

# ROSENDALE BRANDON SCHOOL DISTRICT

## Rosendale Primary and Brandon Elementary Schools



## 2024-2025 Elementary Student Handbook

<p><b>Wayne Weber</b> Superintendent</p>	<p><b>Heidi Owens</b> Principal</p>	<p><b>Cody Moon</b> Transportation Director</p>
<p><b>Brandon Elementary</b> <b>Dawn Balsitis-Secretary</b> 200 W Bowen Street Brandon, WI 53919 Phone: 920-346-2915 Fax: 920-346-5490</p>	<p>Mission: Blending small school values with large school opportunities to inspire families, students, and staff to choose Rosendale-Brandon Schools.</p>	<p><b>Rosendale Primary</b> <b>Jean Marchant-Secretary</b> 300 W Wisconsin Street Rosendale, WI 54974 Phone: 920-872-2151 Fax: 920-872-5480</p>

### NOTICE OF NON-DISCRIMINATION POLICY

The Rosendale-Brandon School District, in accordance with state and federal law, does not discriminate because of the person's sex, race, color, religion, gender, sexual orientation, age, national origin, ancestry, creed, disability, military or veteran status, political affiliation, pregnancy, marital or parental status, physical, mental, emotional or learning disability or hardship, or other basis prohibited under state and federal law, in its educational and employment policies and practice

<b>Faculty and Staff</b>			
<b>Brandon Elementary</b>		<b>Rosendale Primary</b>	
<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
<a href="#">Lynn Alsum</a>	2nd Grade Teacher	<a href="#">Reagan Brown</a>	2nd Grade Teacher
<a href="#">Dawn Balsitis</a>	Building Secretary	<a href="#">Kenna Drews</a>	Second Grade Teacher
<a href="#">Eric Bartelme</a>	3rd Grade Teacher	<a href="#">Sarah Hartgerink</a>	First Grade Teacher
<a href="#">Jessica Buteyn</a>	5th Grade	<a href="#">Karli Hinkley</a>	5K Teacher
<a href="#">Leah Challoner</a>	1st Grade Teacher	<a href="#">Amanda Kinyon</a>	4K Teacher
<a href="#">Carly Mancl</a>	Special Education Teacher	<a href="#">Adriana Last</a>	5K Teacher
<a href="#">Torrie Grade</a>	Kindergarten	<a href="#">Jean Marchant</a>	Building Secretary
<a href="#">Casandra Holdridge</a>	Head Custodian	<a href="#">Erik Moon</a>	Head Custodian
<a href="#">Sandy Kuik</a>	4th Grade Teacher	<a href="#">Renee Pionke</a>	Third Grade Teacher
<a href="#">Lisa Thorpe</a>	Speech & Language	<a href="#">Sue Snellenberger</a>	Special Education Teacher
		<a href="#">Gina Walters</a>	Third Grade Teacher
		<a href="#">Joe Waters</a>	First Grade Teacher

<b>Shared Faculty and Staff</b>	
<a href="#">Pat Coffeen</a>	Maintenance
<a href="#">Tami Kelnhofer</a>	Food Service Director
<a href="#">Blair Moon-Zimmerman</a>	4K Teacher
<a href="#">Cody Moon</a>	Athletic & Transportation Director
<a href="#">Heidi Owens</a>	Principal
<a href="#">Keycia Dahlvig</a>	Reading Teacher
<a href="#">Danica Riedeman</a>	Student Success Coordinator
<a href="#">Jess Sinor-Vanne</a>	Director of Pupil Services & School Psychologist
<a href="#">Tammy Towne</a>	Art Teacher
<a href="#">Tammy VandeBerg</a>	Music Teacher
<a href="#">Mary Verch</a>	School Counselor
<a href="#">Melissa Widlake</a>	Physical Education Teacher
<a href="#">Diane Zimmerman</a>	Special Education Secretary

## Welcome to Rosendale-Brandon Schools

Brandon Elementary School is home to students in grades 4K through five. Rosendale Primary School is home to students in grades 4k through three. These are very important years in the intellectual, physical, social and emotional development of children. The faculty and staff at Brandon Elementary and Rosendale Primary work diligently to help students develop in each of these areas.

The purpose of this handbook is to help students and their families become familiar with the school, its procedures, and the expectations of the faculty and staff. It will answer many questions or concerns that students and parents may have during the school year. Please read the handbooks carefully and discuss it at home. If you have questions or concerns, please call the school. All of us at Brandon Elementary and Rosendale Primary are excited about the start of another school year and look forward to working with each and every one of you!

School District Phone Numbers			
Administration Office	(920) 872-2851	Rosendale Intermediate	(920) 872-2126
Brandon Elementary	(920) 346-2915	Rosendale Primary	(920) 872-2151
Laconia High School	(920) 872-2161		

## ROSENDALE BRANDON SCHOOL DISTRICT POLICIES

The complete RBSD Policy Book can be found under the District tab while visiting the RBSD Web page. Frequently referenced policies can be found by clicking on the links in the table below and entering the policy number in the search bar.

<a href="#">POLICY 5410</a>	PROMOTION	<a href="#">POLICY 5530.01</a>	STUDENT ALCOHOL & OTHER DRUG USE POLICY VIOLATIONS
<a href="#">POLICY 5517.01</a>	BULLYING	<a href="#">POLICY 5136</a>	PERSONAL COMMUNICATION DEVICES
<a href="#">POLICY 2260</a>	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY	<a href="#">POLICY 5610</a>	SUSPENSION & EXPULSION
<a href="#">POLICY 5200</a>	ATTENDANCE	<a href="#">POLICY 8500</a>	FOOD SERVICES
<a href="#">POLICY 5500</a>	STUDENT CODE OF CLASSROOM CONDUCT	<a href="#">POLICY 8510</a>	WELLNESS
<a href="#">POLICY 5530</a>	DRUG PREVENTION	<a href="#">POLICY 5772</a>	WEAPONS

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### Brandon Elementary and Rosendale Primary Daily Schedules

Daily Schedule		Two Hour Late Start		Early Release	
7:45 AM	Building Entry	9:50 AM	Building Entry	7:45	Building Entry
7:55 AM	Classes Begin	10:00 AM	Classes Begin	7:55 AM	Classes Begin
3:20 PM	Dismissal	3:20 PM	Dismissal	1:20 PM	Dismissal

### CANCELLATION, DELAY, OR CLOSING EARLY

If school is delayed, canceled, or released early, the first notification will be phone calls to parents through our "ConnectEd" telephone service. You may also check the Rosendale-Brandon School District website by logging on to [www.rbsd.us](http://www.rbsd.us). The following radio stations will be contacted: WRPN 1600 AM, WFDL 97.7FM, WTCX 96.1 FM, KFIZ 107 FM 1450 AM, WMRH 1170 AM, WOSH 1490 AM, WVBO 103.9 FM, and WPKR 99.5 FM. In addition to the above radio stations, NBC26 NEWS, WBAY Ch. 2, WFRV Ch. 5, and WLUK-FOX 11 TV stations will air school closings. If school is canceled, a decision on after-school activities and team practices will be made by 1:00p.m. If school closes early after a normal start, all after-school activities and team practices will be canceled.

## **VISITORS/BUILDING SECURITY**

The building will be locked during the day. Visitors should use the speaker system to identify themselves and gain admittance to the office. For the safety of all, during the school day visitors must report to the office immediately upon entering the building to pick up a badge that will let everyone know he or she has signed in and has permission to be in the building. People without this badge will be taken back to the office. **A visitor is anyone who is not a regular faculty or staff member or student. This includes volunteers and parents.**

**ATTENDANCE** - If your child will be absent, please contact the school office. Our goal is for every student to succeed. It is hard for us to help children succeed if they are not at school for the full day, each and every day. Students who miss two days of school per month are gone 18 days in a school year (10% of the school year), making them chronically truant under the law and negatively impacting their long-term academic achievement. There are times when students should not be in school (illness) and times when families go on vacation. In moderation, this is acceptable and planned for in state law, where families can excuse their children up to 10 days from school, not including medical excuses.

<b>Arrival Procedures</b>	<b>Dismissal Procedures</b>
<p>Students whose end of day routine changes should inform the school by sending a note or calling the school office. Please note that the school office is extremely busy from 2:00-3:30; we appreciate your efforts to notify the office of changes in end of day routine as early in the day as possible.</p>	
<p><b>Brandon Elementary</b> Parents who drop students off are asked to do so on Bowen Street to avoid congestion in the main parking lot. Students who are dropped off or walk to school will enter through the Bowen Street entrance. The parking lot by the office is reserved for bussing. Students that are bussed will enter the building through the doors near the main office.</p> <p><b>Rosendale Primary</b> Children can be dropped off using the drop off lanes in the front parking lot or by parking and walking students to the door. Buses will drop off on the west side of the school in the small lot. There is no parking allowed in that lot. 4K students will enter the building through the front or west entrance to school and may proceed directly to their classrooms. EC:EEN students riding in a school van will arrive at the west door closest to their classroom.</p>	<p><b>Brandon Elementary</b> Students walking and being picked up will leave on Bowen St. The parking lot by the office is reserved for buses at the end of the day.</p> <p><b>Rosendale Primary</b> Students riding the bus will leave school from the west doors. Children who are walking or being picked up will leave through either set of doors leading to the front parking lot. EC:EEN students will be dismissed at their designated times from the west door.</p>

**ILLNESS WHILE AT SCHOOL**

When students become ill during the school day, they must report the illness to their teacher and go to the office. Students will be permitted to go home, if possible, or given a place to lie down until their parents pick them up. In an effort to prevent illness from spreading, students with a temperature of 100 degrees or more will not be allowed to return to the classroom.

**ACCIDENTS**

Any accident at school which causes physical injury must be reported to the office immediately. An accident occurring on a school bus must be reported to the school office and the bus driver. Students are covered in direct travel to and from school, providing the time is within one hour before school is in session and within one hour after school activities cease.

**MEDICATION**

Unless absolutely necessary, medication should be given outside the school day. Before prescription or nonprescription medication can be given to students at school, **the main office must have the proper information and consent forms on file. A doctor's signature is necessary for all prescription drugs.** All medication is stored and dispensed in the school office. If you have any questions, please call the school office. Written parent consent is necessary for all prescription and non-prescription medication (aspirin, cough medicine, etc.). Drugs must be in the original container and must have written parental consent. Students with prescription asthma inhalers will be allowed to keep them on their person to use when necessary if the parent has filled out the appropriate forms and requests that the student keep the inhaler with them. The student must also have the written permission of the physician. A copy of the medication form is sent home at the beginning of each school year. Additional copies can be obtained from the school office and on the district website.

**NON-CUSTODIAL PARENTS**

Our Schools abide by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order, we will provide the non-custodial parent **who requests it** access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official record of the court order.

**LOST AND FOUND**

Lost and found is maintained by the office. Students should report the loss of any articles or money to the office immediately. Students who find articles or money should turn these into the office at the earliest opportunity so that they may be returned to the rightful owner. **Under no circumstances should students leave money in their lockers or backpacks.** Money can be brought to the office for safekeeping; it will be placed in a sealed envelope with the student's name and amount on it.

## LUNCH PROGRAM

The Rosendale- Brandon School District uses a computer management system for the school lunch program. This system records each student's lunch and milk purchases and automates the fee processing.

Each student is assigned a bar code. Students will not, however, be issued a lunch ticket or bar code to carry. The cashier scans the code when the student purchases lunch or milk. The purchase is automatically charged to the student's family account. Parents are responsible for their child's lunch accounts.

Families may prepay for as many lunches or milks as they like; however, all families are expected to keep a positive balance. Lunch balance notifications are sent out weekly via email to parents if an email address is listed. If the student lunch account becomes \$-20.00 or greater, meals will no longer be offered and a peanut butter sandwich and a carton of milk will be offered to the student. The Board of Education made this policy effective 12/19/2016.

### Price

Lunch and milk prices are set by the School Board and appear in the *Spartan Sentinel*. A half pint of milk is included with the purchase of lunch. Those students who desire additional milk or who eat a sack lunch may purchase milk.

### Menus

Menus are posted in the classrooms and in the *Spartan Sentinel*.

### Sack Lunch

Sack lunches are to be eaten only in the cafeteria. Please, do not send soda in sack lunches. Federal guidelines prohibit soda during lunch.

### Soda

Soda is *not* allowed in the cafeteria/gym during the lunch hour. Please do not send sodas to school with students to drink for lunch or during nutrition break.

### Lunchroom Procedures

Students are expected to abide by the following:

1. Lunch (all food and drink) will be eaten in the cafeteria.

2. Everyone eating lunch at school is required to remain on the school grounds during the entire lunch period.

3. Students who do not eat lunch at school must obtain permission from the principal to go home for lunch. This will be granted only upon written request from the student's parents. Permission will not be granted to go to other places for lunch during the lunch hour.

4. Students must, by Federal School Lunch mandate, take three of the five meal components offered for that day.

5. Students are allowed to go to the restroom or locker for items before going outside.

## TEXTBOOKS

Textbooks are issued by the classroom teacher. Students are expected to take good care of books, to not write in them, or damage them in any way.

## FEES

The following fees are required for this school year for these classes or activities:

### Books/Computer

Grades 1-5

\$20.00 (\$6.50)

No fee for those qualifying for free meals

1/3 of fee for those qualifying for reduced meals

( )

**STUDENT RESPONSIBILITIES: *Be kind; Be safe; Be responsible.***

In the Rosendale-Brandon Schools we depend on students to be responsible for their behavior. Everyone makes mistakes from time to time. Accepting responsibility for one’s actions is part of the process of growing up.

We also depend on our students' sense of citizenship, pride in themselves, and pride for the school to govern their behavior rather than creating a long list of regulations for students to follow.

**Listed below are some general responsibilities for all students:**

- Follow the school rules.
- Respect school property and equipment.
- Respect personal property and the rights of others.

- Always do your best.
- Be clean and neat.
- Regular school attendance.

**SCHOOL RULES**

- Be ready to begin when class starts.
- Keep hands, feet, and objects to themselves.
- Stay on task.
- Arrive with supplies necessary for class.
- Follow directions.
- Choose safe behavior for yourself and classmates.

**BUS RULES**

- **The bus driver may assign seats.**
- Be courteous.
- No food or beverages on the bus.
- No profanity.
- Violence is prohibited.
- Remain in your seat.
- Keep hands and head inside of the bus.
- For your own safety, do not distract the driver through misbehavior.

**TARDINESS**

Being on time is an important life skill, which we strive to help students develop. At this age, students also depend on their parents/guardians for assistance in this area. Attendance will be taken at the beginning of each day. Students are expected to be in their classroom by 7:55 am. Unexcused tardies will be tracked by the main office. **Excessive tardies may result in truancy policy violations.**

If a student has been delayed at home or is late arriving at school for an **unusual** reason, parents or a responsible adult should sign a note. Students should bring this note to the office *immediately* upon arriving at school, and the office shall decide if the tardy is “excused” or “unexcused”

**LOCKERS**

Each student in grades 4 and 5 is assigned locker space in the hallway for the year. **Students are expected to keep lockers clean.**

**Locker Searches:**

School personnel respect the right of student privacy and freedom from unreasonable search and seizure of property. The school also has a responsibility to protect the health, safety, and welfare of all persons within the school community. Lockers are the property of the school and school officials reserve the right to search lockers or desks whenever there are reasonable grounds or suspicions. A general search may be made to recover individual or school property.

## **GRADES AND REPORT CARDS**

Students at Brandon Elementary and Rosendale Primary are issued standards based, computer-generated report cards quarterly. Standards based grades reflect students' skill (not effort or behavior) within specific academic areas. A score of 4 indicates a student is advanced and working above grade level on that standard. A score of a 3 indicates the student is proficient on that standard. A score of a 2 indicates a student is not yet proficient and needs more practice with that standard. A score of a 1 indicates the student needs a significant amount of practice in order to become proficient in this grade level standard. Report cards are shared digitally with families.

### **HOMEWORK**

In addition to the time spent on assignments in class, students will be required to do homework. Homework reinforces skills taught in class, prepares students for upcoming topics, teaches students to work independently, and helps in evaluating progress. To complete assignments more effectively it is suggested that students do the following:

1. Record all assignments and their due date in your assignment notebook.
2. Find a suitable place at home to study. The area should be quiet, have good lighting, and a place to write.
3. Start assignments immediately. Pace yourself for long term assignments; don't try to do it all the night before! If time is used wisely, most homework can be completed during school hours.

### **ASSIGNMENT NOTEBOOKS**

Most 1-5 students are issued an assignment book. These books are intended to help students learn organizational skills. It is also an especially effective tool in creating better lines of communication between home and school. Parents are encouraged to ask to see their child's assignment book daily to check for notes from teachers and to write notes to teachers in return. The assignment book will be provided by the school; however, if a student loses it, s/he will be required to pay \$5 for an additional copy.

## **SCHOOL DRESS EXPECTATIONS**

The District Dress Code applies to all schools in the Rosendale-Brandon School District, grades 4K - 12.

### **Dress & Grooming**

- Students must wear clothing including both a shirt with pants/skirt/shorts, or the equivalent, and shoes.
- Clothing must have fabric in the front and on the sides.
- Clothing must cover undergarments, excluding bra straps. Fabric covering all private parts must not be see-through.
- Hats/head coverings are allowed only for special events as approved by administration.
- Clothing may not depict, imply, advertise or advocate the use of products not legally available to minors.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Student attire or grooming may not threaten the health or safety of any other person.
- Blankets and outerwear may not be worn or carried during the school day.

**CONDUCT AT EXTRA-CURRICULAR EVENTS AND ASSEMBLIES**

**Students are expected to meet regular school expectations for responsible behavior at all extra-curricular events.**

Spartan fans are expected to be good sports. This means they follow these guidelines:

- They treat visitors as guests.
- They do not distract players at any time.
- They respect the decisions of the officials.
- They do not boo or use noisemakers.
- They stay off the playing area at all times.
- They do not throw objects onto the playing area.
- They will not leave the building during the game and expect to return to the game.
- They keep the team's spirits up at all times.
- Chaperones will enforce bus rules when taking a bus to an event.

Students who choose to not follow these expectations will receive the following consequences:

- Asked to leave the event.
- Allowed to make a phone call to get a ride.
- Asked to leave the building.
- Prohibited from attending future extra-curricular activities.

**Our school, students, and the community are known by our actions: BE PROUD!**

**FLUORIDE MOUTHRINSE PROGRAM**

Fond du Lac County provides fluoride rinses for students at Brandon Elementary and Rosendale Primary. Additional information is sent home at the beginning of each school year.

**SELLING ITEMS AT SCHOOL**

Students may not sell items to other students at school without permission from the school office.

**TRANSFER STUDENTS**

Grade placement of incoming transfer students at any grade level will be determined by the administrator and the pupil personnel staff.

**PHOTOCOPYING/ POSTINGS**

Any events posted on walls by students need to be approved through the principal, and any photocopying needs permission of staff and must be school related. Violations of these areas will be addressed by staff and principal.