emergency drills are practiced twice a year in each school building.

## General Operations Student Fees

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

## Telephones

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

## Personal Communication Devices

The use of personal communication devices (PCDs) varies by school. Use of (PCDs) at the elementary level during school hours is prohibited unless approved for unique or extenuating circumstances (i.e. medical). Devices must be powered off (not just placed into silent or vibrate mode) and stored out of sight. Devices may be stored in student lockers or with the classroom teacher. The use of a PCD to engage in non-education-related communications is expressly prohibited. Violations of this policy will result in the device being safely stored by school staff. Depending on the nature of the situation, the device will be returned to either the student or parent/guardian at the end of the student day.

## Textbooks

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

## Lockers

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

## Valuables

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

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

## Lost and Found

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

## Pets

Pets are not allowed at school. The exception is when a pet is brought to school by parents/guardians or staff for classroom activities with prior approval per school board policy. Arrangements can be made for certified therapy dogs to support students in the school setting.

## Photos

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

## Field Experiences and Field Trips

Field experiences enhance the study of course concepts or units and field trips are unique opportunities to enhance the lives of children. Whenever students are going to leave the school campus, notification will be sent home indicating the date, time and nature of the trip. *Field trips are considered to be a privilege and student participation may be limited or with stipulations (i.e. need to be accompanied by parent/guardian) connected with student performance and behavior.*

## Outdoor Activity

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

- The student has a medical excuse from the family physician.
- Other legitimate daily requests approved by the teacher and/or the principal.
- All students must wear a coat from 0 to 32 degrees, at least a sweatshirt from 32-50 degrees, and coats can be taken off when temps rise above 50 degrees.
- Boots & snow pants for snowy playground and field
- Boots for snow covered blacktop, ice, and puddles
- Rain drizzle = recommended raincoat
- No umbrellas at recess

## Student Conduct

Students in the School District of Rhinelander shall be expected to act in such a fashion that their behavior will

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

## Student Expectations

*Students can expect to:*

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

*Students are expected to be:*

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

## Unacceptable Conduct

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

*Endangering property, health, safety of others*

- Vandalizing property
- Bullying and all forms of aggressive behavior
- Possessing weapons or dangerous articles
- Body piercing during school time
- Inappropriate use of prescribed medications

- Use of illegal/controlled substances *Unlawful Behavior*
- Possession or use of firecrackers, drug paraphernalia, controlled substances, alcoholic beverages, tobacco products or look-alikes.
- Distributing or selling prescription medication
- Theft
- Extortion
- Creating false emergencies such as pulling a fire alarm, calling 911, or making a bomb threat

#### *Disrespectful Behavior*

- Impedes the opportunity for others to learn
- Impedes the opportunity for self to learn by failure to try
- Disrespectful language, attitude, or behavior
- Public display of affection (PDA)
- Refusal to follow directives of staff members

#### *Public Displays of Affection*

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

## **In-School Discipline**

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

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

## **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 &quot;Protected Characteristics”) or other protected officer characteristics as well as place of residence within District boundaries, or social or economic background.

Students with an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services.

Parents who have questions should contact:

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

It is also the District’s policy (Policy 5517-Student Anti-Harassment) 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:

Gayle Daniel,  
Title IX Coordinator  
715-282-8200 ext. 1322  
9086 County Highway K  
Harshaw, WI 54529 ext 1322

The complaint procedure is described in Board Policies 2260-Nondiscrimination and Access to Educational Opportunity and 5517 Student Anti-Harassment-. 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:

Gayle Daniel,  
Title IX Coordinator  
715-282-8200 ext. 1322  
9086 County Highway K  
Harshaw, WI 54529 ext 1322

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 addresses explicitly 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 Elementary School 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:

Gayle Daniel,  
Title IX Coordinator  
715-282-8200 ext. 1322  
9086 County Highway K  
Harshaw, WI 54529

## **Bullying and Aggressive Behavior**

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

For more information on Policies 5517 and 5517.01, visit our website [Board Policies](#)

## **Student Discipline**

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

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

Students and parents must be informed that students face disciplinary action, including possible suspension and even expulsion whenever students engage in conduct which endangers the property, health, or safety of

others, or disrupts the educational process while at school or under the supervision of school authority. For more information on Policy 5610, visit our website [Board Policies](#)

## Dress and Grooming

The responsibility for the personal appearance of students shall rest with the student themselves and their parents/guardians. Student dress or grooming should not affect the health or safety of others, nor should it disrupt the learning process within the classroom or school. Aerosol spray cans (deodorant, perfume) and face paint are prohibited. School personnel recognize attire that may be appropriate for other occasions may not be appropriate for school. The administration reserves the right to make a determination with respect to questionable attire. As a general guideline, clothing needs to completely cover the torso from shoulder to mid-thigh. Items or clothing unacceptable include, but are not limited to, the following unless part of a special dress up event:

- Obscene/profane/suggestively worded apparel
- Exposed midriff
- Translucent or see through clothing
- Visible undergarments
- Baggy or low cut pants worn below hip level
- Clothing exposing skin above mid-thigh
- Tops with narrow straps
- Short shorts, skirts, and skorts
- Accessories including chains, extra long belts
- Coats, scarves, gloves, mittens, and sunglasses worn inside the building, including classrooms
- Bandanas
- Slippers, wheeled or skate shoes
- Flip flops and sandals without backs are unsafe at Central School due to all the steps

## Communication Reporting to Parents/Guardians

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

## Infinite Campus

The District uses the web-based program Infinite Campus to record and share information with parents/guardians. We send notification alerts and emails as our primary communication. Instructions on how to set up the Parent Portal can be found on our District Website [Infinite Campus Information](#) Please contact your school office to obtain the GUID number that will be needed initially to activate the account.

# Welcome Back Night

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

# Visiting School/Raptor

Parents/guardians are welcome to observe the students at work within the classroom. One of the best ways to understand the educational program is to visit the classroom. Parents/guardians must notify the school and the classroom teacher in advance. Parents/guardians are welcome to eat with their children and should notify the school office the day before to be sure there is enough food prepared. **Visitors are required to sign in at the office upon arrival and provide a valid driver's license to run through our RAPTOR system.**

# Parent Advisory Committee (PAC)

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

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

# Use of School Facilities

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

Additional information regarding Policy 7510 can be found on our District Website

[Board Policies](#)

# Volunteers/Raptor

Volunteers are welcomed to donate time on a scheduled basis to help teachers with the learning process. Persons interested in volunteering should contact the building principal. All volunteers must complete a background check and be approved by the Human Resources Office. A background check must be completed every other year. [Volunteer Application](#) [Volunteer Expectation Checklist](#)

# Chaperones

Schools aim to provide one (1) chaperone per ten (10) students on all field trips and field experiences. Chaperones assist staff in providing a safe experience for students. In order to assist to this end, please familiarize yourself with the responsibilities listed below to ensure a well supervised and educational activity. Chaperones are required to have a background check completed prior to assisting students and staff in this role. A background check must be completed every other year. [Volunteer Application](#) Potential chaperones are expected to submit completed background check form at least two (2) weeks in advance of the scheduled event to allow timely processing. Some activities may have limited space for chaperones and available slots

will be based on the date of notification.

## **Responsibilities:**

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

## **Public Complaints/Concerns**

Any individual(s) having a legitimate interest in the staff, programs, and the operations of the District shall have the right to present a request, suggestion, or complaint to the district and the Board. Further information regarding Policy 9130 can be found on our District Website [Board Policies](#)

## **School Records**

District Policies 8310 and 8330 address many aspects concerning school records. Detailed information covered by these policies can be found on our District Website [Board Policies](#)

## **Title I**

Title I Reading and Math is a federally funded program re-authorized under Every Student Succeeds Act of 2015. The overall purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach proficiency on state academic achievement standards and assessments. Your child's school participates in a school wide Title I program which is a comprehensive reform strategy designed to upgrade the entire educational program in the school. For your child to perform to his/her greatest potential, it is critical that a home-school partnership be formed. This compact outlines how school personnel, students, and parents/guardians can share the responsibility for supporting your child's learning. Please read and discuss the outlined responsibilities with your child.

## **Student Responsibilities: I will Do My Best to:**

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

## **Parent/guardian Responsibilities: I will Do My Best to:**

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

## **Teacher Responsibilities:**

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

## **Highly Qualified Teachers**

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

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

Parent/Guardian Permission There is a box on the back to school forms to be checked acknowledging you have read and reviewed the expectations set forth in the student hand book with your child.