



## RHINELANDER HIGH SCHOOL STUDENT & PARENT HANDBOOK

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<https://www.rhineland.k12.wi.us/schools/high/>

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**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.**

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Dear Parents and Students:

This Student Handbook is an official document of Rhinelander High School that outlines curricular and co-curricular opportunities, as well as the rules, procedures, and expectations that students are responsible for throughout the school year. The Student/Parent Handbook is based on State of Wisconsin Laws, school board policy, administrative rules, and professional conduct. Please take time to read this handbook thoroughly, discuss it and keep it as a resource. Where school board policy is referenced, a four digit number will be in parentheses (*e.g.* 1234). A digital copy of this handbook is available to all students and reviewed with their homeroom teacher at the beginning of the school year or upon the time of enrollment.

This student handbook is in effect on all RHS property, property that the district rents or controls, and in all vehicles used to transport students. The rules are also in effect at school activities when students are involved. The activities include home and away athletic contests, music events, field trips, etc. Anytime a student represents the school, he/she is governed by the regulations established in this handbook. In addition, students who choose to participate in extra and/or co-curricular activities are required to adhere to the expectations of the RHS Activities/Athletic Code of Conduct.

We encourage each family to become actively involved in the spirit of our school community. Parents play a critical role in making the high school years a positive experience. Please visit school frequently to meet school staff, attend parent/teacher conferences, plays, concerts, and athletic events.

While there is some important information detailed in these pages, there is far more information listed on the School District of Rhinelander web site <http://www.rhinelanderk12.wi.us/>. Please view all information there if you do not find all the answers to your questions listed in the following pages.

On behalf of the Rhinelander High School faculty and support staff, welcome to the 2023-2024 school year!

Mr. Dornfeld, *Principal*  
Mr. Knott, *Associate Principal*

# GENERAL INFORMATION

## **SCHOOL DISTRICT OF RHINELANDER NONDISCRIMINATION POLICY ([2260](#))**

The Board is strongly committed to providing an equal educational opportunity for all students in the District in a harassment-free environment.

The District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability in any of its student program and activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program /activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in the District. Educational programs shall be designed to meet the varying needs of all students.

**Please refer to board policies on the District [website](#) for more details.**



# 2023-2024 RHINELANDER HIGH SCHOOL CALENDAR

## **September 2023**

- 1 - First day of school for 9th grade students only
- 4-Labor Day- No School
- 5- First day of school 10th-12th grade students
- 12 - Picture Day
- 29 - Student Virtual Learning Day/Staff Professional Development

## **October 2023**

- 9 - No School (Staff Professional Development Day)
- 12 - Parent/Teacher Conferences (3:45-7:15pm)
- 13 - Picture Retake Day
- 18- Juniors take the PreACT exam
- 24-28 Flexible parent/teacher conferences by appointment(in person, zoom, phone)
- 27 - Student Virtual Learning Day/Staff Professional Development

## **November 2023**

- 3 - End of 1st Quarter
- 22-24 - Fall Break - No School for Students

## **December 2023**

- 8 - No School (Staff Professional Development Day)
- 25-29 - Winter Break - No School

## **January 2024**

- 1-2 - Winter Break - No School
- 15 - No School
- 18 - Semester Exams
- 19 - End of 1st Semester - Semester Exams
- 22 - No School (Staff Recordkeeping Day)

## **February 2024**

- 15 - Parent/Teacher Conferences (3:45-7:15p.m.)
- 23 - Student Virtual Learning Day/Staff Professional Development

## **March 2024**

- 11-15 - No School (Spring Break)
- 8 - Student Virtual Learning Day/Staff Professional Development
- 29 - No school (All students and staff)

## **April 2024**

- 1 - No School (All students and staff)
- 3 - End of 3rd quarter
- 26 - Student Virtual Learning Day/Staff Professional Development

## **May 2024**

- 2 - RHS Career Fair
- 27 - No School (All students and staff)
- 31 - Class of 2024 Graduation and last day for seniors

## **June 2024**

- 4 - Last Day for all Students - End of Second Semester

A more complete calendar of ALL school activities can be found at the RHS website [link](#).

At many activities our school songs will be played. It is our hope that all students, parents and alumni will participate with the band or choir in singing our school songs.  
When these songs are performed, the audience will please rise.

## SCHOOL SONG - "FIGHT SONG"

On Rhinelander High School  
Fight for Hodag fame.  
We're with the Hodags,  
We will win this game.  
U-RAH-RAH  
On Rhinelander High School  
Fight for Hodag fame.  
Fight Hodags, fight, fight, fight,  
We'll win this game.

## THE ALMA MATER

On a sunset hill of glory,  
Reared against the sky,  
Proudly stands our Alma Mater,  
As the years roll by.  
Forward ever be our watchword  
Conquer and Prevail,  
Hail to thee, our Alma Mater,  
Rhinelander, all hail.



# 2023 – 2024 BELL SCHEDULES

## A-DAY BELL SCHEDULE

(MON, TUE, FRI)

Period 1 8:00-8:42

Period 2 8:47-9:29

Period 3 9:34-10:16

Period 4 10:21-11:03

A-Lunch 11:03-11:33

Period 5A 11:38-12:20

Period 5B 11:08-11:50

B-Lunch 11:50-12:20

Period 6 12:25-1:07

Period 7 1:12-1:54

Period 8 1:59-2:41

Flex 2:46-3:20

## B- & C-DAY BELL SCHEDULE

(WED, odd periods)

(THU, even periods)

Period 1/2 8:00-9:28

Period 3/4 9:33-11:01

A-Lunch 11:01-11:31

Period 5/6 A 11:36-1:04

Period 5/6B 11:06-12:34

B-Lunch 12:34-1:04

Period 7/8 1:09-2:37

Flex 2:42-3:20

\*\*Should there be a school day cancellation for any reason on a block day (Wed/Thur), we will make that day up on the following day back

## SEMESTER EXAM SCHEDULE

We will follow the B-Day and C-Day Schedules

	<b>Day One (B-Day) Day Two (C-Day)</b>	
<b>Block 1</b>	1 <sup>st</sup> period	2 <sup>nd</sup> period
<b>Block 2</b>	3 <sup>rd</sup> period	4 <sup>th</sup> period
<b>Lunch</b>	5 <sup>th</sup> period	6 <sup>th</sup> period
<b>Block 3</b>	7 <sup>th</sup> period	8 <sup>th</sup> period

## ACCIDENTS

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the teacher/coach and to the school office.

## ADDRESS OR PHONE NUMBER CHANGES

Any changes in address, telephone numbers and/or email addresses should be reported to the Principal's secretary in the main office as soon as possible so that the office has a correct information card on each student at all times, especially if an emergency should arise.

## ADULT STATUS/AOM

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. RHS 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.

## CHROMEBOOKS

Students are responsible for the general care of the Chromebook that has been assigned to them. Chromebooks that are broken, or fail to work properly, must be reported to your teacher or Chrome Central as soon as possible so that they can be taken care of properly. These devices should only be used for educational purposes with your classroom teacher's approval. Chromebook privileges can be revoked by parents/guardians or school staff if Chromebooks are misused or abused. Parents/Guardians – Chromebook use at home is intended for educational purposes; if your student is using them in another manner, you may revoke privileges at home for your own reasons.

### GENERAL TIPS:

- No food or drink is allowed next to your Chromebook while it is in use.
- Wash your hands if they are dirty or greasy before using your Chromebook. Keep your Chromebook clean!
- Students should never carry their Chromebooks by the screen or while the screen is open. The Chromebook screens can be easily damaged!
- Cases are assigned, Chromebooks need to be stored and carried in the cases when not in use.
- Labels with student names and SDR barcodes should remain on the device at all times.
- Always use two hands to carry your Chromebooks.
- Students should be using their "sdrschoools.org" accounts on the Chromebooks to have access to all district resources.
- High school students are responsible for bringing completely charged Chromebooks to school every day. RHS does provide limited numbers of charging stations if parents/students do not want the Chromebook at home during the night. Arrangements for using these should be made with a teacher or with the LMC staff.

Please view the following: Care and Feeding of Your Chromebook and Security Tips for more information about the care of your Chromebook.

## CLOSED CAMPUS

Students are required to remain in the building at all times, unless supervised by an RHS staff member. Students who must leave the building are required to bring written permission from a parent/guardian or have approval from an administrator. Students must sign out in the Main Office and obtain a pass to leave the building. Students are required to sign in when returning and may be asked for verification of medical appointments. Personal appointments should be scheduled outside of the school day. Only senior students may leave campus during lunch time, but must be back in time for scheduled class, or this privilege can and will be revoked by administration.

# COMMUNICATION

Rhineland High School welcomes open communication between students/parents and teachers/administration. If there are classroom situations where a student or parent needs to communicate, the chain of command would suggest:

- The parent/student would communicate first with the teacher.
- If satisfactory resolution to the issue is not reached, communication should be addressed to a counselor or administrator.
- If a parent attempts to communicate first with an administrator or counselor, the parent will be asked how the matter has been addressed with the teacher.

Parents, if you need to communicate with your child during the day, we ask that you not text with your child during class times as it interferes with their educational focus. Please be mindful of your child's schedule and appropriate times to communicate so that it won't be a distraction. Before school, during lunch and after school are the very best times to communicate with your child. If you have an emergency, parents should contact the main office and we will communicate directly with your child.

## DOG SEARCHES

In an effort to maintain a safe and orderly school environment, law enforcement trained canines will be used periodically.

## EMERGENCY PROCEDURES

During the school year at RHS, the students and staff will practice emergency procedures in accordance with Wisconsin Statutes. The reason for practicing is obvious: if there is a real emergency, the health and safety of our students is our first priority!

### FIRE DRILLS

Fire drills are held at regular intervals throughout the school year to learn and practice the techniques of coping with fire emergencies. Every drill should be conducted as if there is an actual fire. Every person in the building must leave at the sound of the alarm. Directions posted in each room should be followed carefully so that everyone is assured of a safe exit. Once outside, it is necessary to stay in class groups to hear directions from the teacher.

- The student should:
  - a. Walk quickly and quietly; do not run.
  - b. Move 100 feet away from the exit.
  - c. Students must not re-enter the building until the verbal recall is announced, then report directly back to class.

### TORNADO DRILLS

A tornado alert drill is conducted annually to familiarize the students with indoor survival procedures in case of a severe storm. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow the directions of that teacher.

### BOMB THREATS/OTHER EMERGENCIES

School District of Rhineland Policy 82.15 has been developed in cooperation with the police chief, fire chief, sheriff, superintendent and principals. The high school principal, after communicating with city and school officials, will determine if, and how, the building will be evacuated. Students will be required to make up dismissed time.

Creating false emergencies is against the law and is dangerous. Students or adults identified will be referred to the proper law enforcement authorities. Students may be considered for immediate expulsion by the school board.

### EMERGENCY SCHOOL CLOSINGS

The following procedures will be observed when conditions prevent school from operating:

- Decisions to close school will be made as early as possible by the superintendent or her designee.
- Please do not call the school; the school district will likely make an all-call to homes announcing the school closing. Also listen to the local radio stations: WOBT AM-FM (1240), WCYE Coyote (93.7), WHDG (97.5), WXPR (91.7), or television station WJFW (TV-12) for an announcement of school closing or early closing during the day.

- The School District of Rhinelander will follow all guidelines of the Oneida County Emergency Weather Service in regard to release of students and school closings.

## 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) - \$1.60  
Student Breakfast (free and reduced) - Free  
Student Lunch (includes milk) - \$2.50  
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.

### FOUR WAYS TO PURCHASE MEALS (PRE-PAYMENT REQUIRED)

1. Online. Easy-to-use, convenient, private and secure. Go to your parent portal to Food Service to Payments (third option from the left at the top of the page), to Infinite Campus Portal
2. By Mail. Send to RHS Food Service, 665 Coolidge Ave, Rhinelander, WI 54501
3. In person or in the drop box at the Rhinelander High School (RHS) Food Service Office.
4. At your child's school. Include family ID and child's name.

### POLICY AND PROCEDURE

- School board policy allows meal charges to negative \$5.00. When accounts are below negative \$5.00, a sandwich and milk will be offered for \$2.00.
- Lunch account balances can be checked in the Infinite Campus Parent Portal.
- Parents are notified of low and out of money balances by phone or email.
- Contact your RHS Food Service Office at (715) 365-9547 or (715) 365-9688 or with any questions you may have.

### FREE AND REDUCED PRICE MEALS

Free and reduced-priced meals are available to students whose families qualify based on household size and income. Free and reduced price meal applications and share information sheets are mailed to all households annually. They are also available at each school office. A new form needs to be filled out each school year or at any time household situations change (a decrease in income or increase in household size). Some families may be directly certified and do not need to fill out a form. If your family qualifies this way you will receive a letter from us.

### SCHOOL DISTRICT OF RHINELANDER FOOD SERVICE CONTACT INFORMATION:

Pat Karaba<sup>[[SEP]]</sup>, Food Service Director, Taher Inc.<sup>[[SEP]]</sup>  
School District of Rhinelander Food Service  
665 Coolidge Ave, Rhinelander, WI 54501  
Phone: 715-365-9547 Fax: (715) 365-9687

## 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/high/families/health-services.cfm>

- Complete the annual Health Information Form to indicate health conditions such as asthma, diabetes, allergy, seizure disorder/epilepsy, other health conditions or any medical history that staff should be aware of in the event of an emergency.
- Please update phone numbers for parent/guardian contact in the school office or through 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  $\geq 100^{\circ}$ , 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
  - 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.

## MEDICATION

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

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

**OVER THE COUNTER MEDICATION (OTC)** (example: Lactaid, Acetaminophen, Ibuprofen)

- Please limit the over the counter medications.
- Must have OTC Form completed by the parent.
- Over the counter medications must be brought to school by the parent/guardian in the original container.
- Any OTC medication that contains Aspirin, must be prescribed by a doctor and requires the Prescription medication form.
- Any dose above the recommended level will require a Prescription Medication form to be completed by provider and signed by parent/guardian (see Prescription Medication above)

**MEDICATION POLICY 5330, (Oral Medication in Schools) See Administrative Guidelines on SDR web site.**

## SCREENINGS

- Health Screening for Vision is conducted annually by the school district nurse for grades 4K, K, 1, 3 and 5 and any other students that are referred to the school nurse by parent or teacher.
- Hearing Screening is provided by referral.
- Free Dental Sealants provided by the dental hygienist of the Northwoods Dental Project. All children in 2nd and 6th grade are eligible. The “Seal a Smile” 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) 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.

## HOURS OF OPERATION

Rhineland High School operates from 7:30 am – 3:30 pm Monday thru Friday during the school year. Following the school day, students must attend a school scheduled activity or use the Fitness Center. After 3:30 pm all other unsupervised students should exit the building. All students remaining in the building after this time should be with a school sponsored group. No loitering in the building after this time.

## INTERNET/NETWORK USE

Proper use of the network keeps information flowing for all students and staff. Improper use of the network negatively affects all users of the system. This improper use includes misuse of e-mail as well as the changing, adding, or deleting of software/configurations on RHS computers.

Policies and regulations exist which govern the use of the Internet and network access. Therefore, at the beginning of each school year, students and parents/guardians must sign an Internet/Network Use Agreement signifying acceptance of these policies prior to student use of the school network. Improper use of the Internet/network is a violation of this agreement and may result in a loss of network access, disciplinary action or both. Remember, the use of the WiFi network at RHS is a privilege!

## LOCKDOWNS

Lockdown drills may be held 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.

## LOCKERS (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.

## OFFICES

- Attendance/Main: Attendance issues, Mr. Dornfeld’s Office, Mr. Knott’s Office, Mrs. Beran, Mrs. Rossing
- Student Services: School Counselors, Student Break Room, School Psychologist
- Activities: Activities Director, School Nurse, Health Office, locker keys, pay fees, sports forms



## PARKING LOT AND PARKING PERMITS

- 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.

Rhineland High School is the site for all elementary school concerts. On certain days during the winter and spring, the parking lot will be closed to student parking to allow for elementary families to park for the concerts. These days will be announced in advance so that high school students can make adjustments.

Violation of these rules will result in appropriate disciplinary measures. Any student 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.

## 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.

## POSSESSION AND USE OF TOBACCO AND SMOKING DEVICES (5512)

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

While on District property, students are prohibited from possessing tobacco and smoking devices that have any substance containing tobacco, including smokeless tobacco in the mouth to derive the effects of tobacco, as well as all tobacco-related items, i.e. cigars, cigarettes, pipe tobacco, chewing tobacco, and snuff, and any other matter or substances that contain tobacco, including papers used to roll cigarettes, electronic, "vapor" or other substitute forms of cigarettes, clove cigarettes, and any other lighted smoking device used for burning tobacco, nicotine, or any other substance.

Accordingly, the Board prohibits students from using or possessing tobacco papers used to roll cigarettes, electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other lighted smoking devices for burning tobacco, nicotine, or any other substance in any form on District property/premises, in District-owned vehicles, within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, as well as at all District-sponsored events.

## POSTING OF MATERIALS IN THE BUILDING

Students may post any notices which advertise or publicize any event, activity, or organization that is not contrary to the educational interests of the students; however, such posters shall be subject to the following restrictions:

- Notices must be approved by the Principal/District Administrator or a member of the administrative team if the Principal/District Administrator is not available.
- Posters may be restricted to a specific area and/or bulletin board designated by the Principal/District Administrator.
- Posters shall be of a size no larger than 11 inches by 17 inches.
- All posters must be presented at the school office prior to posting and must include the date of the event.
- The advertising or publicizing of any single event, activity, or organization shall be limited to 10 posters and shall be allowed a display time of 10 school days, including the day of the original posting. All posters will be removed the day following the event.
- Any violation of the above rules shall result in the removal and possible destruction of the poster(s) found to be in violation.

## PUBLIC RECORDS

The School District is subject to the Wisconsin Public Records Law. The following information is provided to the public to assist them in obtaining access to the records of the school district.

1. All requests for the release, inspection and/or reproduction of the public records of the school district shall be directed or referred to the district's official legal custodian. The Board of Education has designated the Superintendent of Schools and, in his/her absence, the Director of Pupil Services as the official legal custodian of the records and property of the School District of Rhinelander, 665 Coolidge Avenue, Suite B, Rhinelander, WI 54501, telephone: (715) 365-9734.
2. Any public record of the school district will be made available for inspection at the offices of the official legal custodian during normal, regular business hours upon proper request. No original public records of the School District of Rhinelander shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when, and how the public records of the school district may be inspected and copied.

## SELLING ITEMS ON SCHOOL PROPERTY

Students are not to sell items for themselves or any outside organization unless the Principal/District Administrator has given prior written permission. If written permission is not given, all sales must be outside of the building.

## STUDENT CONDUCT (5500)

At all times, students are expected to:

- Respect the law and all law enforcement personnel;
- Adhere to all rules and procedures of the school;
- Adhere to all policies and administrative guidelines of the District as approved by the Board;
- Show respect to all school personnel in authority;
- Respect and care for the real and personal property of the District, of other students, and of all school personnel;
- Be courteous to others; and,
- Exhibit decency, respect, and honesty.

## 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.

## TEXTBOOKS

Students and families are responsible for the care of district textbooks or library books that have been assigned or loaned to students. If a book is lost or damaged, students will be responsible for their actions that damage, deface, or destroy the property of the District or other individuals, and will be required to pay the replacement cost for the lost/damaged material. Many classes make use of online textbook resources. This reduces the chance of losing and/or damaging a textbook. Parents are encouraged to determine if online books are available for a class.

## 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.

## 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.

## WORK PERMITS

Work permits can be obtained from the [Department of Workforce Development website](#). Students under the age of 16 must have a work permit before they can be employed. Some recent changes in Wisconsin's labor laws are now in affect and are listed below:

- 16- and 17-year-old minors do NOT have to obtain a work permit prior to beginning work.
- Minors younger than 16 will need to obtain a work permit prior to beginning work. You must obtain the work permit through the website provided above.
- This law makes no changes to any other child labor provisions. There are no changes to the maximum hours or times of days that minors younger than 16 may work, or the types of work that minors may perform.

The complete text of the law can be viewed here: <http://docs.legis.wisconsin.gov/2017/related/acts/11>

Permits are not issued for farm work or other work usual to the home, if employed by the parents/ guardians when the work is done outside of school hours and during regular school vacations. All of the following items all must be presented to the permit officer to secure a work permit.

- Birth or baptismal record.
- Signed letter from the prospective employer offering employment.
- Signed letter from the parent/guardian consenting to the employment.
- A \$10.00 fee for issuance of the permit.
- Student's social security card.

# COMMUNITY RESOURCES

## AREA MENTAL HEALTH RESOURCES

- Mental Health Crisis Line – 1-888-299-1188
- National Suicide Prevention Lifeline – 1-800-273-8255
- Text “HOPELINE” to 741741

## CORNERSTONE PSYCHOLOGICAL ASSOCIATES

715-420-1201  
3155 Oneida Avenue #101  
Rhineland, WI 54501

## CENTRE FOR WELL BEING

715-848-5022  
1415 Eagle Street  
Rhineland, WI 54501

## HUMAN SERVICE CENTER

715-369-2215  
705 E. Timber Drive – PO Box 897  
Rhineland, WI 54501

## KOINONIA

715-362-5745  
1991 Winnebago Street  
Rhineland, WI 54501

## MARSHFIELD CLINIC COUNSELING CENTER

715-356-1793  
9792 Hwy 70 W – PO Box 1390  
Minocqua, WI 54548

## MINISTRY/KOLLER BEHAVIORAL HEALTH

715-361-2805  
1020 Kabel Avenue  
Rhineland, WI 54501  
Woodruff, WI 715-356-8540

## NEW HORIZONS

715-420-2032  
71 S. Stevens St.  
Rhineland, WI 54501

## OPTIONS COUNSELING CENTER

715-369-7300  
158 S. Anderson Street  
Rhineland, WI 54501  
Eagle River, WI 715-477-7300  
Minocqua, WI 715-356-5377

## SHIRLEY LIMBERG & ASSOCIATES

715-356-6146

8618 Hwy 51-N - PO Box 86

Minocqua, WI 54548

## TRANSITIONS CENTER

715-365-6696

22N Pelham – PO Box 622

Rhineland, WI 54501

# ACADEMIC INFORMATION

## GRADUATION REQUIREMENTS (5460)

The School District of Rhineland will grant a high school diploma to students who fulfill the following requirements:

4 credits of English

3 credits of Social Studies

3 credits of Mathematics

3 credits of Science

1.5 credits of Physical Education

0.5 credit of Health

0.5 credit of Financial Literacy

6.5 credits of electives

Total – 22 Credits

All students will be required to pass\* the State Civics test per Wisconsin State Statute.

To meet the English requirement of 4 credits, a student must pass the following courses:

- English 9a and 9b (1 credit)
- English 10a and 10b (1 credit)
- English 11a and 11b (1 credit)
- A writing course (.5 credits)
- An additional 1.5 credits of English courses.

To meet the social studies requirement of 3.0 credits, a student must pass the following courses:

- World History 9a and 9b (1 credit)
- U. S. History or AP US History a and b (1 credit)
- An additional 1.0 credit social studies electives

To meet the mathematics requirement of 3 credits, a student must pass the following courses:

- Algebra I (1 credit), Geometry (1 credit), and Algebra II (1 credit)
- Pre-Algebra (1 credit), other math courses

To meet the Science requirement of 3 credits, a student must pass the following courses:

- Physical Science a and b (1 credit)
- Biology a and b (1 credit)
- An additional 1 credit science electives

In grades 9- 12, at least .5 credit of health education is required. Starting with the class of 2020, this health requirement must be met in grades 9–12.

1.5 credits of Physical Education earned over 3 separate years.

To meet the requirement of 0.5 credit of financial literacy, a student must pass Personal Money Management.

\* All students with an IEP may have language in their IEP that speaks to accommodations for passing the Civics Test.

## ALTERNATIVE PROGRAMMING

Periodically, students and/or families will request permission for alternative academic programming during the school year. These requests take a variety of forms that require joint review by the teachers, counselors, and administrators involved in the academic program areas. Alternative programming requests will be reviewed in the following manner:

- A student's family must provide the appropriate school counselor with a written statement outlining the nature of the request.
- The school counselor will arrange a joint meeting between the necessary teachers and administrators.
- The school counselor will notify the student and his/her family of the action taken.

## GENERAL EDUCATION DIPLOMA OPTION 2 (GEDO-2)

The GEDO 2 Program allows the Rhinelander School District to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in an alternative education program. A student who passes the GED tests and completes all GEDO 2 program requirements, including the 90% attendance rate and 80% grade in Health, Civics, and Personal Finance is entitled to the traditional high school diploma. There are specific Department of Public Instruction (DPI) assurances and programming requirements that Rhinelander High School must meet in order to offer the GED Option 2 Program. Some of these include:

- Students served will be at least 17 years of age.
- Students will be at least one year behind their 9th grade class in credits earned.
- Students served will demonstrate an ability to read at or above the 9th grade level.
- Formal meetings will be held before a student is allowed to begin the GEDO 2 program.

For additional information regarding the GEDO 2 program, please contact the student's counselor. FAQ for this program -please see the website link: [https://dpi.wi.gov/sites/default/files/imce/alternative-education/GEDO\\_2\\_FAQ\\_2021.pdf](https://dpi.wi.gov/sites/default/files/imce/alternative-education/GEDO_2_FAQ_2021.pdf)

## HODAG TRACKS

Rhinelander High School offers courses through our Hodag Tracks program. Hodag Tracks courses can be taken either in a Credit Recovery mode (to make up for a failed course) or as a New Course. Schedule conflicts or special circumstances may be considered as justification for taking a new course. In accordance with other district policies, a student has two weeks from course enrollment to withdraw from the course. This could impact co-curricular eligibility. All grades in online courses will be used in determining co-curricular eligibility.

## PARTICIPATION IN THE GRADUATION CEREMONY (5459)

Participation in the School District of Rhinelander graduation ceremony is completely voluntary and is not required in order for a student to receive a diploma. Students that wish to participate in the graduation ceremony must meet the following expectations:

- All graduation requirements must be met in full before the graduation ceremony practice date.
- All student fees and fines must be paid in full. (After May 13<sup>th</sup> only cash or bank checks will be acceptable forms of payment for seniors.)
- No behavior consequences remaining to be satisfied.
- Attendance rate not less than 90% during the senior year. (Only non-school absences will be counted.)
- Attendance at the RHS graduation ceremony practice.

## APPEARANCE FOR GRADUATION CEREMONY

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

## ACADEMIC INTEGRITY – HONOR CODE

Rhinelander High School prohibits all acts of dishonesty including academic dishonesty whereby students obtain or assist others in obtaining credit for work which is not their own. This honor code encompasses both academic and

individual honor. Academic honor violations include, but are not limited to, such things as cheating and misrepresentation of work. Individual honor violations include, but are not limited to, dishonesty and deliberate misrepresentation.

Academic Integrity is essential to excellence in education, teachers must see original student work in order to properly assess learning. Each student, parent, faculty and staff member has a responsibility to promote an academic culture that respects and fosters individual achievement.

- **STUDENT RESPONSIBILITY:** To not participate, either directly or indirectly, in cheating or plagiarism; to actively discourage cheating or plagiarism by others.
- **PARENT RESPONSIBILITY:** To actively support the Rhinelander High School Honor Code; to educate his/her child about academic integrity.
- **FACULTY AND STAFF RESPONSIBILITY:** To promote the Rhinelander High School Honor Code; to maintain and inform students of expectations regarding academic honesty and integrity; and to address violations of the Rhinelander High School Honor Code when they occur.

**CONSEQUENCES FOR VIOLATIONS MAY INCLUDE BUT NOT LIMITED TO:**

Write a letter of apology

- Loss of National Honor Society membership
- Parent contact with/without student
- Revocation or refusal of letters of recommendation
- Redo the assignment or exam
- Record offense on discipline record
- Reduce grade
- Loss of RHS scholarship opportunities

Consequences are not limited to the ones mentioned and may be assigned in combination.

## **EXTRA HELP - TUTORING**

RHS students are encouraged to seek out teachers for extra help, before or after school hours. Tutoring services are also available from other RHS students and our Hodag Help after school program (M-THR 3:30-4:30). The National Honor Society coordinates connecting students seeking help with students able to provide that help.

## **FIELD TRIPS**

Occasionally, pupils will have the opportunity to participate in school sponsored field trips or activities. If a field trip or grade level activity is part of a class as a learning experience, students are expected to attend. In order for students to attend they must have appropriate grades in all other classes to be released to miss those classes for the field trip or activity. Pupils are expected to conduct themselves in a manner that will positively reflect on RHS. All rules and regulations pertaining to pupil behavior will extend to all field trips. The funding of field trips must be provided by the class/activity group, student expense, and fundraising or outside resources. (See "Make Up Work" - pg. 22 in reference to field trip attendance.)

## **GRADING**

Rhinelander High School uses one grade scale in classes. It is the traditional 100% scale. Students need a 3.50 GPA or higher to be on the honor roll and at least a 3.75 GPA for academic awards. Also, to qualify for the honor roll, students need to maintain at least 4 courses per semester. The traditional scale has a percentage breakdown as follows:

- 100% - 92.0% = A
- 91.9% - 90.0% = A-
- 89.9% - 88.0% = B+
- 87.9% - 82.0% = B
- 81.9% - 80.0% = B-
- 79.9% - 78.0% = C+
- 77.9% - 72.0% = C
- 71.9% - 70.0% = C-
- 69.9% - 68.0% = D+
- 67.9% - 62.0% = D
- 61.9% - 60.0% = D-
- Below 60% = F

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

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 10% formative (homework/in class work/labs).

## 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 Rhinelander High School and/or Wisconsin Virtual School.

## USING INFINITE CAMPUS TO TRACK PROGRESS

Students and parents should use Infinite Campus, the District student information system, to track assignments, grades and overall academic progress. Student and Parent login information is required separate from each other. Login information can be found on the District website at [Welcome to the School District of Rhinelander](#).

## 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.

## STUDENT SERVICES

### PUPIL SERVICES

The Pupil Services staff is committed to helping students make the most of their high school education. Services include personal counseling, academic advising, career exploration, testing, scholarship information and post-secondary planning. Classroom presentations on careers and other social/emotional issues will occur throughout the school year.

University, technical college, and armed services representatives are available to consult with the students throughout the year. Visitation dates are communicated through the daily announcement and via Student Services e-News.

All students are assigned to a counselor for scheduling purposes but may see a counselor of their choice for personal issues. RHS has the services of a school psychologist, three school counselors, school nurse, and a school social worker. The counselors are available by appointment. Please call the Student Services assistant 365-9517.

### PERSONAL LEARNING PLAN (PLP)

PLPs help us address specific student academic and behavioral needs. To accomplish this, Pupil Services offers screening, interventions, and referrals for the following: Multi-Level System of Support (MLSS), Positive Behavioral Interventions and Supports (PBIS), Social/Emotional Learning (SEL). If you do not want your student to participate in these services, please contact the Student Services office.

### ADD/DROP GUIDELINES

Rhineland High School (RHS) 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.

## ACADEMIC AND CAREER PLANNING

An Academic and Career Plan is a personalized plan to help guide a student's middle and high school learning experiences to support the goals a student sets for him/herself.

### WHAT IS IN AN ACADEMIC AND CAREER PLAN?

A student's plan includes his/her unique:

- Course Plan: Course Selections, grades 6-12
- Co-Curricular Activities (Clubs, Athletics, Arts)
- Career/Work Based Learning Experiences (Job Shadowing, Internships, Youth Apprenticeships)
- Service Learning Experiences (Community, Volunteer Efforts)
- Assessment Results: ACT, Accuplacer, Advanced Placement, Aspire, ASVAB, Forward, PSAT/NMSQT, WorkKeys)
- Career Clusters and Career Pathways of Interest
- Credentials
- Learning Styles
- Personality Traits
- Work Values and Work Skills
- Potential post-high school education options (2-year college, 4-year college, apprenticeship, military, specialty school, work)
- Xello is the ePortfolio tool that all 6-12 students will use.

### TESTING SERVICES

The counselors gather information about students through the school's testing program. This information is available to students so that they may better understand their aptitudes, abilities, interests, and strengths and weaknesses. Testing may include, but not be limited to , ACT Aspire scores, ACT+Writing scores, and Forward testing scores.

### FOLLOW UP SERVICES

The counselors follow student progress through high school and beyond. While the student is still in high school, they keep aware of individual scholastic, activity, and attendance record, discussing these with the student when necessary. After the student has left high school, they try to remain in contact with him/her in order that they might be of continued service and also in order that the high school staff might, from time to time, receive evaluations of various aspects of the high school program from its former students.

### INFORMATION SERVICES

Counselors gather information about occupations, schools, colleges, financial aids, military services, and other topics of concern to high school students. This information is made available to students through references kept in the Student Services Office.

### COUNSELING SERVICES

The counselors provide the students the opportunity to talk privately and confidentially on any topic they wish to discuss. Topics of discussion may range from planning next year's program of subjects to personal problems. Legal requirements of school personnel will supersede any confidentiality desired by student or teacher.

### WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP (5451)

Wisconsin's Academic Excellence Scholarship is a State supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients an exemption from specified tuition and fees for post high school education at eligible higher education institutions in Wisconsin.

## VALEDICTORIAN AND SALUTATORIAN AWARDS

Calculations of grade point average(s) for valedictorian(s) and salutatorian(s) will be conducted by high school officials under supervision of the building administration.

## STUDY HALL

In an eight period day, most students will have a free period to be used as a study hall. Expectations for study hall include, but are not limited to:

- No cell phone or electronic device use
- Chromebook use for class work only
- Students must work on assignments, current or past
- Students may be given a pass to the LMC by the teacher as long as they're not failing any courses.

## SCHOLARSHIPS

The Rhinelander community works in conjunction with the Rhinelander Area Scholarship Foundation to coordinate scholarships for graduating seniors. Our community is very generous and it is to every senior's advantage to apply for these scholarships. Local scholarship applications happen in February, please see Student Services for exact dates.

## START COLLEGE NOW

Start College Now is a program allowing high school juniors and seniors who meet Rhinelander High School's definition of a student in good standing, to take post-secondary courses at a [Wisconsin technical college](#), including [Nicolet College](#). The program provides opportunities for high school students to get a head start on a technical certificate or an associate or bachelor's degree, to learn more about a field or career of interest, and/or to develop specific skills for entering the workforce immediately after high school graduation.

Application Deadlines:

Fall Semester- March 1<sup>st</sup>

Spring Semester- October 1<sup>st</sup>

Rhinelander High School's criteria for a student in good standing is as follows:

- a) On track for graduation with the following credits earned:
  - i) Application for Fall semester Junior Year= 12 credits. Application for Spring Semester Junior Year= 15 cr
  - ii) Application for Fall semester Senior Year= 18 credits. Application for Spring Semester Senior Year= 20.5

## YOUTH APPRENTICESHIP/INTERNSHIPS

Rhinelander High School also believes that learning can happen outside of the building as well as inside. RHS encourages students to use their workplace to build meaningful and relevant learning opportunities. You can work with Ms. Allen on obtaining a youth apprenticeship opportunity in our community. This can provide a student from 0.5 up to 2.0 elective credits during their senior year. Application information is available in the student services office.

## DUAL CREDIT

Rhinelander High School works with Nicolet College to provide high school courses that match the expectations for Nicolet College courses. With approval from Nicolet College a student can apply for and be given credit at each institution for taking one course at RHS. Each semester for which Nicolet College will award credit, a representative from Nicolet College will speak with students about earning college credit (it is not mandatory - but it is free to the student). Courses at RHS that earn credit at Nicolet College are:

- Accounting
- Anatomy/Physiology
- Computer Applications
- Web Design
- Pre-Calculus(Advanced Standing)
- Medical Terminology
- Welding
- College Mathematics
- Mathematical Reasoning
- Marketing
- Intro to Programming

## STATE TESTING PLAN

All schools in the state of Wisconsin use the ACT+Writing exam, the ACT WorkKeys exam, the ACT Aspire exam and the Forward exam as a means to determine student achievement during their high school years. Rhinelander High School uses these assessments in the following manner:

- 9<sup>th</sup> grade – Pre ACT Secure during April/May
- 10<sup>th</sup> grade – PreACT Secure during April/May AND the Forward exam in April for social studies only
- 11<sup>th</sup> grade – ACT+Writing in March. This ACT+Writing test is the very same test used for college readiness determination on college applications. Students are encouraged to do their very best on this exam. This score will be used for college entrance applications.

The ACT + Writing will be conducted on a specially designed school day. Attendance for all students during these testing days is mandatory and critical. Appointments and family trips must be scheduled around these days. During the testing, engaging and interactive activities will be coordinated for 9<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> grade students as an integral part of the Academic and Career Planning efforts. Attendance at these activities is critical for completing the ACP tasks.

ACT Aspire and Forward exam testing will be conducted during regular school days.

## BEHAVIOR INFORMATION

### ATTENDANCE INFORMATION (5200)

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 1 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 at 715-365-9500 x8510 by 9:00 am on 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 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 in 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.

## ABSENCES AND CO-CURRICULARS

Students must be in school for the entire 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 game/performance suspension. (See also pg. 38 – "Absences and Co-Curriculars.")

## 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 to school in the morning after class has begun and before 8:10 a.m. without parent/guardian contact, will be considered tardy unexcused (TDU). Students arriving to school in the morning at or after 8:10 a.m. 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 penalty if entering without a proper excuse.

Number of tardies per semester and consequences that will be applied.

- 3-Teacher communicates to parent (letter, phone call, email) and teacher determined 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. **3 Day Truancy Letter** – When a student has missed all or part of 3 days of school, their parent/guardian will be sent a letter informing the parent that their student may be classified as a habitual truant. The parent/guardian will have seven days from the time that the letter was sent to meet with or contact a high school administrator to discuss the reasons for truancy and any accommodations that could possibly be made for the student.
2. **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.
3. **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 an amount 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.
4. **Referral** to Oneida County Courthouse for Truancy Court or Teen Court after citation is given.

## CONTRIBUTING TO THE TRUANCY OF A MINOR

Students 17 years old or older 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 parent/guardian permission.

## CODE OF EXPECTATIONS

In order to promote respect and responsibility at Rhinelander High School, students, teachers, and administrators must work together. Students are expected to conduct themselves in a manner that brings respect to themselves and the school. They also are expected to be courteous, prompt, and follow the general rules of conduct deemed normal in our civilized society. When students do not follow the rules to proper conduct, the school has a responsibility to take action in the interest of those students and the other students and/or adults in the school. Students exhibiting such behavior will have consequences and will continue to be shown how to meet behavior expectations. The discipline can range from a verbal warning to expulsion from school. Teachers and administrators want all students to learn, but their efforts can be thwarted by disruptive students.

## SCHOOL WIDE BEHAVIOR TEACHING MATRIX

This matrix maps out how we expect students to behave in all the different areas of the building here at RHS. All RHS students need to follow these basic behavior expectations at all times.

## CONDUCT AND DISCIPLINARY REFERRALS

Rhinelander High School strives to be a place where students enjoy coming each day, are expectant in their learning, and participate in activities outside the school day. We expect students to conduct themselves according to the expectations outlined in our Positive Behavior Posters.

This list of offenses and corresponding consequences is intended to assist students and parents in understanding how certain behavioral offenses are classified. It is not meant to be a complete list of every potential student offense. Please note that items with an asterisk (\*) indicate the item is listed in more than one category and the disciplinary response will depend on the severity of the offense.

The disciplinary responses indicate how administrators will respond with consequences for first and subsequent incidents. Administrators may vary consequences depending on extenuating circumstances that may arise

### *CATEGORY I OFFENSES (These correspond to both Minor and Major behavior offenses)*

- Insubordination/Disrespect/Defiance
- Bullying
- Cheating
- Cutting/Skipping class
- Failure to properly check in all medications
- Failure to serve assigned detention
- Forging documents
- Gambling
- Lying to staff
- Disorderly conduct
- Disrupting the Pledge of Allegiance
- Disrupting classroom time
- Dress code violation
- Fighting/Physical confrontation/Dangerous actions toward others
- Instigating conflict between other students
- Misuse of school property/Vandalism
- Physical/Verbal/Sexual harassment
- Use of laser light
- Possession/Use of tobacco/Vape products
- Possession/viewing of disruptive articles (pornographic material, etc.)
- Profanity/vulgar language/behavior
- Excessive public display of affection
- Theft
- Threats to Students or Staff
- Violation of the technology Acceptable Use Policy

## CATEGORY I CONSEQUENCES

As a response to behaviors listed as Category I offenses, administrators can assign, but are not limited to, the following consequences:

- Student Conference with Administrator –possible letter or call to parents
- Behavior Modification Interventions
- Lunchtime or Before/After school detention
- Loss of Work Permit and/or Parking Privileges\*
- Adjustment to Driver's Ed - Behind the Wheel schedule
- Parent Conference
- In-School Suspension
- Out-of-School Suspension (1-5 days)
- Referral to Pre-Expulsion with the Superintendent
- Other appropriate consequences as deemed by administrators

\*Note: Student drivers are subject to losing their parking privileges for violating any school rule. All tobacco offenses will be referred to the Sheriff's Office and may include a citation.

## CATEGORY II OFFENSES

- Use/possession/distribution of any controlled substance
- Possession/use of a weapon (look-alike or real) See WI Statute 948.605, 948.61
- Noncompliance with school board rules\*\*
- Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.\*\*
- Conduct by the pupil while at school or while under the supervision of a school authority that endangers the property, health or safety of others.\*\*
- Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.\*\*
- Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.\*\*
- Any act of violence or vandalism committed by a student against a school staff member on or off school grounds, but in retaliation to a school related incident.

\*\*Refer to Wisconsin State Statute 120.13(1)(b)

## CATEGORY II CONSEQUENCES

The only response to a category II offense will be suspension and a conference with the superintendent's office with a possible recommendation for expulsion.

\*\*Refer to Wisconsin State Statute 120.13(1)(b)

## DEFINITIONS OF BEHAVIORS

### *Minor Behavior Offenses (Teacher Handled Behaviors)*

Chromebook Not Charged/Here - Student does not have chrome book prepared for classroom use.

Defiance - Student engages in brief or low intensity failure to respond to adult request.

Disrespect - Student engages in brief or low intensity failure to show respect to others.

Disruption - Student engages in low intensity, but inappropriate disruption.

Dress Code - Student wears clothing that does not fit within the dress code guidelines practiced by school district.

Inappropriate Language - Student delivers messages that include swearing, name calling or use of words in a disrespectful way.

Physical Contact - Student engages in inappropriate physical contact, including those of a sexual nature, to another student.

Property Misuse - Student is being responsible for removing someone else's property or has signed a person's name without that person's permission.

Tardiness - Student is not physically present in the room when the bell rings without an excused pass.

Technology Violation - Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.



Other - Student engages in problem behavior not listed; Student participates in an activity that results in destruction or disfigurement of property; Student leaves class/school without permission or stay out of class without permission.

### *Major Behavior Offenses*

Alcohol -Student is in possession of or is under the influence of alcohol.

Bomb Threat-Making a threat through verbal, physical, or written in relation to a bomb, whether real or fake.

Dangerous Weapons-Student is in possession of knives, guns (real or look alike) or other objects readily capable of causing bodily harm.

Defiance-Student engages in refusal to follow directions at an extreme level or is ongoing within a period.

Disrespect-Student talks back and/or delivers socially rude interactions which is at an extreme level or is ongoing within a period.

Disruption-High intensity/frequent/ongoing disruption to the classroom environment.

Drugs – possession, use, sale-Student is in possession of or is using illegal drugs/substances or imitations.

Excessive Display of Affection-Student engages in excessive physical contact to another student.

Fighting-Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out of seat behavior.

Forgery/ Plagiarism/ Cheating-Student has signed a person's name without that person's permission or copied all or part of another person's work and submitted it as their own.

Harassment/ Bullying-Student engages in repeated actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). Student delivers repeated disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. Type of harassment observed: racial, sexual, religious, gender.

Inappropriate Language-Student delivers verbal messages that include name calling or use of words in an inappropriate way.

Lying-Student delivers message that is untrue and/or deliberately violates rules.

Physical Aggression-Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Profanity-Student delivers verbal messages that include swearing.

Property Damages-Student plans and/or participates in malicious burning of property. Student participates in an activity that results in destruction or disfigurement of property.

Stealing/Theft-Student is in possession of, having passed on, or being responsible for removing someone else's property.

Technology Violation-Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Truancy-Student is in an area that is outside of school/assigned classroom boundaries.

Other-Student engages in problem behavior not listed.

## **SCHOOL DISTRICT OF RHINELANDER PUBLIC NOTIFICATION OF 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:

Rhineland High School Principal  
Shane Dornfeld  
665 Coolidge Avenue  
Rhineland, WI 54501  
715-365-9500 ext. 8505  
[dornfsha@rhineland.k12.wi.us](mailto:dornfsha@rhineland.k12.wi.us)

Director of Learning Support  
Richard Gretzinger  
665 Coolidge Avenue, Ste. B  
Rhineland, WI 54501  
715-365-9700 ext. 5728  
[gretzric@rhineland.k12.wi.us](mailto:gretzric@rhineland.k12.wi.us)

District Superintendent  
Eric Burke  
665 Coolidge Avenue, Ste. B  
Rhineland, WI 54501  
715-365-9700  
[burkeeri@rhineland.k12.wi.us](mailto:burkeeri@rhineland.k12.wi.us)

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).

## 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@rhineland.k12.wi.us](mailto:gretzric@rhineland.k12.wi.us)

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  
[daniegay@rhinelander.k12.wi.us](mailto:daniegay@rhinelander.k12.wi.us)

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  
[daniegay@rhinelander.k12.wi.us](mailto:daniegay@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 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 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:

Gayle Daniel  
Title IX Coordinator  
715-282-8200 ext. 1322  
9086 County Highway K  
Harshaw, WI 54529  
[daniegay@rhinelander.k12.wi.us](mailto:daniegay@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.

## STUDENT HAZING (5516)

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental,

emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

## INCIDENT FORMS

Incident forms are available in the main office, activities office and student services office. These forms are for documenting incidents of stolen property, fighting or other physical aggression, conflicts between students that causes stress/bullying/harassment, or other things that students need to report to an administrator or counselor.

## CHEATING

Cheating, plagiarism, or forgery in connection with academic or school procedures are detrimental to the education process and subject to disciplinary action. Students found cheating may not receive full credit for that assignment at the teacher's discretion. Honor code consequences will be followed.

Cheating is:

- Copying someone else's work/answers/computer files.
- Plagiarizing (use of words or ideas or any prohibited resources to improve your own work, without proper citation).
- Utilizing "crib notes" on a test or using any prohibited resource to improve your grade.
- The use of any artificial intelligence source to create work as your own.

## CLASS REMOVAL

Removal of a student from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. A student may be removed from class for, but not limited to, the following reasons: dangerous, disruptive, damaging, or unruly behavior, behavior that violates expectations set forth in board of education policies and student handbooks, behavior that interferes with the ability of the teacher to teach effectively, or interferes with the ability of others to learn, and behavior which is inconsistent with class decorum. When a student is removed from class, the teacher shall send the student to the school principal, or their designee, notify the parent about this removal from class and notify the school principal, or their designee, immediately of the reason for the removal. In addition, the teacher shall provide the building principal, or their designee, within 24 hours after the student's removal from the class, a written explanation for the reasons for the removal.

Administrative response to class removal will include, but not be limited to the following:

- A meeting between teacher and student to address behavior concerns and discuss how the student can meet classroom expectations.
- Detention (during lunch or before/after school) during which the student will reflect on behaviors and develop a plan to meet classroom expectations.
- In-School suspension for part/all of a day during which the student will reflect on behaviors and develop a plan to meet classroom expectations.
- Out of school suspension if the severity of the incident warrants, or if the repetitive pattern of behavior is not being corrected.

## DRESS CODE

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

- 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 and ears are visible and do not interfere with the line of sight of any student or staff member.
- All students must wear\*:
  - Shirt, and
  - Bottoms,\*\* and
  - Shoes\*\*\*

- \*High School 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 Phy Ed classes)
- Any clothing or accessory that
  - presents a safety risk to themselves or others;
  - covers the students eyes or face in an opaque way;
  - displays suggestive, violent, profane, obscene, or sexually-degrading images or language;
  - pertains to drugs, alcohol, tobacco or other illicit products or paraphernalia;
  - or contains images or language that reasonably can be construed as discriminatory or oppressive or creates a hostile or intimidating environment is not permitted.

The school administration will use their 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 that 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.

## BACKPACKS

Will be allowed until further notice from school administration, so that students can carry their belongings with them instead of making multiple trips to their lockers throughout the day. Oversized bags will not be allowed, per administrative discretion.

## APPEALS OF DISCIPLINARY ACTIONS (5610.03)

Any parent, legal guardian, or student age eighteen (18) or older may file an appeal of any disciplinary action taken by school officials. This appeal must be in writing and sent to the Superintendent within five (5) days of the time the penalty began. At this time, the Superintendent becomes responsible for maintaining effective communication and coordination with the appellant and the members of the Disciplinary Appeals Commission until the appeal process is complete. The Disciplinary Appeals Commission will convene within twenty (20) school work days of receipt of the appeal unless the Commission agrees to an extension.

The meeting will be announced as an exception to the open meeting law and held in closed session, unless the appellant requests a public hearing.

The disciplinary action being appealed will remain in effect pending the outcome of the appeal unless the appellant specifically requests that the penalty be stayed and the Superintendent agrees. In these cases, only the Superintendent of Schools or his/her designee may suspend the penalty until the outcome is known.

## ELECTRONIC DEVICES/CELL PHONES (5136)

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.

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 returned at the end of the second day
- 3<sup>rd</sup> – device confiscated for 1 week and returned to a parent at the end of the fifth day

## ALCOHOL/DRUG POLICY (5530)

The School District of Rhinelander recognizes that drug and alcohol use may occur during adolescence. The goal of the school is to provide help, guidance, and treatment referral when a student shows indication of possible drug or alcohol use. No student or employee shall violate Wisconsin Statutes 125.09 (2) and 148.344 regarding the possession, distribution or sale of drugs and intoxicants. No student or employee shall possess, distribute, sell or be under the influence of alcohol or illegal drugs while on the school premises or while involved in any school activity. Aerosol sprays are restricted from being used at school. Violators will be referred to law enforcement authorities for possible prosecution.

In situations involving drug use by students, the school liaison officer will be notified and parents will be asked to pick up their student. If parents are unavailable, the police will be asked to take responsibility for the student. Parents – Help protect your student from being put in a position where they are pressured or manipulated into sharing their medications with other students by keeping all medications in a secure location and strictly monitoring their use.

## TOBACCO (5512)

The use of tobacco of any kind is prohibited on school property. This policy also prohibits the use of smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes or any other smoking devices for burning tobacco, nicotine, or any other substance on District premises. Violators may receive a citation, requiring forfeiture of money and mandatory court appearance.

## WEAPONS/DANGEROUS ARTICLES (5772)

Board Policy 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. Dangerous and prohibited articles include but are not limited to laser pointers, lighters, matches, chains, or any imitations of weapons. If brought to school, items will be confiscated and the student will be assigned consequences as appropriate.

## FIRE ALARMS/BOMB THREATS

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.

## SCHOOL RESOURCE OFFICER

Rhinelander High School has a full-time school resource officer in the building at all times. The following document outlines their responsibilities and protocols.

[Rhinelander SRO Process and Procedures](#)

## CO-CURRICULAR INFORMATION

## RHINELANDER HIGH SCHOOL ACTIVITY & CLUB OFFERINGS

See RHS Website for full explanation – [www.rhinelanderk12.wi.us](http://www.rhinelanderk12.wi.us)

- Art Club
- DECA/FBLA
- Drama
- E-Sports
- FCA
- FCCLA
- German Club
- HOSA
- Ice Fishing
- Key Club
- Link Crew
- Math League
- Mock Trial
- National Honor Society
- NCEP
- Powerlifting
- Project Unify
- Raise Your Voice
- Robotics
- Shodags
- Spanish Club
- Student Council
- Table Top Gaming Club
- Teen Court

### ATHLETICS

The following is a listing of sports that are offered at Rhineland High School. For more information, stop in the RHS Activities Office.

#### *FALL*

Cross Country  
Tennis - Girls  
Volleyball  
Football  
Soccer-Boys  
Swimming - Girls  
Dance  
Mountain Biking

#### *Winter*

Alping Ski  
Nordic Ski  
Basketball  
Wrestling  
Swimming-Boys  
Hockey  
Figure Skating  
Gymnastics  
Bowling



## *Spring*

Baseball  
Tennis-Boys  
Softball  
Track & Field  
Soccer-Girls  
Golf  
Trap Shooting

All students are strongly encouraged to participate in an activity/club that interests them. If there is not an activity that meets your needs and you would consider helping to start new activity groups, see the Activity Handbook online to discuss.

## **ABSENCES AND CO-CURRICULARS**

Students must be in school for hours 5-8 in order to participate in practices or performances. All missed time must be parent excused. The principal or his designee can approve a waiver of this rule for medical or dental appointments or other emergencies.

Rhineland High School recognizes the following reasons for excused absences:

- Pupil Illness
- Death in the Family
- Court Appearance
- Family Emergencies
- Religious Holidays
- Medical/Dental Appointments

## **LOCKER ROOMS/LOCKERS**

RHS 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 activities office for \$5. All extra large/large lockers are to be used by in season sports athletes. Locker room needs to be kept clean and neat at all times.

## **DANCE COURT ELIGIBILITY**

In order to be eligible for participation on one of the dance courts (Homecoming/Winter Ball/Prom), the following criteria must be met:

- A student must have a 2.0 or better cumulative GPA by the end of the previous semester grading period.
- A student with more than one "F" in the previous nine-week grading period is ineligible to participate in court.
- A student with documented use of non-religious tobacco products, non-religious alcoholic beverages or the use, possession, buying or selling of drugs or controlled substances in the given school year is ineligible.
- A student who has been removed from an athletic or co-curricular team/activity for a violation of the training code within one calendar year of the violation is ineligible.

## **SCHOOL SPONSORED ACTIVITY PARTICIPATION**

School sponsored activities are considered to be a part of the total educational program. Therefore, the following rules, regulations, and policies are to be complied with:

- All school sponsored student activities must be supervised by members of the teaching staff, or an approved chaperone.
- Students are not permitted to use the school building outside of regular school hours, unless they are under the direct supervision of a teacher, or an approved chaperone.
- High school dances shall be chaperoned by at least two (2) faculty members.
- Students leaving the building during a dance will not be allowed to return.

- Students who arrive to attend a school activity and appear to be under the influence of a controlled substance will be detained pending notification of parents and the authorities.

## SPORTSMANSHIP

Be leaders in positive conduct before, during, and after contests and events. Always provide positive support for your team, rather than intimidating or ridiculing the other team. Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies with preparation, organization and involvement. Treat opposing players, coaches, spectators and support groups with respect and enthusiasm. Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, or sexual nature. Conduct yourselves in an exemplary manner. Remember, you represent your school both home and away. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers, signs, and appropriate dress. High school administration or school staff will remove students from a home or away event if the student refuses to follow the sportsmanship expectations.

## RULES FOR ATHLETIC EVENTS

The policy on crowd behavior is to provide participants, officials, and spectators with all the respect that is due to them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal.

- Be attentive
- Bleachers are for sitting
- Use appropriate language
- Cheer in a positive manner
- Learn, understand and respect the rules of the game
- Display good sportsmanship
- Use proper etiquette
- Be involved, not obsessed

### CONSEQUENCES OF VIOLATIONS:

- Immediate ejection from the event
- Turned over to police when necessary
- Suspension from school
- Further suspension as determined by Athletic Director and Administrator. This action could range from exclusion from one event up to and including total ban from all future Rhinelander High School events.
- Any packages containing noisemakers, beverages, projectiles, etc. will be confiscated