

James Williams Middle School

Student and Parent Handbook

2022-2023



915 Acacia Ln.

Rhineland, WI 54501

Phone: 715-365-9220

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

Richard Gretzinger, *Principal*

Kyle Raleigh, *Associate Principal*

Mack Jenz, *Sheriff's Office Liaison*

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PREFACE

“Home of the Hodags!”

The handbook is your guide to the programs, procedures and policies of the School District and James Williams Middle School (JWMS). This handbook, approved by the Superintendent, has been deemed reasonable and designed to achieve legitimate educational purposes. Specific board policies are summarized. Full School District of Rhineland Board Policy may be accessed : www.rhineland.k12.wi.us/board/districtpolicies.cfm

The Middle School Handbook was created to provide an informational resource for all individuals involved in James Williams Middle School. Designed to define expectations, clarify procedures, and contribute to the efficiency in operations of our middle school, this handbook establishes communications between students, parents, and staff. We ask that students, parents, and school staff read this handbook thoroughly and keep it as a source of reference. While every possible situation cannot be covered in a handbook, most that may arise are addressed. Collaboration among all stakeholders through a common handbook will assist in meeting our school goals by building trust and maintaining fair yet attainable expectations. For the most up-to-date student handbook, please visit the online version under **Families** on the James Williams Middle School website at: <http://www.rhineland.k12.wi.us/schools/jwms> Helpful supplemental resources include: Wisconsin Department of Public Instruction www.dpi.state.wi.us

Wisconsin Interscholastic Athletic Association www.wiaawi.org

Wisconsin Association for Middle Level Education www.wisconsinamle.weebly.com

Definitions Pursuant to the Board of Education Bylaw 100, we will refer to the following definitions throughout this handbook: **Board** - The Board of Education; **District** –The School District of Rhineland; **Parent** - the natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian of a student.

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 and 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.

Directory Information Under Board Policy 8330 (Student Records), the following directory information may be provided to individuals or outside agencies who make a request unless the school is informed in writing by a parent within fourteen (14) days after the start of the school year that such information, in whole or part, should not be disclosed. The directory information includes the student’s name, address, phone, birth date, place of birth, subjects taken, grades received, activities/athletic participation, dates of enrollment, school awards, name of school attending, and most recently attended school.

SCHOOL DISTRICT MISSION STATEMENT

Equity, Empowerment, & Excellence for All

Our district’s mission statement answers the questions, Why do we exist? and What is our purpose? Our mission is encapsulated in the following ideas:

- **EQUITY** — Through equitable policies, curriculum, grading, and opportunities, we are committed to ensuring safe and successful learning experiences for all learners.
- **EMPOWERMENT** — By building ownership in the learning process for students and educators, we are committed to empowering students to strive for academic and personal success.
- **EXCELLENCE** — SDR is committed to providing a comprehensive, well-rounded education for all learn-



JWMS MISSION STATEMENT

At James Williams Middle School we are: Challenging Minds, Empowering Potential, Succeeding Together

JWMS VISION STATEMENT

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

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

FACILITY INFORMATION

JWMS BUILDING HOURS: STUDENTS

7:35 A.M. – 3:10 P.M.

Students should refrain from arriving on campus prior to 7:35 a.m. Students may enter doors labeled 1 and 16. Students must depart from the campus by 3:10 p.m. unless pre-arranged staff, prior communication by parent, or participating in supervised after-school activities.

Designated Student Areas

Upon arrival students should report directly to their homerooms. Those students eating breakfast should get their breakfast and report directly to their homeroom to eat.

OUR SCHOOL CAMPUS

JWMS strives to provide a safe and attractive learning environment for our students. In previous years, the building exterior has been reclad and painted. The northeast grassy lawn area is equipped with picnic tables and is designated as a sitting recreational area. Field games in this area are prohibited. Everyone is asked to help keep the school and its grounds neat and clean. Containers are provided for waste and unwanted items. We encourage recycling and labeled containers are provided for these items. The building and its furnishings should be kept clean and unmarred. Any damage to the school building and its contents should be reported immediately to a teacher, administrator, or custodian. If damage occurs, those responsible will be assessed for the actual cost of repair or replacement of the school property or equipment. The wooded areas surrounding JWMS are off limits to students unless supervised by a staff member for educational purposes.

Care of District Property

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

Classroom Care

Students and staff should take pride in our building by making appropriate choices regarding care of the school.

Student Procedures:

- ◆ Refrain from leaning back on chairs
- ◆ Refrain from sitting on desk and table tops
- ◆ Use desktop surface protection when using compasses or other sharp instruments
- ◆ Use technology and audio-visual equipment with care
- ◆ Keep classroom neat and orderly

Use of School Facilities Policy 7510 states the Board shall encourage the widest possible use of school property for the activities of the school and community organizations, within legal limits.

MOVEMENT INSIDE OUR SCHOOL

School Hallways

We have many students moving through our corridors, and it is expected that each person will be courteous and considerate of others. During class changes, keep to the right side of the hallway and move quietly and efficiently to your next location. Students are not to lock arms or gather in other ways that prevent others from moving comfortably about the building.

Foyer/Entry Doors

Students may not sit, stand, or congregate in entry door areas. These doors include the foyer area at Door #1, gym area at Door #14, band area at Door #16, or at Door #18. These areas are to remain clear and accessible at all times.

Pass System—Student Initiated Requests

To obtain a pass, students will quietly specify the nature of their request to the staff member for brief dismissal from class. If the staff member deems the request reasonable, he/she will sign and indicate the time dismissed on the pass sheet, which then will be carried by the student in the hallway. Students who leave a class without permission or abuse the privilege by being out of class an excessive amount of time may be marked as truant and subject to disciplinary sanctions.

LOCKERS

Each student is assigned a locker and provided a combination lock at the beginning of the year. Under Board Policy 5771 (Search and Seizure), lockers are school property and may be inspected at any time by school administrators or their designee when there is reasonable suspicion to remove prohibited items and to ensure the well-being of the student body. School officials may use evidence from locker inspections in assigning disciplinary measures.

Hallway Lockers

The student is responsible for their locker and should be used only to store their instructional materials and personal belongings. Students may keep tightly closed non-carbonated clear plastic bottles in their lockers provided they do not abuse this privilege. Staff will communicate with custodial staff to set dates during the year to have general locker clean-ups. Students having trouble opening their lock or locker should report the problem to their homeroom teacher or the office as soon as possible. Students may not share lockers or combinations with other students. JWMS provides the rental of a combination lock as part of the initial student fee. If the lock is lost, students will be expected to pay for a replacement lock. Students may be held responsible for damage to their lockers. To be in compliance with Homeland Security, all unoccupied lockers will be locked.

Physical Education/Athletic Lockers

The school provides a lock for physical education/athletic lockers. Students will be assigned a locker and are expected to follow the guidelines of staff. Students are to be in the locker rooms only when they are participating in a physical education class, working on a special assignment directed by a supervising teacher, or preparing to participate in athletics. Misuse of athletic locker area may result in disciplinary measures.

ACADEMIC INFORMATION

PHILOSOPHY OF INSTRUCTION

The District recognizes and values the uniqueness of each student. Therefore, the District instructional programs are committed to providing high learning expectations for each student and will:

- ◆ Foster individual growth so that students reach their highest potential;
- ◆ Provide opportunities for students to make wise choices and independent judgments and become self-directed learners;
- ◆ Promote positive attitudes toward lifelong learning, self worth, physical, emotional, and mental health;
- ◆ Promote participation as a contributing member of society, who understands and respects the environment;
- ◆ Encompass a core body of knowledge that will allow students to become problem solvers, effective communicators, complex thinkers, informed consumers, collaborative workers, and creative individuals;
- ◆ Prepare for a changing technological society through career advising that allows students to realize future goals.

SCHOOL IMPROVEMENT

JWMS is committed to the development of systematic and continuous school improvement planning to increase achievement for all students. Through the implementation of data-driven decision making and research based best practices, all staff contribute to the school improvement process.

DISTRICT STRATEGIC PLAN

View the full plan at: <https://www.rhinelander.k12.wi.us/district/StrategicPlan.pdf>



MIDDLE SCHOOL PHILOSOPHY

The philosophy of JWMS is to encourage, promote and provide opportunities for emotional, academic, physical, and social growth during early adolescent years. The middle school program is designed to provide exploration. Research has shown that many types of activities are necessary and must be provided at this age to help students find their own interests. Academic skills developed in elementary school continue to grow and additional new skills must be acquired. The middle school is structured to develop these new interests and skills while encouraging students to develop socially and become more independent.

DAILY SCHEDULE

JWMS operates on an A day and B day/alternative day schedule. To maintain equal classroom contact periods of time, the yearlong schedule distributes equalization of A and B days regardless of holidays or special events. Administration will develop modified schedules when special programs or a partial day of school alters the normal class schedule.

Sample Schedule

A Day	B Day
Start of Day : 7:50am	Start of Day : 7:50am
Homeroom (10 min)	Homeroom (10 min)
I.E. (35 min)	I.E. (35 min)
ELA (69 min)	ELA (69 min)
Math (69 min)	Math (69 min)
Lunch/Recess (45 min)	Lunch/Recess (45 min)
Science (45 min)	Science (45 min)
Social Studies (45 min)	Social Studies (45 min)
Phy. Ed. (45 min)	Phy. Ed. (45 min)
Elective (45 min)	Elective (45 min)
End of Day : 3:10pm	End of Day : 3:10pm

A complete listing of all course descriptions may be accessed at: https://www.rhinelander.k12.wi.us/schools/jwms/students/JWMS_Courses.cfm

JWMS COURSE OFFERINGS

Sixth Grade

Required Courses

- Reading/Language Arts
- Art
- Health 6
- Social Studies
- Mathematics
- Music
- Physical Education
- Science
- Family and Consumer Science 6

Electives

- Band
- Chorus
- High Interest Art

Seventh Grade

Required Courses

- Language Arts
- Mathematics
- Science
- History
- Health
- Physical Education
- Technology Education

Electives

- High Interest Art
- Band
- Chorus
- Digital Art 7
- Teen Finance
- Foreign Language
- In the Mood for Food
- Fitness 7/8
- World Language 7/8

Eighth Grade

Required Courses

- Language Arts
- Science
- Mathematics
- Health
- History
- Physical Education

Electives

- Art
- Band
- Business Education
- Chorus
- Family & Consumer Science
- Technology Education
- In the Mood for Food
- World Language 7/8
- Fitness 7/8
- Algebra and Geometry - 1 math credit for high school
- Physical Science 9 - available thru virtual



Instruction and Enrichment Period (I.E.) Description

James Williams Middle School has incorporated an instruction and enrichment period (I.E.) as part of the school day. The I.E. period will be a 35 minute time for students to receive academic help or sign up for enrichment activities. Students and staff will be utilizing FlexiSched to sign up for available activities.

SCHOOLWORK

Because of the exploratory nature of the middle school program, students have the opportunity to take a wide variety of courses in their daily schedules. As a result, they are limited in the amount of available study time in school. Teacher teams will work together to balance out class assignments and projects.

ORGANIZED FOR SUCCESS

Google Calendar

Student organization is a critical part of the study skills program at JWMS to help students become organized. It is also the first link of communication between parents and school. This tool will review student academic progress, monitor organization, and share information about the affective development of students. Students are required to maintain a Google Calendar and are responsible for accurately recording all assignments, assessment dates, and teacher messages. If a student wishes to utilize a student planner, one will be provided.

Classroom Procedures

Teachers will assist students with the use of the Google Calendar. Time is provided in each lesson to record assignments and other important information. Teachers will monitor the use of the Student Planner/Google Calendar and help each student develop and maintain organizational skills.

Home Procedures

Parents are asked to check the Student Planner/Google Calendar and Infinite Campus routinely and monitor the completion of student assignments. Consistent communication between home and school is vital and establishing procedures will nurture organizational skills, a key contributor to academic success.

Binders, Organizational Tools and School Supplies

At JWMS, all students are required to keep necessary school supplies and completed assignments in an organized folder or binder system as decided by the grade level teachers. Each grade level has a separate list of necessary school supplies. This is sent home in the summer mailing and on the JWMS website under Families at: <http://www.rhineland.k12.wi.us/jwms/>

Academic Excellence Periods (AEP) (Formally Study Hall)

Students will be assigned to a Academic Excellence Period when not in a class. The AEP facilitator will monitor students and may help with organization and academic assignments. Students are expected to bring educational materials to AEP and to use this time for quiet study. Students who have a teacher's pass are to report to their AEP class first. Students will follow the rules and expectations set forth by the facilitator.

Infinite Campus

Students and parents should use Infinite Campus, the District student information system, to track assignments, grades, overall academic progress and receive important communications. Student and Parent login information is required separate from each other. Login information can be found on the District website, Families Section at: <https://wicloud2.infinitecampus.org/campus/portal/rhinelanders.jsp>

PARENT-TEACHER CONFERENCES & START of YEAR

Parent-Teacher conferences are scheduled for all parents once during semester one and once during semester two. Specific dates and times will be posted in the school calendar, website, and newsletters. Teachers will be available to briefly discuss student performance. Parents may call the teacher to set up a follow-up team meeting if both parties mutually agree that it would be beneficial. Each August, we have a Welcome Back Night for students to get schedules, meet teachers, see classmates, sign up for activities, bring in necessary medication and get general orientation information as well as questions answered.

GRADING PROCEDURES

Student Failure Notification

Teachers who submit an F (Failure) on a report card shall have three (3) parent contact notices by telephone, letter, e-mail, or a conference, one (1) of which must be personal contact.

Report Cards

Students will be officially evaluated in courses each semester. JWMS uses one grade scale in classes. It is the traditional 100% scale. Students need a 3.0-3.499 GPA for Honor Level of Achievement and a 3.50 and above GPA for Honor Level of Excellence. The traditional scales 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
P = Pass	I = Incomplete				

To calculate GPA from these scales, the following points are assigned to letter grades: 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
P = 0	I = 0				

Students with an 'I' have two (2) weeks to complete assignments.

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 two predominant weighting systems are either: 10% Homework, 30% Quizzes/Labs/Projects, 60% Tests/Major Assignments - OR - 30% Quizzes/Labs/Projects, 70% Tests/Major Assignments.

Progress Reports

Progress reports are done electronically and issued to parents mid-way during each grading period to update student performance. Teachers will be notified of the date that the reports are due in the office. Parents will be notified when progress reports are distributed.

GUEST TEACHERS

Qualified substitute teachers are an integral component of our school. Students and staff are asked to be polite, helpful, and considerate to guest teachers. Students will show utmost respect towards the guest teacher and follow directions. All regular classroom rules and expectations are in effect just as when the classroom teacher is present.

PRESIDENTIAL AWARDS

Each year Presidential Academic Awards are presented to 8th grade students who meet or exceed the following criteria: (GPA requirements are specific and will not round decimal points).

Presidential Excellence Awards

This award is earned with a 3.5 or higher GPA from the beginning of sixth grade through the first semester of eighth grade.

Presidential Achievement Awards

This award is earned with a 3.25 or higher GPA from the beginning of sixth grade through the first semester of eighth grade.

FIELD EXPERIENCES Per Board Policy 2340 (Field and Other District Sponsored Trips) states field trips that are related to specific curricular or co-curricular objectives and provide educational enrichment for participating students may be approved in the District. Staff will submit to administration a written request for the field trip as well as a copy of any information sent home to parents. Staff will take student medications, school and parent contact phone numbers, and Accident Report forms. Staff should communicate to parent any accidents when they occur and submit completed Accident Report forms to office upon return from the field trip.

INSTRUCTIONAL RESOURCES

The LMC is open daily from 7:35 a.m. to 4:00 p.m. The LMC is an active learning environment providing a wide range of media resources available to the students and staff.

Student Check Out

Students are encouraged to use resources to enrich their learning and advance their academic skills. Regular student check out is for two weeks. With a signed consent form, students may sign out a Chromebook overnight. Students are responsible for materials checked out in their name and will be charged for damaged or lost materials.

Overdue Notification

Overdue slips are emailed to students once a week and are handed out in Homeroom twice a month. Students should check with LMC staff upon receiving their first overdue notice. Students will have limited access to LMC resources until overdue materials are returned. Materials may not be checked out in another student's name; teachers may not check out materials for students.

Procedures

All school rules apply in the LMC. In addition, there are guidelines and procedures determined by LMC Staff. Students must have a teacher-approved pass and a specific purpose for usage of the LMC. This also applies for LMC usage before or after school hours. Students must arrive with all necessary materials. The LMC is a place where multiple activities are in action; students will be expected to work and move about quietly during their visit. Furniture and supplies should be returned to their original location before leaving the LMC.

TECHNOLOGY/COMPUTER USAGE Board Policy 7540 (Technology Use) states that policy shall be applied equally to all users. JWMS takes pride in providing technology education by offering students the opportunity to advance their learning through technology.

Purpose

District technology is intended for educational purposes. Misuse or inappropriate use of technology may result in loss of privilege to access rights to resources and the network.

Privacy

Users should not expect that files stored on District servers and hard drives will always be private. Network administrators may review files and communications to maintain system integrity and ensure that all users are

Internet Safety

The District offers specific programming for parents to inform them of the current trends and dangers associated with on-line activities. From cyber bullying to sexual predators, the web can be a dangerous place. Announcements for programs will be posted on the SDR/JWMS websites. The courts have determined that off-campus activities may be subject to school sanctions if it leads to substantial disruption at school. Furthermore, if parents know that their children are causing harm to others and fail to intervene to stop it, they can be held financially liable in court proceedings.

User Procedures

All users must complete an Acceptable Use Form, or “AUF”, before receiving an account. Users will be given a login and assigned a password to access the district network. Staff will review procedures with students.

Printing

Students may print finished products related to class work with teacher approval. Other materials may be printed with supervising staff approval.

District Web Page Per Policy 7540.02 District Web Page the Board authorizes the creation of web sites by employees and students of the District. The purpose of a web site is to educate, inform, and communicate. The content of the pages must be consistent with the District Mission Statement and is subject to prior approval.

Unacceptable Student Behavior Procedures

- ◆ Identify the student and investigate the situation.
- ◆ The teacher requesting computers will be notified.
- ◆ Student will be informed of revoked privilege.
- ◆ Reviews will be made on a regular basis until the privilege is restored. It is not the intent of the staff to prevent a student from doing schoolwork or never regaining the privilege.
- ◆ All computer areas will be informed of students who have lost their computer area privileges.

Violation of Acceptable Use Policy (AUP)

- ◆ Attempting to access another user’s computer files.
- ◆ Deliberate, unauthorized attempts to access or use District computers, network, systems, or programs.
- ◆ Attempts to manipulate District computer systems, programs, or data.
- ◆ Attempts to change computer software settings that can interfere with the normal operations of the computer and is considered vandalism.
- ◆ Copying, or attempts to copy, software, and information that has been copyrighted.
- ◆ Attempts to interfere with the performance of the networking system and its programs or to tamper with the District networking system from another site.
- ◆ Unauthorized game playing, Internet chatting, or blogging on District equipment.
- ◆ Unauthorized downloading of programs from software or the Internet.
- ◆ Downloading inappropriate items such as material with references to drugs, alcohol, sex, and/or violence.
- ◆ Accessing inappropriate web sites and pages contrary to school beliefs.
- ◆ Using vulgarity and inappropriate text. Students who have broken the Acceptable Use Policy will have their privileges revoked per administration.

STUDENT SERVICES

Student Services staff are available to help students with personal or school problems, provide educational support, career information, and assist students in course selection and scheduling. Student Services staff provides mediation services at the request of students, parents, or staff. Students may stop in the Student Services Office and make an appointment to see a member of the Student Services staff.

SCHOOL COUNSELING

The counseling program at JWMS offers diverse assistance for students. This may include opportunities for students to be seen individually for short-term counseling, in a small group, and in the classroom. Group counseling is structured, goal focused, and open to all students. They will learn life skills that enhance their ability to succeed academically and socially. If you do not want your student to participate in group counseling, please contact a School Counselor.

Personal Learning Plan (PLP's)

PLP's address specific student academic and behavioral needs. Prior to requesting a PLP, staff should:

If students are struggling with meeting school-wide expectations, a problem solving team can be created. The team will analyze the student's strengths and challenges to develop goals and objectives to share with the family and JWMS staff. Progress will be monitored on a regular basis.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Per Policy 2416 (Student Privacy and Parental Access to Information) the District respects the privacy rights of parents and their children and is committed to ensuring that parents are fully informed about the gathering of information regarding their children, how it is used and what instructional material is presented in the curriculum.

STUDENT RECORDS Board Policy 8330 (Student Records) requires the collection, retention, and use of information about individual students and groups of students. A student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records. Pupil progress records include courses taken, grades received, attendance, and activity participation. Pupil behavioral records include all other pupil records. Progress and behavioral records are confidential. JWMS maintains a record of all persons, agencies, or organizations that access student information.

CLASS/SCHEDULE CHANGES

Student Services handles all changes in class schedules. Requests for changes of schedules after the first two weeks of the semester are discouraged and most often denied. Students whose parents request a change after the two-week time period will be required to submit an add/drop form. Student Services may initiate the course change request or deny with administrative approval.

TRANSFERRING TO ANOTHER SCHOOL

Parents are asked to contact the office secretary prior to withdrawing their student. They will assist with check-out procedures. This will help complete the transfer procedures completely and accurately. All district materials must be returned and outstanding fees or fines paid. The new school system in which the student has formally enrolled must request student records through written notification.

STUDENT ABUSE AND NEGLECT Per Policy 8462 (Student Abuse and Neglect) the Board is entrusted with the physical and mental well-being of students and will cooperate in the identification and reporting cases of child abuse or neglect in accordance with the law. Each staff member who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting concern to Oneida County Social Services at 715-362-5695. Social Services is to see that all referrals are processed to the proper person. Referrals can be made anytime by contacting Oneida County Sheriff's Office at 715-361-5154.

STUDENT ACTIVITIES PURPOSE

Activities are an integral part of our school. Activities promote a value system for the individual, the student body and others associated with the programs. Activities are healthy, enjoyable, and contribute to the physical, social, mental, and emotional development of all participants. Sign up for activities is found the JWMS website at: <https://www.rhinelander.k12.wi.us/schools/jwms/activities/>

PARTICIPATION REQUIREMENTS

Parent/guardian can access a comprehensive School District of Rhinelander Activity Handbook that outlines specific forms for participation, regulations, procedures, and philosophy of co-curricular activities at https://www.rhinelander.k12.wi.us/cms_files/resources/Activity%20Handbook%20-%202020.pdf

All forms required for participation can be obtained from the James Williams Middle school office or on the District web page at: www.rhinelander.k12.wi.us/faculty/activities/participation.cfm.

The Activity Code is a key component regulating participation. Once participant and parent/guardian sign the Activity Participation Agreement, it serves as a contract between them and the District. Students may direct questions regarding activity participation to the James Williams Middle School office or the District Activities Director at 715-365-9512.

WIAA Physical Exam

Students participating in interscholastic athletics must have on file a WIAA physical examination permit card signed by a physician and parent. These forms are available in the school office, and on the district website. Local media will provide information to parents regarding free physical examinations offered by participating area physicians.

ASSEMBLIES

Assemblies are a scheduled part of the curriculum and designed to be meaningful and enjoyable experiences. Informal assemblies promote school spirit and provide students an opportunity to share their talents. Formal assemblies help broaden student experiences and develop proper social etiquette.

DANCES

Dances are scheduled occasionally to provide opportunity for students to develop social skills and have fun! All school expectations including the following guidelines are in force:

- ◆ Students who are absent or suspended on the day of the dance will not be admitted.
- ◆ Students must be picked up immediately following the end of the dance. Transportation arrangements must be made in advance. Failure to do so will result in loss of future attendance privileges.
- ◆ Personal belongings will be stored in a designated area and can be accessed with supervisor approval.

DANCES (cont.)

- ◆ Students who leave the event will not be readmitted.
- ◆ Students creating a disturbance need to leave school property and will not be allowed to attend future dances. Parents will be notified by staff.

JWMS ATHLETIC ACTIVITIES

Fall	Winter	Spring
Football (7 & 8)	Boys Basketball	Track & Field
Swimming (Girls)	Girls Basketball	Tennis (Boys)
Tennis (Girls)	Gymnastics	Special Olympics Track & Field
Boys Soccer	Wrestling	Girls Soccer
Volleyball (7 & 8)	Alpine Ski	Trap Shooting
Cross Country	Snowboarding	
Special Olympics Bowling	Nordic Skiing	

JWMS ACADEMIC ACTIVITIES

Student Council	Show Stars
Jazz Band	Forensics
Yearbook	Drama
Robotics	WEB Team



SPECIAL EVENTS

Throughout the school year, staff coordinates a variety of exciting and time-honored activities to showcase the talents of our students and to generate school and community pride in being a JWMS Hodag!

Homecoming – Spirit Week

Students feel the power of Hodag Pride by participating in a fun week of activities during Homecoming. The Student Council helps guide dress up days and other activities to bring out the green & white spirit of students and staff alike!

Student Council Incentive Activities

The Student Council will periodically hold fund-raisers to support all the activities taking place at JWMS.

Talent Show

The Student Council hosts a spring talent show. The student council advisors in cooperation with administration will set the activity and develop procedures to ensure a safe and enjoyable event for students.

SPECIAL EVENTS (cont.)

Winter Adventure Days

Our staff coordinates a fun and exciting day of winter recreation for each grade level.

3K Run

Students and staff can participate in our annual 3K Fun Run each spring as serious competitors or just to enjoy a casual stroll through the Northwoods. The Physical Education staff coordinates a safe and pleasant time honored event.



Music Concerts

The talents and skill development of our students are evident at JWMS concerts. With performances both during the school day and in the evenings, the students and Music Education Staff provide a way for our school and community to Celebrate Music!

Veterans Day Program

The Veterans Day Program at JWMS has become a treasured event for our community. The blending of student musical and oratory performances with the presence of state officials and local veterans makes for a powerful and meaningful celebration of those who have served for our freedom.

8th Grade Ceremony

The 8th Grade staff invites parents and relatives to a ceremony at the end of the school year to recognize the accomplishments and achievements of students. Invitations are sent home to notify parents if their child is scheduled to receive an award at this event.

STUDENT CONDUCT & EXPECTATIONS

CHARACTER EDUCATION

At JWMS, the focus is on building character and connections between students and staff. We implemented the 11 principles of Character.org, which is a network of educators providing leadership and resources to individuals and groups along their character journey. We believe, “with ongoing direction and guidance, character can be cultivated. People of good character can positively impact our communities in a sustainable way.” This is done by working as a team, sharing ideas, and celebrating achievements. Students at JWMS participate in Homeroom lessons and activities that focus on our five core values of respect, kindness, responsibility, effort, and honesty. They reflect and share how these values are important to themselves, in school, at home, and at the community level.



Violation of School Regulations, Procedures, and Expectations Selling Items on School Property

Students may not sell items for personal gain or any non-school organization unless receiving administration and board approval.

UNACCEPTABLE CONDUCT

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

Endangering property, health, safety of others

- ◆ Vandalizing property
- ◆ Bullying and all forms of aggressive behavior
- ◆ Possessing weapons or dangerous articles
- ◆ Body piercing during school time
- ◆ Inappropriate use of prescribed medications
- ◆ Use of illegal/controlled substances
- ◆ The use of vaping devices at school

Unlawful Behavior

- ◆ Possession or use of firecrackers, drug paraphernalia, controlled substances, alcoholic beverages, tobacco products, electronic vaping devices or lookalikes
- ◆ Distributing or selling all medications
- ◆ Theft
- ◆ Extortion
- ◆ Creating false emergencies such as pulling a fire alarm, calling 911, or causing a bomb threat

UNACCEPTABLE CONDUCT (cont.)

Disrespectful Behavior

- ◆ Impedes the opportunity for others to learn
- ◆ Impedes the opportunity for self to learn by failure to try
- ◆ Disrespectful language, attitude, or behavior
- ◆ Refusal to follow directives of staff members

Physical Affection Prohibited

Physical affection is 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.

“Physical affection” is defined as intimate touching, hand holding, fondling, cuddling, kissing, and other signs of affection between students while under the authority, direction, and supervision of school personnel.

DRESS CODE Board Policy 5511 (Dress and Grooming) notes the responsibility for the personal appearance of students shall rest with the student themselves and their parents. Student dress or grooming should not affect the health or safety of others, nor should it disrupt the learning process within the classroom or school. JWMS recognizes attire that may be appropriate for other occasions may not be appropriate for school. The administration reserves the right to make a determination with respect to questionable attire. As a general guideline, clothing needs to completely cover the torso from shoulder to mid thigh. Items or clothing unacceptable include, but are not limited to, the following:

- ◆ Obscene/profane/suggestively worded apparel
- ◆ Exposed midriff
- ◆ Translucent or see through clothing
- ◆ Visible undergarments
- ◆ Visible cleavage
- ◆ Baggy or low cut pants worn below hip level
- ◆ Clothing exposing skin above mid-thigh (including jeans with holes in them)
- ◆ Tops with straps narrower than 2 inches
- ◆ Short shorts, skirts, and skorts
- ◆ Accessories including chains, extra long belts
- ◆ Coats, scarves, gloves, mittens, and sunglasses worn in building including classroom
- ◆ 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.
- ◆ Drug/alcohol/tobacco-related items
- ◆ Slippers, wheeled or skate shoes
- ◆ Piercings and tattoos that distract or safety risk
- ◆ Bandanas

STUDENT DISCIPLINE

Policy 5600 (Student Discipline) states that the Board and staff of the school will make every effort to prevent dangerous, disruptive, and destructive student conduct which may impede the educational process.

Communication

Parents and students will be informed when a student faces disciplinary action due to inappropriate conduct that endangers the property, health, and safety of others, or disrupts the educational process. Communications attempt to keep parents and students informed. These include mail, e-mail, telephone contact, and in-person conferences.

Consequences

Consequences include reprimands, detentions, disciplinary behavioral referral, suspensions, citations, and expulsion.

Incident Report

Students should report incidents to a staff member or administrator. Students must come to the office during non-instructional time to complete a Student Incident Report.

Juvenile Citations

Students at JWMS are old enough to receive citations and fines for breaking laws within the school. Examples of incidents where citations may be issued include trespassing, truancy, theft, smoking, possession of cigarettes, tobacco or vaping products, profane language, fighting, or disorderly conduct.

Restorative Justice

There are times when those who have violated certain school rules (bullying, sexual harassment, physical aggression) should have to face or restore the damage done to the victims or property. The assigned consequence will address the issue of repairing the damage or correcting the behavior in respect for and remorse towards the victim(s).

DISCIPLINE SYSTEM OVERVIEW

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

DETENTIONS

Lunch Detention (LD)

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

After-School/Before-School Detention (ASD)

Students who have been assigned an detention are expected to arrive in the designated detention room on time. Students are expected to complete their assignments quietly. Academic support is provided. Students should bring along a book to read after completion of assigned work. Students who are late or disruptive will fail detention, requiring them to make up this time plus an additional consequence. ASDs are not scheduled on Fridays and will carry over to the next school day.

SUSPENSIONS AND EXPULSIONS In-School Suspensions (ISS) Board Policy 5610.02 (In-School Discipline) states the purpose of In-School Suspension is to provide an alternative to Out-of-School Suspension. The suspension will be served in a designated room during the school day. A student may be suspended for inappropriate behavior or for non-compliance of school rules. Administration and guidance will meet with the student during the day to discuss the suspension and identify the underlying factors contributing to the inappropriate behavior. A component of ISS will require the student to give meaningful reflection on the reason for the suspension and determine steps to avoid reoccurrence of the situation. This activity will be reviewed with administration upon completion of the suspension.

Out-of-School Suspensions (OSS) and Expulsion Board Policy 5610 (Suspension and Expulsion) recognizes that exclusion from educational programs by suspension or expulsion is a substantial sanction and that such action must comply with the student's due process rights. Students may be suspended or expelled for grounds authorized under section 120.13 of the Wisconsin Statutes to include, but not be limited to, repeated refusal or neglect to obey rules; conduct either in or out of school which endangers the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any District employee or Board member, or school property by means of explosives. Administration may suspend up to five days for pupil misconduct and for being in non-compliance with school rules. Administration will determine the type and length of the suspension based on the nature of the offense and disciplinary record of the student. Students are not allowed on school grounds or at school sponsored activities with or without a parent during the terms of their suspension or expulsion without prior administrative approval. A component of OSS will require the student to give meaningful reflection on the reason for the suspension and determine steps to avoid reoccurrence of the situation. This activity will be reviewed with administration during the re-entry meeting.

Police Referral/Suspensions

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

Office Discipline Referral (ODR)

There may be occasions when an inappropriate student behavior requires a staff member to call for an administrator to assist with the situation. The staff member will fill out the ODR behavioral referral slip and make initial parent contact. The student will be removed and placed in an alternative site as determined by the administrator. Additional consequences will be determined by administration and may range from written infractions, restorative justice, to recommendation for suspension.



ATTENDANCE INFORMATION

In accordance with state law, Board Policy 5200 (Attendance) requires the Board to enforce the regular attendance of students. Regular attendance is essential for a student to progress and have success in school. To be in

ABSENCES

Excused Absences

Parents are asked to call the office at 715-365-9220 by 9:00 a.m. 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 absence. Failure to contact the school will result in the student being marked truant. Students are responsible for contacting teachers regarding make-up work. 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 3 unexcused absences in a semester or 5 excused days within a year. The first notification is informational and should not be considered a reprimand. Subsequent notification(s) will be made after 5 unexcused absences in a semester or 10 excused days within a year and will outline school and court sanctions. To be in compliance with Wisconsin compulsory attendance laws, teachers will take attendance for each instructional period using the Infinite Campus computer system.

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.

ABSENCES (cont.)

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.

Unexcused Absence

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 a unexcused absence (UEX). All unexcused absences will be reviewed by the school attendance officer. An administrator may issue consequences for unexcused absences.

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. Students will be allowed two (2) days for each day of unexcused absence to make up any examinations missed. Upon parental request, the office will work with teachers in collecting homework for students after the 3rd day of an absence. Homework materials will need to be completed and turned in before additional homework is provided.

TARDINESS

Tardiness is disruptive to the learning process. A student arriving to school in the morning after class has begun and before 8:01 a.m. without parent/guardian contact, will be considered tardy unexcused (TDU). Students arriving to school in the morning after 8:01 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. 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	Consequence
4 tardies in a semester	Before or After school Detention
5 - 8 tardies in a semester	Letter home. Reteaching during I.E.
More than 8 tardies in a semester	Plan with administration and/or simple truancy fine.

TRUANCY

Truancy is when a student is absent from a class or classes without the knowledge and consent of the parent/guardian and staff. 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 JWMS. We will take a more proactive approach to help communicate and reach students who are excessively absent from school.

TRANSPORTATION

School Board Policy 8600 (Transportation) states transportation will be provided for those students whose distance from their school makes this service necessary.

TRAFFIC FLOW

In order to safely and efficiently allow all buses and parent vehicles move about our campus, all individuals are expected to abide by the set traffic procedures.

Regular Buses will be the only vehicles allowed in the main entry loop from 7:00 – 8:00 a.m. and from 2:30 – 3:30 p.m. .

Activity Buses will pick-up and return students for away events at the backside of the building at entry door North 14.

Parent Vehicles will drop off and pick up students on the East side of the building. Parents are to follow the signs through the one-way parking lot loop. Parents are not to drop off and pick up students on the South side of the building on Acacia Lane. This location restricts bus maneuvering, jeopardizes student safety on Acacia as well as in the bus loop, and is a high traffic area to and from the high school. Please plan ahead and arrive in advance of the 7:55 a.m. start time so students arrive safely and your day starts stress free.

BUS CONDUCT

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

- ◆ Disrespectful behavior towards driver or students.
- ◆ Moving around while the vehicle is in motion.
- ◆ Head, hands or any portion of body out of window.
- ◆ Throwing objects out of windows.
- ◆ Tampering with the vehicle or equipment.
- ◆ Eating, drinking, or littering on the bus.
- ◆ Any other conduct that may affect the orderly and efficient transportation of students.

BUS SUPERVISION

Procedures:

- ◆ Buses will line up in the bus loop in front of JWMS.
- ◆ Students will only exit a bus for a transfer.
- ◆ Students will line up on the near sidewalk, behind the yellow curb.
- ◆ Students will not leave the sidewalk until the bus door opens and driver beckons them to load the bus.

BUS SUPERVISION (cont.)

- ◆ Students will walk onto the bus single file.
- ◆ Students not traveling by bus are not to be loitering in front of the building.
- ◆ Students will refrain from endangering behaviors such as but not limited to: pushing, hitting and playing with balls
- ◆ Only students riding the bus are to be picked up in front between 3:15 and 3:30 p.m.
- ◆ RHS/Central students are not allowed to board a bus at JWMS.
- ◆ JWMS students are not allowed to board a bus at RHS.

Alternate Transportation Request

If a parent requests that a student be dropped off at a location other than the assigned bus stop, a Request for Alternate Transportation form must be filled out and returned to the bus company **before** transportation will begin. (Forms are available in the office and on the SDR website).

CO-CURRICULAR TRANSPORTATION

Any student who is transported to a school activity by a school-arranged vehicle will return to Rhinelander by way of the same school-arranged transportation unless there are extenuating circumstances that require the student to ride home with a parent. Parents may sign their child out with the coach after the event. Any other adult wishing to transport a child must complete the Permission to Ride from a JWMS Activity form. This form must be submitted to school administration no less than one (1) day in advance. This form is available on the District web page or may be picked up in the office.

TRANSPORTATION FOR FIELD TRIPS/DISTRICT-SPONSORED TRIPS

Per **Policy 8640-(Transportation for Field and Other District Sponsored Trips)**, regular or special purpose school vehicles shall be used and driven by approved drivers. Exceptions must have the approval of the Superintendent.

TRANSPORTATION BY PRIVATE VEHICLE

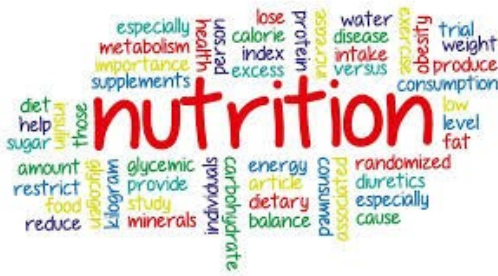
Per **Policy 8660-(Transportation)**, transportation of students by private vehicle is authorized provided any such transportation is approved in advance and in writing by the Principal or Activities Director in accordance with the Superintendent's guidelines.

BICYCLES/SKATEBOARDS

Students who bring bicycles to school are encouraged to use a padlock or locking chain to secure the bicycle to our bike racks located in the rear of the building near the stadium fencing. Skateboards and scooters may be stored in student lockers. Students are expected to walk their bikes, skateboards, and scooters while on school property until beyond all parked buses. Students who disregard this policy will have their item secured for parent pick up.

NUTRITION

Research has shown that proper nutrition is directly related to student academic performance.



Breakfast

Breakfast is available from 7:35 a.m. to 7:50 a.m. All students who are eligible for free/reduced-price lunch receive breakfast free of charge.

Lunch

Students will be provided one lunch period. Students may bring their own bag lunch or participate in the hot lunch program.

Student Breakfast/Lunch Expectations

Students will comply with all school rules, exhibit social dining etiquette, and abide by the following procedures that align with PBIS expectations:

- ◆ Line up single file, no cutting-in or budging allowed.
- ◆ Speak respectfully to lunch servers.
- ◆ Finish eating before leaving the table.
- ◆ Clean tray and return to counter.
- ◆ Follow directives of lunch supervisors.
- ◆ Wipe down tables when finished
- ◆ Students will store lunch boxes in the designated area and pick up items when leaving.
- ◆ Wait for staff, walk, and exit through Door 16.
- ◆ Equipment may be checked out for outdoor recess.
- ◆ Restrooms are to be used prior to and immediately after eating lunch. Students who congregate or loiter in the restroom may have restricted use of the facilities.
- ◆ No food or snacks outside.
- ◆ Students will avoid areas including woods, parking lots and vehicles, Mike Webster Stadium, and storage sheds.
- ◆ All students re-enter building quietly using Door 16.
- ◆ Announcements will be made prior to lunch shifts in the event inclement weather prevents outdoor recess.

Lunch & Breakfast Pricing

Breakfast and Lunches are available at no charge to all students until further notice

NUTRITION (cont.)

Snacks/Water Bottles

Research supports the notion that staying hydrated and “fueled” assists with learning. Based on timing of lunch shifts, teaching teams may provide times to allow snacks and water during the day. Snacks and water bottles are a privilege that may be permitted provided that students keep the learning environment clean and distraction free. Candy and soda are items that should not be brought to school. Gum is not allowed in carpeted areas or in the technology labs and is only permitted in the classroom with teacher approval. Energy drinks are not allowed on school grounds.

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** <http://www.rhinelander.k12.wi.us/district/health.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.

HEALTH CARE

The health room is located in the main office. Students need to report to the secretaries and will be directed into the health room when care is needed. If necessary the office staff with contact call the parent to have the child picked due to illness/injury.

Illnesses

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

- As per our district’s Influenza preparedness plan, each school monitors daily illness surveillance. When you contact the school to report your child’s illness, please report their symptoms, i.e., fever>100*, cough, sore throat, diarrhea, vomiting, rash, body aches.

Keep your child home if:

- **Temperature over 100 degrees** with a cough or sore throat and do not 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.

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

MEDICATION

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

- The written order from the provider must state the name of the medication, dosage and time to be given. The school cannot administer any prescription medication until this process is completed and reviewed by the school nurse.
- Prescription medication must be in a pharmacy labeled container with the proper dosage and time to be given on the label.
- Parent/guardian must bring all medications to school to be counted and signed in the school office.
- 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 parent.
- Over the counter medications must be brought to the 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 the provider and signed by parent/guardian (see Prescription Medication above).

Medication Policy 5330, (Oral Medication in Schools) See **Administrative Guidelines on SDR web site.**
www.rhinelander.k12.wi.us/district/healthforms.cfm

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 Rural Dental Health 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.

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

Physical Education Excuses

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

HEALTH CARE (cont.)

Accidents

If a student is injured at school during the day or in an activity, they must: report the accident to the teacher or supervising staff member. The staff member will fill out an Accident Report form. If an injury occurs when there is not a staff member present, report the injury to the office. A secretary will complete an Accident Report form and notify parents or an emergency contact person as needed. If a student is seriously ill or injured, the office is contacted immediately and first aid is administered. In the event of serious accident or injury, 911 is called for emergency assistance.

SCHOOL SAFETY Board Policy 8410 (School Safety and Crisis Intervention) states that employees, students, and visitors are entitled to function in a safe school environment. The Superintendent shall develop administrative guidelines for responding to a crisis situation, school safety plans, and interventions for students showing warning signs or violent behavior.

VALUABLES

Students should refrain from bringing electronic devices and items of value to school, as they are expensive to replace and can distract the learning process. In unique cases where this is unavoidable such as for a class project, students are encouraged to leave the items in the office for safekeeping during the school day.

LOST AND FOUND

Students may check the lost and found for items lost or misplaced. Items of significant value that are found should be turned into the office for safe keeping until the owner can be identified. At the end of each quarter, unclaimed items will be donated to local charities/shelters/and or PAC.

SECURITY MONITORING

The middle school utilizes security cameras and audio monitoring equipment to help ensure a safe and orderly school environment. This recorded information may be used by school and/or law enforcement personnel whenever necessary.

UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY

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

POLICE SCHOOL LIAISON OFFICER (PSLO)

To maintain a safe school environment, the Oneida County Sheriff's Department, in cooperation with the District, has a Deputy Sheriff working at JWMS. The liaison officer serves as a resource person in the classroom, supervises students, and administers police referrals. The officer may be contacted by calling 715-365-9220 extension 7223.

DOG SEARCHES

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

ALCOHOL AND OTHER DRUGS

Policy 5530 (Drug Prevention) 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 prohibited at school. Violators have the potential for referral to law enforcement authorities for prosecution.

TOBACCO

Pursuant to **Policy 7434 (Use of Tobacco on School Premises)** 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 lighted smoking devices for burning tobacco, nicotine, or any other substance on District premises. Violators will receive a citation, requiring forfeiture of money and mandatory court appearance.

EMERGENCY PROCEDURES Policy 8215 states that at various times throughout the school year, students and staff at JWMS will practice emergency procedures in accordance with Wisconsin State Statutes. Properly executing the practices will help ensure the safety of students and staff in the event of an emergency.

FIRE DRILLS

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

TORNADO DRILLS

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

BOMB THREATS/EVACUATIONS

School administration, after communicating with city and school officials, will determine if and how the building will be evacuated. 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.

LOCK-DOWNS

Lock-down 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.

SCHOOL CLOSINGS

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

FINANCIAL INFORMATION

STUDENT FEES AND FINES Student Fees

Each year the Board sets the student fee schedule per Policy 6152. Fees include textbook rental and maintenance, combination lock rental, and Student Planner purchase. Each year students in grades 6-8 will be assessed a fee that will be collected before students begin the class. Many school fees may be waived or reduced if your family qualifies for free or reduced meals. A sharing of information form must be filled out and returned to your school if you would like to receive this benefit.

Textbook Fines

Policy 6152 (Student Fees, Fines, and Charges) states fines may be assessed when property and equipment are damaged or not returned. Students will be held responsible for the care of all textbooks. Normal wear due to usage is expected and not considered damage. The fine for damaged textbooks, such as torn pages or destroyed covers requiring replacement, is equal to the replacement purchase price. The fine for less extensively damaged textbooks, such as soiled, marked, or creased pages, is the actual cost of repairs or half of the purchase price. Teachers will submit a list to the office for billing purposes.

General Fees

General Fee (Material and Supplies)	\$25.00
Instrument Rental Fee	\$60.00
Sport/Activity Fee	\$20.00/per activity with \$100.00 family maximum
Solo Ensemble Fee	\$12.00

PUBLIC RELATIONS

PARENT RELATIONS Per Policy 9250 (Relations with Parents), the Board believes that the education of children is a joint responsibility, one it shares with the parents in the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. We believe that communication between school and home should be an on-going process and not limited to formal parent conference days. Many of our expectations involve communication, which we feel is the key to successfully monitoring each student's growth and progress.

VISITORS

Per Policy 9150 (School Visitors) the Board welcomes parents, community members, and educators to visit JWMS. In order for the educational program to be undisturbed, visitors are asked to follow established guidelines. Parents who would like to visit classrooms during the school day need to obtain administrative approval one day in advance. All visitors to the building are asked to enter and leave by the front entrance (#1) on Acacia Lane. Visitors must report to the office to sign in and obtain a visitor's badge. Before leaving, all visitors are asked to return the visitor's badge and sign out in the office. Friends and relatives from other schools will not be permitted to attend classes.

VOLUNTEERS

Policy 3120.09 (Volunteers) notes volunteers can enhance certain programs and activities. Prior to working, all volunteers must complete a background check and meet Board approval. Volunteers are required to abide by District policies and guidelines. The District extends its appreciation to those who help with our program. SDR uses the Raptor Visitor and Volunteer Management System. See the website for more information. <https://www.rhinelander.k12.wi.us/schools/jwms/families/Raptor%20Visitor%20and%20Volunteer%20Parent-Guardian%20Letter.pdf>

PARENT ADVISORY COMMITTEE Per Policy 9210 (Parent Organizations),

the Board recognizes the Parent Advisory Committee (PAC) as a group of parents who have a vital interest in the successful operation of the school. The PAC is an active and supportive group at JWMS. PAC activities include staff meals for PTCs, special end of the year assembly, and coordinating community-service activities with the Student Council. Any parent of a middle school student is invited to attend PAC meetings. Meeting dates and times are included in our monthly newsletter. PAC announcements and information are also posted on the JWMS website.

PUBLIC AND PARENT CONCERNS

JWMS strives to maintain positive communication with all students, parents, and the public. **Policy 9130 (Public Complaints/Concerns)** states any person or group having a legitimate interest in the operations of this district shall have the right to present a request, suggestion, or complaint concerning district personnel, the Superintendent, the programs, or the operations of the district. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the desire of the District to rectify any misunderstandings between itself and the public through informal discussions. Only when such informal meetings fail to resolve the differences will formal procedures be employed. Within thirty (30) business days, the complainant shall be advised, in writing, of the Board's decision. The Board's decision will be final and not subject to appeal.

Administrative Guidelines

Students are encouraged to respectfully communicate specific concerns with staff. Parent concerns should be shared with staff at a mutually convenient time and not in the vicinity of students and bystanders. Meetings will be scheduled in a private, non-threatening environment. The conference will deal with specific issues directly related to the original concern. Both parties will be allowed to speak in an uninterrupted manner. Communication by all parties will be carried out in a rational, calm, and mature nature or the meeting may be terminated. At meetings in which administration is present, the prescribed plan that is developed will not be altered without administrative approval.

COMMUNICATIONS OVERVIEW

Communications are critical in creating a productive, positive, and trusting educational environment. Working together, we can build strength in our school and community. Established school procedures should be followed as it builds credibility among staff and trust among students and parents. Efficient and effective communication allows us to fulfill our mission of teaching and learning.

Office Telephones

The telephone located on the counter in the front office may be used with permission from the office. Students are not allowed to use classroom or cell phones to call home.

STUDENT COMMUNICATIONS

Board Policy 5136 – Personal Communication Devices Students at JWMS may use personal communication devices (PCDs) before and after school and during their lunch break. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored **in lockers**. Under no circumstances will the use of PCDs be allowed for use in restrooms and/or locker rooms. However, technology, including but not limited to PCDs, intended and actually used for instructional purposes (e.g. taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Board Policy 9135—Use of Recording Devices During Meetings or Conversations To protect the privacy of all District employees, parents, students, or community members, electronic recording by audio, video, or other means during any meetings or conversations is not permitted unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting or conversation must also obtain consent from anyone who may arrive late to any such meeting. No person shall electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.

JWMS Guidelines – Personal Communication Devices

- ◆ 1st Offense - Device is confiscated, teacher makes phone contact with parents and turns phone into the office. Student will pick up the phone from the office at the end of the school day.
- ◆ 2nd Offense - Device is confiscated, teacher makes phone contact with parents and turns phone into the office. Parent must pick up device after school. Student loses the privilege to have their phone at school for 2 weeks.
- ◆ 3rd Offense - Device is confiscated, teacher makes phone contact with parents and turns phone into the office. Student loses privilege to have phone at school for the remainder of the school year.

Students are subject to additional disciplinary measures, including legal action, when cell phones: 1). Disrupt the educational environment 2). Endanger the health and safety of others 3). Invade the right of others or 4). Involve legal or unethical conduct. Taking pictures and audio-visual recording of others without their permission is prohibited. Students are expected to use such technology with responsibility and respect towards others.

JWMS is not responsible for lost or stolen items and accepts no financial responsibility or liability.

PARENT COMMUNICATIONS

Infinite Campus Messenger This automated notification system (both phone and email) will be used but not limited to remind parents of special events, communicate school closings, emergency situations, unexcused absences, and disciplinary matters. Parents are advised to keep their phone number(s) and email accounts current and are responsible for communicating changes to office staff throughout the year.

Disciplinary Notification

Parents will be informed of student misconduct and disciplinary consequences by phone and/or email. Depending on the nature of the offense, the school may use emergency contact numbers to pick up a student immediately if receiving an OSS, partaking in an expellable offense, or for a serious law enforcement sanction.

ANTI-HARASSMENT STATEMENT ([5517](#))

It is the policy of the Board to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, professional staff, and support personnel, as well as all other District personnel, share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the District.

The Board will not tolerate any form of harassment and 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 District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against students.

The Board will vigorously enforce its prohibition against discriminatory harassment 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 (hereinafter referred to as “protected characteristics”), and encourages those within the District community, as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason; even if not based on one of the protected characteristics, through its policies on bullying (See Policy 5517.01, Bullying and Other Forms of Aggressive Behavior).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board and/or its designee will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

DEFINITIONS

Bullying

Bullying is prohibited by Policy 5517.01, Bullying and Other forms of Aggressive Behavior. It is defined as deliberate or intentional behavior or using words or actions intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any protected characteristic. Bullying behaviors to the level of harassment when the prohibited conduct is based upon the student's 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.

Harassment

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software; or written, verbal, or physical conduct directed against a student based on one or more of the student's protected characteristics that placed a student in reasonable fear or harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or programs; submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to following:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than unnecessary restraint of student by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- Unwelcome behavior or words directed at an individual because of gender, such as
 - repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - rating a person's sexuality or attractiveness
 - staring or leering at various parts of another person's body;
 - spreading rumors about a person's sexuality;
 - letters, notes, telephone calls, or materials of sexual nature; or,
 - displaying pictures, calendars, cartoons, or other materials with sexual content.
- Inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and/or personal life;
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- Verbal, non-verbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based

conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to or has the effect of denying or limiting a student's ability to participate in or benefit from the educational program or activities.

In addition to investigating and taking appropriate corrective action in instances of harassment, sexual harassment, or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

REPORTING HARASSMENT/BULLYING

A student who believes she/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, or with the Superintendent or other District employees who work at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful 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. If a complainant informs a teacher, principal, or other District employee at the student's school, or the Superintendent or other District employee either orally or in writing about any complaint of harassment, that employee must report such information within two (2) business days to the Superintendent.

Reporting Procedures

Students and all other members of the District community, as well as third parties, are encouraged to promptly report incidents of unlawful harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board, or its designee, may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee, or official who receives such a complaint, shall file it with the District's compliance officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extracurricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01, Bullying and Harassment, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on 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, the principal will report the act of bullying to the Superintendent or compliance officer designated by the Superintendent, who shall then assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes he/she has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to the student's teacher, building administrator, or the Superintendent.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to a designated compliance officer, the building principal, or the Superintendent.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator, or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the Administration Center offices, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated; however, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female complaint coordinator for receiving reports of harassment prohibited by this policy. At least one (1) complaint coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Incidents may be reported to:

- Building administrators at school of attendance;
- Teachers;
- Pupil Services Staff, including school counselors, school psychologists, school nurses, and school social workers;
- Activities Director, Brian Paulson at 715-365-9500 or paulsbri@rhinelander.k12.wi.us;
- Police Liaison Officer;
- District Director of Pupil Services and Special Education, Dr. Maggie Peterson at 715-365-9700 or petermag@rhinelander.k12.wi.us.

- District Superintendent, Eric Burke at 715-365-9700 or burkeeri@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, termination.
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Please refer to board policies on the District website for more details.

Crescent Elementary	715-365-9120	Alex Bontz	bontzale@rhinelander.k12.wi.us
Pelican Elementary	715-365-9160	Martha Knutson	knutsmar@rhinelander.k12.wi.us
Northwoods Community Elementary School	715-282-8200	Gayle Daniel	daniegay@rhinelander.k12.wi.us
Central Intermediate School	715-365-9600	Paul Johnson	johnspau@rhinelander.k12.wi.us
James Williams Middle School	715-365-9220	Richard Gretzinger	gretzric@rhinelander.k12.wi.us
Rhinelander High School	715-365-9500	Shane Dornfeld	dornfsha@rhinelander.k12.wi.us



WEAPONS/DANGEROUS ARTICLES Board Policy 5772 (Weapons) 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.