

# ROSENDALE INTERMEDIATE SCHOOL

## -SCHOOL HANDBOOK- 2018-2019



**“We May All Be Different Fish...  
But In This School We Swim  
TOGETHER”**

Rosendale Intermediate Student-Family Handbook

2017-2018

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**ROSENDALE-BRANDON SCHOOL DISTRICT PHONE NUMBERS**

Administration Office	872-2851
Brandon School	346-2915
Laconia High School	872-2161
Rosendale Intermediate School	872-2126
Rosendale Primary School	872-2151
Fairwater Garage (Bus Company)	346-2689

**WELCOME TO ROSENDALE INTERMEDIATE SCHOOL**

On behalf of the staff at Rosendale Intermediate School I want to thank you for entrusting your children to our care. We are excited to begin this new school year. The teachers have been busy all summer decorating and preparing their classrooms and designing and planning their lessons. The building has been thoroughly scrubbed by our excellent custodial staff and shines like a new car.

This handbook contains many of the answers to the questions that will arise over the course of the year. Please always feel free to call us as well at 872-2126 with any questions you might have. Again, thank you for bringing your children to Rosendale Intermediate School. We will do our utmost to provide your child with the best educational experience we can. It is going to be a great year!

Sincerely,  
John A. Hokenson

**STAFF AND FACULTY - all e-mails are @rbsd.k12.wi.us**

	<i>Email</i>	<i>Position</i>
Elizabeth Anderson	andeeli	6 <sup>th</sup> Grade Art
Trudi Bartus	barttru	7-8 Grade Language Arts
Katie Beltz	beltkat	Spanish/World Languages
James Blashe	blasjam	Band Director
Sarah Britton	britsar	School Secretary
Diane Zimmerman	zimedia	Special Ed Assistant
Kevin Engel	engekev	Fifth Grade
Sue Fellerer	fellsue	STEM
Tina Hansen	hanstin	Assistant/Supervisor
Kyle Herring	herrkyl	6-8 Social Studies
John Hokenson	hokejoh	Principal
Paul Huhndorf	huhnpau	Head Custodian
Jill Jochimsen	jochjil	Fifth Grade
Jeff Johnson	johnjef	Phy Ed and Health
Pam Konen	konepam	Assistant/Supervisor
Jennifer Leahy	leahjen	6 Music, 7-8 Choir
Melissa Ludjack	ludjmel	Phy Ed
Mark Madigan	madimar	6-8 Science
Wendy Manowske	manowen	Assistant/Supervisor
Pam Mumm	mummpam	Library/Computer Courses
Kaitlin Phillips	philkai	6-7 Grade Language Arts
Cindy Pierstorff	piercin	Lunch Accounts
Michelle Potter	pottmic	Assistant/Supervisor
Andrea Schneider	schnand	Food Service Coordinator
Angela Serwas	serwang	Fourth Grade
Tim Shea	sheatim	Custodian
Jessica Sinor-Vanne	sinojes	Special Ed Director
Amy Slonecker	slonamy	Learning Disabilities
Cynthia Taylor	taylcyn	Gifted and Talented
Tom Teofilo	teoftom@	School Counselor
Kathleen Torgersen	torgkat@	Fourth Grade
Tammy VandeBerg	vandtam@	4 <sup>th</sup> -5 <sup>th</sup> Grade Music
Nate VandenBerg	vandnat	Fourth Grade
Chris Werch	wercchr@	Speech Pathologist
Jaci Wigchers	wigcjac@	4 <sup>th</sup> -5 <sup>th</sup> & 7 <sup>th</sup> -8 <sup>th</sup> Grade Art
Craig Winske	winscra@	6-8 Math & Algebra
Warren Zeich	zeicwar	Assistant/Supervisor

*The mission of the Rosendale-Brandon School District is to assure that all students acquire the skills, knowledge, and character necessary to become responsible, adaptive, and engaged citizens.*

**MIDDLE SCHOOL HOMEBASE TEACHERS**

<u>6<sup>TH</sup> GRADE</u>	<u>7<sup>TH</sup> GRADE</u>	<u>8<sup>TH</sup> GRADE</u>
Mr. Herring	Mr. Johnson	Mr. Winske
Ms. Marquardt	Mr. Madigan	Mrs. Bartus

Students in Grades 4-5 may leave through the front entrance or may leave through the doors nearest the playground. Students in Grades 6-8 may leave the building by the front entrance, or may use the doors in the 6-8 wing nearest the bus loading zone or playground area.

**SCHOOL HOURS - GRADES 4-5**

7:50	Entry Bell
7:55	School Begins
10:15-10:30	Snack
10:30-10:45	Recess
11:30-11:55	Recess
12:00-12:20	Lunch
3:20	Dismissal

**CHANGING STUDENT SCHEDULES -- GRADES 6-8**

If a student **and** his/her parents wish to change the student's schedule, this change must be requested in writing from the parent or guardian by the end of the first full week of classes of the semester. The request will be taken into consideration; however, it may not be possible to grant the request.

**BELL SCHEDULES - GRADES 6-8****Bell Schedule**

7:50	Entry Bell
7:55-8:42	First Period
8:45-9:32	Second Period
9:32-9:37	Nutrition Break
9:40-10:27	Third Period
10:30-11:17	Fourth Period
11:20-11:12:07	Fifth Period
12:07-12:25	Recess
12:25-12:48	Lunch
12:53-1:40	Sixth Period
1:43-2:30	Seventh Period
2:33-3:20	Eighth Period

**Early Release Day Bell Schedule**

7:50	Entry Bell
7:55-8:34	First Period
8:37-9:09	Second Period
9:11-9:44	Third Period
9:44-9:46	Nutrition Break
9:49-10:21	Fourth Period
10:24-10:56	Fifth Period
10:59-11:31	Sixth Period
11:33-12:06	Seventh Period
12:06-12:21	Recess
12:21-12:43	Lunch
12:48-1:20	Eighth Period

**2-Hour Delay Bell Schedule**

9:50	Entry Bell
10:00-10:32	First Period
10:35-11:07	Second Period
11:10-11:42	Third Period
11:45-12:15	Fourth Period
12:15-12:32	Recess
12:32-12:58	Lunch
1:03-1:35	Fifth Period
1:38-2:10	Sixth Period
2:13-2:45	Seventh Period
2:48-3:20	Eighth Period

**ENTERING THE BUILDING IN THE MORNING**

Students will enter the building in the morning through the playground entrances on the west side of the building. **Parents driving students to school should drop them off in front of the gym (not in front of the main doors).** Students need to remain outside (on the playground) until the 7:50a.m. entry bell rings. Students will not be allowed to enter the building without a pass until the entry bell rings.

**LEAVING THE BUILDING****STUDENT RESPONSIBILITIES**

In the Rosendale-Brandon Schools we depend on students to be responsible for their behavior. Everyone makes mistakes; everyone makes poor choices about their behavior from time to time. Accepting responsibility for our actions is part of the process of growing up.

At Rosendale Intermediate School, 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.

Please refer to the Code of Student Conduct Policy, which is included in this handbook.

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.
- In other words: **Be kind; Be safe; Be responsible.**

**SCHOOL RULES**

- Ready to begin when class starts.
- Everyone will keep hands, feet, and objects to themselves.
- Stay on task.
- Prepared with supplies necessary for class.
- Everyone will follow directions.
- Choose safe behavior for yourself and classmates.
- Talk appropriately.

**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.

**SCHOOL DELAY, CANCELLATION, OR CLOSING EARLY**

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If school is delayed, cancelled, or released early, the first notification will be telephone calls to parents through our "Connect Ed" telephone service. You may also check the Rosendale-Brandon School District website by logging on to [www.rbsd.k12.wi.us](http://www.rbsd.k12.wi.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 cancelled, a decision on after-school activities and team practices will be made by 1:00p.m. If school closed early after a normal start, all after-school activities and team practices will be cancelled.

### ASSIGNMENT NOTEBOOKS

All students are issued assignment books. These books are intended to help students learn organizational skills. Also, it is an effective tool in creating better lines of communication between home and school. Parents are encouraged to ask to see their child's assignment book regularly to check for notes from teachers and to write notes to teachers in return. The school will provide the assignment book, however, if a student loses it, s/he will be required to pay \$5 for an additional copy. Students in grades 6 through 8 are required to have the school assignment book with them at all times during the school day. The 6-8 assignment book contains all hall passes. To be in the hallway during class time, or to go to a classroom during lunch, the student must have the assignment book and the hall pass.

### HALL PASSES

#### Grades 4-5

Students in grades 4-5 should have a written pass if they need to go somewhere in the building beyond the lower grade wing.

#### Grades 6-8

Students in grades 6-8 must have their assignment book with them whenever they are in the hall during class time.

### LUNCH PROGRAM

#### School Lunch Tickets

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 in grades 4-8 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 pay into the *family* lunch account by sending checks in an envelope labeled with the family name, children's names, and purpose to any school or directly to Rosendale Intermediate School. Families may pre-pay for as many lunches or milks as they like, however, all families are expected to keep at least \$20 in the account. Notices of accounts that fall below twenty dollars will be sent home weekly via email or a note with the appropriate student. If the *family* lunch account reaches zero dollars or has a negative balance, your child will not be able to participate in the lunch program.

We encourage parents to sign up for the online notification through PowerSchool to stay current on their child(ren)'s lunch balance(s).

#### Price

Lunch and milk prices are:

4K - 5 \$2.55

6-8 \$2.95

Adult \$3.60

A carton of milk is included with the cost of a meal. If your child takes extra milk, it will cost .30 extra per carton. Milk breaks for children in grades K-5 average \$6.00 per month per child. If the child is in Pre-K grades, the average cost is \$1.00 per month.

#### Menus

Menus are posted in the classrooms, on the school website, and in the *Spartan Sentinel*.

#### Sack Lunch

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

#### Milk "Tickets"

A half pint of milk is included with the purchase of a lunch.

Those students who desire additional milk or who eat a sack lunch may purchase milk.

#### Soda

Soda is *not* allowed in the cafeteria/gym during the noon 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 noon hour.
4. Students must, by Federal School Lunch mandate, take three of the five meal components offered for that day.

### BEVERAGES IN THE CLASSROOM

Only water may be consumed in the classroom.

### NEGATIVE FOOD SERVICE FAMILY BALANCES

#### SCHOOL DISTRICT OF ROSENDALE-BRANDON

#### POLICY 763

The Rosendale-Brandon School District recognizes the importance of proper nutrition in order for a student to function at the appropriate classroom level.

The Rosendale-Brandon School District also recognizes that the District total of negative balances can create fiscal and political problems.

Therefore, when a family's lunch balance has reached a negative \$20, the Rosendale-Brandon School District will do the following:

1. A lunch statement is sent home to the family on Wednesday of the current week informing them of the negative balance.
2. If the balance is not corrected by Monday of the next week, the school district will cease issuing the school lunch.
3. Upon the school district ceasing to issue a school lunch, a peanut butter sandwich and a pint of milk will be provided to the student at no charge for five school days.
4. When the family has posted a positive balance in the food service program, the student may again partake in the school lunch program.

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APPROVED: February 20, 2006

#### SNACKS

Students are allowed a short break in the morning for a snack. Snacks may be purchased through the school for a nominal fee or brought from home.

Snacks are expected to be nutritious foods such as vegetable sticks, granola bars, string cheese, fruit, etc. Gum, candy, sweets, cookies, soda, etc. will not be allowed.

**Students should not have opened soda pop, juice, candy or other snacks in their lockers for consumption between classes, during noon, before school, or after school.**

#### LOST AND FOUND

The office maintains the lost and found. 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 book bags.** 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. During physical education class student money or valuables should be turned in and locked in the physical education office; do *not* leave valuables in the locker room.

#### DRESS CODE

Students are expected to dress appropriately for school. The limits that are imposed relate to health, safety, cleanliness, distraction or indecency. A student's clothing should not draw inappropriate attention to the student.

All undergarments will be covered appropriately and not exposed at any time during school. Undergarments include, but are not limited to, boxer shorts, briefs, and bras. If a student has skin showing in the following areas, i.e., cleavage, buttocks, and stomach areas, he/she will be required to change clothing. Students who wear skirts that are too short will be required to change. (A skirt is too short if the measurement between the top of the kneecap to the bottom of the skirt is longer than four inches, when standing.) Students who wear shirts with spaghetti straps, will be asked to cover up. No tube tops or halter tops allowed.

Hats, caps, or other headgear are not to be worn in the school building except on special occasions designated by the principal. Clothing with beer, alcohol, tobacco, other drugs, or sexual implications, slogans or connotations, or statements that are counter to the community's prevailing standards are unacceptable at school during the day.

Footwear must be worn except for approved activities.

If a student is wearing clothing deemed vulgar, obscene or inappropriate, s/he will be expected to wear the clothing inside out or change it as decided by the teacher or principal. If it is necessary for a student to get appropriate clothing from home, parents will be notified.

#### TELEPHONE

**The office phone may only be used in cases of emergency or illness.**

#### STUDENT PHOTOCOPYING

Any posted events need to be approved through Mr. Hokenson and any photocopying needs permission of staff and must be school related. Violations of these areas will be addressed by staff and/or Mr. Hokenson.

#### THEFT

All thefts should be reported to the office as soon as possible. The student will be asked to fill out a "Theft Report".

#### BICYCLES

All bicycles should be locked in the bike rack.

#### BACKPACKS

Students will keep their backpacks in their lockers/on coat hooks. No backpacks will be allowed in the classrooms.

#### ATTENDANCE POLICY and TRUANCY POLICY

#### SCHOOL DISTRICT OF ROSENDALE-BRANDON POLICY 431

#### SCHOOL ATTENDANCE AND TRUANCY

#### COMPULSORY SCHOOL ATTENDANCE SECTION 118.15, WIS. STATUTES

118.15 (1)(A) Any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours that the public school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. The child must be in a class, a study hall, or a Board of Education approved activity every period of every school day, except that a parent or guardian may cause their child to be excused if they provide an excuse in writing before the absence. A child so excused is required to complete the course work missed during the absence.

#### EXCEPTIONS (subparagraphs a-d):

- (a): the child has graduated from high school
- (b): attendance at a vocational, technical or adult education school, providing the school board has approved and entered into a contract with the vocational school, and providing the child is 16 or older.
- (c): a child 16 years or older may enter into a program or curriculum modifications which lead to the child's high school graduation, or to a high school equivalency diploma under 115.29(4).
- (d): enrollment in an alternative public school, or program located in the school district in which the child resides..., or a school to work program.

#### ABSENCES THAT WILL BE EXCUSED WITH APPROVAL FROM PRINCIPAL / ATTENDANCE DIRECTOR

1. ILLNESS: Three days or less, under most conditions, child will be readmitted with a written statement from a parent or guardian. If the absence is for more than three days, a written statement from a physician or other licensed professional may be required.
2. PROFESSIONAL APPOINTMENTS: Appointments with doctors, dentists, chiropractors, optometrists, or psychologist

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WHICH HAVE BEEN PREARRANGED AND APPROVED BY THE ATTENDANCE OFFICER OR PRINCIPAL.

3. FAMILY EMERGENCIES: An illness in the immediate family which requires the absence of the student for family responsibilities; farm work on the family farm during planting or harvest.
4. FUNERALS: A death in the immediate family or funerals for close relatives, or a close family or personal friend.
5. RELIGIOUS HOLIDAYS: Religious holidays/activities will be excused as requested by the parent or guardian in writing.
6. FAMILY TRIPS: A child may be excused if traveling with one or both parents, and the ABSENCE HAS BEEN PREARRANGED. School days missed should be limited to five or less. DEER HUNTING is considered a family trip if accompanied by one or both parents.
7. THE FOLLOWING ABSENCES ARE EXCUSED IF PREARRANGED:
  - a. Drivers license tests – one-half day allowed
  - b. College visits
  - c. Court appearances – as specified on court order, and parent's note
  - d. Military service exams – one day allowed
  - e. Approved school activities

### ABSENCES THAT WILL BE CONSIDERED UNEXCUSED

An unexcused absence is an absence that has not been classified as "excused" by the principal/attendance director. Missing the school bus, shopping, oversleeping, hair appointments, errands, etc., are examples of the types of absences that will be classified as "unexcused." Detention time may be assigned for unexcused absences as per District Truancy Policy 431 addendum.

### SUSPENSIONS

#### IN-SCHOOL-SUSPENSIONS

Students are excused, and may make up all work and tests missed, and credit will be given.

#### OUT-OF-SCHOOL SUSPENSION

Students are excused and upon student request shall be given all work and tests missed. Students may not come on campus to receive their work but may make arrangements with the principal to receive their work. Make-up work is the responsibility of the student.

### TRUANCY

Truancy means any absence of part or all of one or more days during which the school attendance officer or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

### HABITUAL TRUANT

Means a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester. The Rosendale-Brandon School District may terminate/deny enrollment of a nonresident student the succeeding semester or school year if the student becomes habitually truant.

### ATTENDANCE RESPONSIBILITIES

1. All absences other than illness must be preceded by a written excuse signed by one parent or guardian before the absence occurs. Students should turn the note in to the office and get a "Pre-Excuse" form which should be turned back in to the office after the students' teachers have signed it. This procedure is to assist the students to have their assignments and will help them to meet expectations of their teachers BEFORE they are absent.

In situations where the absence could not have been anticipated beforehand, a phone call by a parent or guardian to the student's school will suffice. When a pre-excused absence is not properly obtained, the absence will become an unexcused absence.

2. When a student will not be attending school because of illness, a parent should call the student's school office between 7:30 and 8:30 a.m. and inform office personnel of the absence. Routine attendance calls to parents (unless the parents called the school) are made daily to parents whose students are absent. Contact with parents by phone establishes the student's whereabouts and helps insure the safety of our students.
3. Notes must be turned in to the office prior to start of school day.

When a student fails to bring in a note concerning an absence, in situations requiring a note, the absence is not only considered unexcused, but the student will not be allowed any pre-excused absences until the previously mentioned note is brought to school and/or detention time may be assigned.

**STUDENTS:** (1) Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parental permission and a pass approved by the student attendance officer, or designee, to be absent. (2) A student who has been absent, or is anticipating being absent shall provide a written explanation of the absence signed by her/his parent(s) or guardian. (3) Students must always check out and in at the school building office when they leave and return to school. A student must check in immediately upon her/his return to school. (5) Students will have the number of days absent plus one in which to complete make-up work and exams.

### POLICY 431

#### Addendum

#### Truancy

"Truant" means a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester. Violations of this policy include the following:

- \* A student that is developing a pattern of arriving to school late.
- \* A student that decides to leave school before the end of the normal school day.
- \* If the school attendance secretary speaks with a parent or guardian and they do not excuse their son/daughter from being absent.

This system is intended to deter students from becoming truant on a habitual basis. When the student is faced with a monetary consequence, this will hopefully take care of the matter. Also, if a student receives two or more citations within a year's time, their driver's license may be taken from them, and if the student does not have a current driver's license, this could prolong them from getting one. Finally, if a parent/guardian knowingly encourages or contributes to the

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truancy of a minor child, they are also in violation of the ordinance and may be cited by local authorities.

Consequence for Violations

First Offense Director and  Detention(s).	Verbal Warning by Principal/Attendance  Letter Sent to Parents/Guardian and
Second Offense Director and  Detention(s).	Verbal Warning by Principal/Attendance  Letter Sent to Parents/Guardian and
Third Offense	Citation will be issued The student's attendance record will be attached to the citation so that information can be reviewed by the Judge along with the "Three Strike

118.51(11) HABITUAL TRUANCY. Notwithstanding subs. (3) (c) and (13), if a nonresident school board determines that a pupil attending the nonresident school district under this section is habitually truant from the nonresident school district during either semester in the current school year, the nonresident school board may prohibit the pupil from attending the nonresident school district under this section in the succeeding semester or school year.

**Tardiness**

Attendance will be taken at the beginning of each class period. If a student has been delayed by a teacher, and will be tardy to the next class, s/he should get a pass from that teacher. The teacher will determine whether to allow the student in class or not if s/he is tardy. Unexcused tardies will be noted on the attendance slips. Students who accumulate more than three tardies per quarter, a Notice of Concern will go to the parents. A student arriving to school during First Period, but after 8:06 will be marked as absent.

**ILLNESS WHILE AT SCHOOL**

When students become ill during the school day, they must report to the nearest 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. **Do not leave the building without permission.**

**ACCIDENTS**

Any accident at school, which causes physical injury, must be reported to the teacher in charge and to the office immediately. Student purchased insurance will be available on an individual basis on request.

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.

**FLUORIDE MOUTHRINSE PROGRAM**

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Criteria and Offenses".  
Detention(s) will also be assigned.

Habitual Truant

The Rosendale-Brandon School District may terminate/deny enrollment of a nonresident student the succeeding semester or school year if the student becomes habitually truant.

Bond Amounts for Citations

First Offense	Fine is determined by Fond du Lac County
Second Offense within one year	Fine is determined by Fond du Lac County

**APPROVED: March 17, 2003**  
**REVISED AND APPROVED: July 23, 2007**  
**REVISED AND APPROVED: November 18, 2014**

Fond du Lac County provides fluoride rinses for students at RI. Parents wishing to enroll or receive further information should call Sarah in our office.

**LOCKERS**

Each student in grades 6-8 is assigned locker space in the hallway and in the locker rooms for physical education class for the year. School combination locks will be issued for lockers. If locks are damaged or lost, students will be charged a fee for repair or replacement. Combinations and a master key are kept in the office for all school owned locks.

Students are expected to keep lockers locked and clean. The student assumes full responsibility for the contents of their lockers if it is left unlocked, if they "set" the lock, or if they give their combination to anyone else.

**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.

**TEEN ROMANCE**

While we encourage students to enjoy and respect one another, we discourage physical contact. Romantic hugging, kissing, and handholding among students does not belong in the school. Please speak to your children about appropriate school-aged friendships.

**ELECTRONIC COMMUNICATION DEVICE POLICY**

**Rosendale-Brandon School District Electronic Communication Devices [Policy 443.5]**

The Board of Education of the Rosendale-Brandon School District believes that the possession and/or use of electronic communication and laser pointer devices by students in school is potentially disruptive to the educational setting and/or dangerous to others within the school. The Board also believes that electronic communication devices may serve a legitimate purpose in school.

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The Rosendale-Brandon School District regulates use or possession of electronic paging devices or two-way communication devices.

Permission of a parent/guardian and school administrator is required before use or possession is allowed. Examples of regulated devices include cellular telephones, personal computers, hand-held electronic planners (e.g. Palm Pilot), pagers, two-way radios, and laser pointers.

This rule is in effect while the student is on school premises and/or attending school activities that are held either on or off school premises. School premises include any place which is owned, rented, or under the control of the Rosendale-Brandon School District.

Permission may be granted for the use or possession of an electronic communication device if the principal/designee determines that the device is necessary for medical, educational, vocational, or other legitimate purpose.

Permission for possession of a regulated device is allowed after an Electronic Communication Device Permit is signed by a parent/guardian, approved by the principal/designee, and on file in the principal's office. The permit will only be valid for the school year in which it was filed. Permitted use may be regulated or restricted due to related District concerns. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal computer to the District Network.

**Permission to possess a regulated device is dependent on observing the following rules:**

1. The student accepts full responsibility for the security of the device.
2. The Rosendale-Brandon School District does not accept responsibility for lost or stolen devices. Investigation by school officials of loss, theft, or damage will be minimal.
3. The student cannot carry the device during regular school day hours unless the student has written permission from the principal.
4. Student agrees to carry a copy of their permit and present it upon request to any school staff member.
5. The student agrees to use the device only for the purpose that is stated on their written permit.
6. The student agrees that the electronic device will remain turned off except when the student is using the device for the purpose expressly approved via the written permit. This means that the device will not ring, beep, vibrate, buzz or exhibit other displays that indicate that the device is activated.
7. Use or possession of cell phones with photographic capabilities is not permitted in locker rooms, bathrooms, or other locations where privacy is an issue. Improper use of these devices can result in disciplinary action up to and including expulsion.

Disciplinary procedures regulating possession and/or use of electronic communication devices without permission will be determined by building administration and may include temporary or permanent confiscation of the device. The building administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others.

Students, parents, and faculty will receive annual notice of this rule.

Whenever this policy is revised by the Board of Education, the district administrator/designee shall submit a copy of the revised policy to the State Superintendent of Public Instruction.

**APPROVED: 7/1/96**

**POLICY REVISED: 12/17/01**

**REVISED AND APPROVED: 4/19/04**

*The mission of the Rosendale-Brandon School District is to assure that all students acquire the skills, knowledge, and character necessary to become responsible, adaptive, and engaged citizens.*

### ELECTRONIC DEVICES

To create and maintain an appropriate learning environment, electronic devices cannot be used on school grounds or during the school day without the permission of the principal; however, during recess and lunch, students in grades 6, 7, and 8 can use cell phones and I-Pods. When lunch is over, students are to return their cell phones and Ipods directly to their lockers on silent mode. If a student has an electronic device in the classroom, the device will be confiscated and a parent will need to pick up the device.

It is the policy of the School District of Rosendale-Brandon that no pupil may use or possess an electronic paging device while on premises owned, rented, leased, or under the control of the school district.

Use or possession of such a device is allowed if the school board or its designee determines that the device is used or possessed for medical, school, educational, vocational, or other legitimate use.

Cell phones can be used at the school during the designated times outlined on the Electronic Communication Device Permit which must be filled out and on file prior to any use on school grounds. Forms can be obtained in the school office.

### NON-CUSTODIAL PARENTS

Rosendale Intermediate School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial 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.

### BUILDING SECURITY

The building will be locked during the day. The doors will lock at 8:00am and the building will remain locked until 3:20p.m., while the students are in class.

### VISITORS

For the safety of all, visitors are asked to report to the office immediately upon entering the building and to pick up a badge that will let everyone know s/he has signed in. Persons without this badge may be taken back to the office. **A visitor is anyone who is not a regular faculty or staff member or student.** This includes volunteers.

### TEXTBOOKS

Textbooks are issued by the classroom teacher. Students are expected to write their name and date issued on the bookplate or on the inside front cover in ink.

Students are expected to take good care of books, to not write in them, or damage them in any way. **Students are expected to cover all textbooks to prevent damage and soiling.** Students will fill out a book damage form when issued a textbook; all marked pages and other damage should be noted on this form. In the spring, textbooks will be examined and students will be charged for damage other than ordinary wear.

### HOMEWORK



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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. Keep the assignment notebook with you at all times. Note the subject, the assignment, and the due date.
2. Have the proper supplies to complete the assignments.
3. Find a suitable place at home to study. The study area should be quiet, have good lighting, and a place to write.
4. 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 deadlines will be enforced; late assignments may lower the student's class grade.

**Rosendale Intermediate School provides a certified teacher after school Mondays-Thursdays from 3:20-4:15p.m. to assist students with homework. Parents are responsible for providing transportation home after homework help.**

**GRADES AND REPORT CARDS FOR GRADES 4-5**

Students in fourth and fifth grades receive number grades on report cards. The numbers represent the following achievement:

Grade	Score
4	Exceeds Grade Level Expectations
3	Proficient in Grade Level Expectations
2	Acquiring Grade Level Expectations
1	Below Grade Level Expectations

**GRADES AND REPORT CARDS FOR GRADES 6-8**

Students in grades 6-8 at Rosendale Intermediate School are issued computer-generated report cards. Grades will be divided into a letter grade with a "+" or "-" (Example: B; B+; and B-.) The "+" or "-" will affect the Honor Roll standings. The cut-off for Honors is a "B" average or a 3.0, therefore a B- (2.67) would not be included in the Honor Roll.

Each class' grade is averaged by how often the class meets. Language Arts grades are multiplied by two. Social Studies, Science, and Math count as one each. Art, Music, Band count as .5 because they meet every other day. Spanish, Health, Stem, and Computer count as .25.

Below is a table to help interpret the report card.

GRADE	SCORE	AVERAGE
A+	97-100	4.33
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0
E	EFFORT	
I	INCOMPLETE	

All Incompletes (I) must be made up within two weeks of the termination of the quarter. Failure to do so will result in the student receiving a failing grade in the course.

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**GRADES 5, 6, and 7 - PROMOTION POLICY**

**Intervention Guidelines**

It is the expectation of the Rosendale-Brandon School District that all students demonstrate achievement of the minimum standards of competence required before being promoted to the next grade.

Intervention steps will be taken in an attempt to avoid student failure and/or retention.

1. Parents of students experiencing academic difficulty will be requested to attend an intervention meeting. The student will be expected to attend the meeting.
2. After quarter grades are final, parents of students with failing grades will be notified by certified letter of the promotion policy and requested to attend an intervention meeting. The Intervention Team will develop a plan of action which may include: remediation, monitoring, assignment of case manager, etc. The Intervention Plan will include a timeline of parent notification of student progress. If parents fail to attend the intervention meeting, school staff will develop a plan and provide parents with a copy by certified mail.
3. As soon as fourth quarter grades are final, parents and the district administrator will be notified of students being retained.

**Retention Guidelines**

A student must pass three out of four core courses for promotion to the next grade level.

**Core Courses:** Math  
Social Studies  
Science  
Language Arts (each count as one core course)

**Intervention Team**

An Intervention Team will be formed for students experiencing academic difficulty.

The Intervention Team will consist of at least:

1. School Principal
2. Case Manager (school psychologist, school counselor, or LD teacher)
3. Two current teachers of the student
4. Parent(s)/Guardian(s)

The team will consider the circumstances, input from the student, parents, teachers, and other pertinent individuals before making a recommendation to the school principal. The school principal will determine promotion or retention.

Appeals must be presented to the Rosendale-Brandon School Board.

*APPROVED 4-27-98*

**4<sup>th</sup> AND 8<sup>th</sup> GRADE PROMOTION POLICY**

**Because the promotion of students from the fourth grade to fifth grade and eighth grade to ninth grade requires the inclusion of the Forward Exam (State Statute 118.33)(6)(a) as of 2001, District policy for advancement in these two grades differs from the other grades. Listed below are the advancement criteria for these two effected grades.**

**A. Student Scores on the Forward Exam**

1. For grade four promotion, the student must receive scores of Basic or above in 4 or more of the 5 subtests that comprise the **Forward Exam**.
2. For grade eight promotion, the student must receive scores of Basic or above on 4 or more of the 5 subtests, and pass 3 of 4 core subjects. (Math, Science, Language Arts, Social studies)

OR

**B. Student's Academic Performance**

1. By successfully completing the goals and objectives on the student's IEP.
2. By achieving a grade point average of 1.0 or higher in language arts and Math and (in grade 8 only) by achieving a grade point average of 1.0 in all classroom subject areas.
3. By passing 4 out of 5 of the following (grade 4 only): Math, Science, Writing, Reading, Social Studies.

OR

**C. Teacher Recommendations**

Securing a recommendation from the grade advancement committee which is appointed by the building principal and may consist of: Principals, Counselors, Psychologist, Grade level teachers, Special Education teachers.

**D. Other Academic Criteria**

Promotion to grades 5 and 9 may also be made possible through remedial opportunities as determined by the building principal. Parental involvement is always encouraged, but the final decision regarding retention is the responsibility of the School Board.

**Rtl**

Rtl stands for response to intervention. In our district it involves a periods of time set aside for teachers to be working with children on specific areas of need.

**TRANSFER STUDENTS**

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

**STUDY HALL POLICY**

While in study hall, students are to remain quiet. Students should be completing homework or reading quietly. Study hall should be quiet Monday-Thursday. If students were quiet and followed the supervisor's instructions, they may be rewarded on Friday with a Free Friday during study hall, should the supervisor deem so. The study hall supervisor will determine what activity will take place on Free Friday. Activities may include going outside with the supervisor, talking quietly, going to the gym if it is available.

**FEES**

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

Books/Computer

Grades 4-5	\$20.00 (\$6.50)
Grades 6-8	\$30.00 (\$10.00)

**If you completed the sharing information with other programs form :**

No Book/Computer fee for those qualifying for free meals  
1/3 of Book/Computer fee for those qualifying for reduced meals ( )

Band

Instrumental rental	\$40.00
Percussion rental	\$40.00
Solo/Ensemble participation	\$10.00

Athletics

Per sport participation	\$25.00
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**STUDENT COUNCIL**

The Student Council is made up of students who want to share in the community life of the school. Student representatives are elected from the student body to serve as members of the Student Council.

The Student Council works for the school. It does what students and staff want it to do in order to reach desired goals. Some of these goals include the following:

- Promoting school spirit and pride, setting a positive school atmosphere, and sponsoring awards for outstanding participation.
- Developing high standards for students and positive student morale.
- Building better communication among students, staff, the community and other schools.
- Sponsoring service projects as well as social events and special happenings.
- Raising money to carry out activities.
- Developing leadership skills.
- Creating publicity to inform students and staff about the activities of the Student Council.

**HOMEWORK CLUB**

Teachers assign students to Homework Club if they do not have their assignments completed. Homework Club is during the middle school lunch recess, in an assigned teacher's classroom. While in Homework Club, students are to be working on their incomplete assignment. For every 3<sup>rd</sup> missing assignment, a Notice of Concern will be mailed home to parents.

**NOTICE OF CONCERN (NOC)**

A Notice of Concern is a notice emailed home to parents informing them about a behavioral or academic concern a teacher may have regarding a student.

**DETENTIONS AND BEHAVIORAL REFERRALS**

All discipline problems requiring a detention as a consequence will be determined by the building principal. Parents will need to sign the detention slip to acknowledge that they have been informed of the detention; this is NOT a permission slip. Students will serve **minor detentions** during one noon hour and **major detentions** during two noon hours. If a student receives a major detention, letters will be sent home and parents will be called by the building principal. During this time, students will be expected to do homework or read a library book.

Detentions will be issued for the following infractions:

**Minor: 1 noon hour in detention room**

- Unprepared for class after warnings
- Missed classroom assignments after warnings
- In the hall without a pass or permission
- Gum chewing in the computer lab
- Throwing snowballs
- Other infractions in the classroom which disrupt learning
- More than 3 tardies per quarter
- Received 5 Work Completion Studies
- Other behavior at the principal's discretion
- Profanity
- Throwing items
- Cheating – "Plagiarism" is a form of cheating.
- Roughhousing or unnecessary roughness

**Major: 2 noon hours in the detention room**

- Other serious infractions which disrupt learning or safety
- Other behavior at the principal's discretion

*The mission of the Rosendale-Brandon School District is to assure that all students acquire the skills, knowledge, and character necessary to become responsible, adaptive, and engaged citizens.*

**After the 4<sup>th</sup> detention the student's parents will be notified and the student will serve one noon hour detention and one after school detention (on an assigned Monday from 3:15p.m. until 4:00p.m.). Each subsequent detention will necessitate the student serving both the Monday and the noon hour detention. The student's parents will need to provide transportation for the student.**

If a student fails to sit an assigned detention, he/she will serve the original detention plus one extra day. If a student fails to sit an after school detention, he/she will serve one noon hour detention and will make up the after school detention the following week.

When a student is assigned a detention, it is required that they turn their signed detention slip into the office. If a student fails to bring in a signed detention slip, he/she will sit in the detention room during noon hour until he/she turns the signed detention slip into the office.

**Please Note:** Any detention received by the student under the supervision of a substitute teacher is double the penalty. For example, if a student earns a detention for being disruptive in class, the student will be required to serve two detentions.

## SUSPENSIONS

Suspensions occur when student behavior is so egregious that a detention is not sufficient to change that behavior or when detentions have proven to have not deterred poor student behavior.

### IN-SCHOOL SUSPENSIONS

In-School-Suspensions: Students are excused, and may make up all work and tests missed, and credit will be given. The student is isolated from classmates and required to complete the assignments of regular classes. A parent conference with the principal will be required.

- Swearing at a Rosendale-Brandon employee.
- Other behavior at the principal's discretion

### OUT OF SCHOOL SUSPENSIONS

Out-of-School-Suspensions: Students are excused and upon student request shall be given all work and tests missed. Students may not come on campus to receive their work but may make arrangements with the principal to receive their work. Make-up work is the responsibility of the student. Out-of-school-suspensions can range from one to three days and will be used for the following infractions:

- Attending school under the influence of alcohol or other drugs
- Behavior resulting in police action
- Having in their possession alcohol or other drugs
- Other behavior at the principal's discretion.

The principal may refer students who are suspended for severe behavior, drugs, alcohol, or weapons to the school board to be considered for expulsion.

NOTE: The laws of the State of Wisconsin prohibit smoking of cigarettes or tobacco products and the drinking of alcoholic beverages by children of minor age. School policy prohibits the use or possession of tobacco or smoking materials along with the consumption or possession of alcoholic beverages on school property. Suspension procedures will apply to students who use, possess, or consume alcohol, tobacco products, or other drugs. Other infractions as determined by the principal include fights, theft, vandalism, swearing at a staff member, etc. Students suspended are not allowed to participate on inter-scholastic teams or attend school functions during the suspension. Also, they are not allowed to attend the *next* school function or activity.

## MEDICATION

### SCHOOL DISTRICT OF ROSENDALE-BRANDON POLICY 453.4

Unless absolutely necessary, medication should be given outside the school day. Before prescription or non-prescription medication can be given to students at school, we 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.). **Medication (prescription & non-prescription) 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 has been included in the Back to School Envelope. Additional copies can be obtained from the school office.

## NON-DISCRIMINATION POLICY

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 practices.

## BULLYING POLICY

### SCHOOL DISTRICT OF ROSENDALE-BRANDON POLICY 411.2

#### Introduction

The Rosendale-Brandon School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

#### Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

#### Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational

environments include, but are not limited to, every activity under school supervision.

#### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the Building Administrator.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator:

Brandon School - Principal  
Laconia High School - Principal  
Rosendale Intermediate School - Principal  
Rosendale Primary School - Principal

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

#### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

#### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

#### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

**APPROVED: 8-23-10**

## **HARASSMENT POLICY**

### **ROSENDALE-BRANDON SCHOOL DISTRICT POLICY 411.1**

#### **STUDENT HARASSMENT, INTIMIDATION, AND BULLYING**

The Rosendale-Brandon School District seeks to provide a learning environment free of any form of harassment, intimidation or bullying toward and between students. Therefore, the District will not tolerate harassment, intimidation or bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including expulsion of the offenders.

"Student harassment" means inappropriate behavior toward students which is unwanted, unwelcome, and repeated and which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

#### Bullying/Intimidation

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on 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 may contribute to harassment and discrimination in the school environment. Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District, or while in route to or from school are subject to disciplinary action in accordance with Board policy, up to and including suspension or expulsion.

It is the responsibility of students, staff and others to help enforce this policy so that these prohibited activities do not occur in District schools. The principals are responsible for disciplining the offenders. The Board believes that when it comes to student discipline, each individual situation needs to be addressed according to the severity of the incident, along with the intellectual and emotional stage of each student as well as all of the relevant facts and circumstances.

Any student, who believes that he/she has been the subject of harassment, intimidation or bullying, or any parents/guardians who believe their child has been subjected to harassment, intimidation or bullying, shall report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

In order to ensure dissemination of this policy, this policy will be included in all student handbooks. Discussion of harassment, intimidation or bullying, shall be included at an age appropriate level through the District's developmental guidance program. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.

**APPROVED: April 23, 1979**  
**REVISED AND APPROVED: May 17, 1993**  
**REVISED AND APPROVED: May 19, 2003**  
**REVISED AND APPROVED: December 21, 2009**  
**REVISED AND APPROVED: October 27, 2014**

## **WEAPONS**

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By state law, no weapons or firearms are allowed on school property at any time. Students are not allowed to bring bats to school.

**SELLING ITEMS AT SCHOOL**

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

**RECESS – ITEMS NOT PERMITTED DURING RECESS**

The following items are not permitted during recess: skateboards, rollerblades, and wheeled shoes cannot be used without the permission of the principal.

**EXTRA-CURRICULAR ACTIVITIES**

At Rosendale Intermediate School we believe it is extremely important that ALL student athletes get an opportunity to play in the actual contests. We believe athletes who practice each and every day deserve the opportunity to demonstrate their preparedness and competence in front of an audience. ALL Rosendale Brandon Middle School athletes will get an opportunity to play in every contest of the sport they are participating in.

Activities which provide experiences outside the formal academic curriculum for which the student receives no credit or grade.

The purpose of Extra-Curricular Activities is the following:

- To broaden the character of school life by increasing popular interest in recreation and leisure time activities.
- To offer excellent opportunities for personal growth, skill development, and worthwhile diversion for the student body.

**Activities Available at Rosendale Intermediate School:**

- Forensics – Grades 6-8
- Spelling Bee – Grades 4-8
- Student Council – Grades 7-8
- Boys Basketball – Grades 7-8
- Girls Basketball – Grades 7-8
- Cross Country – Grades 6-8
- Football – Grades 7-8
- Track – Grades 6-8
- Volleyball – Grades 7-8
- Wrestling – Grades 6-8
- Band Solo Ensemble – Grades 7-8
- Vocal Solo Ensemble – Grades 7-8
- Geography Bee – Grades 4-8
- Math Meets – Grades 5-8
- Washington DC Trip - Grade 8
- Germany Trip - Grade 8

(These are all School-Sponsored activities, Club-Sponsored activities are available for other grades as well)

**Eligibility for Extra-Curricular Activities**

Please see Athletic Code.

The advisors of single or short term extra-curricular activities, such as solo ensemble, forensics, the musical and plays, will meet and set up their own ineligibility rules, which must be compatible with the Athletic Code. The members of the Student Council will meet and set up their own ineligibility rules, which must be compatible with the Athletic Code and be applicable to a year-long activity.

Activities considered part of classroom curriculum are exempt from eligibility rules.

**Conduct at Extra-Curricular Events and Assemblies**  
Students are expected to meet regular school expectations for responsible behavior at all extra-curricular events.

Spartan backers 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 take soda into the gym.
- 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 all bus rules when taking a bus to an event.

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

- They will be asked to leave the event.
- They will be allowed to make a phone call to get a ride home.
- They will be asked to leave the building.
- Principal contact following conference.

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

**SOCIAL EVENTS**

Regulations set up for social events include the following:

- Events will be chaperoned by at least two adults. Parent volunteers are welcomed!
- Hours for dances – 1:30-3:00p.m. or 3:30 p.m. until 5:30 p.m. Clean-up begins at 3:00 or 5:30 p.m.
- **THE DOORS WILL BE LOCKED ONE HOUR AFTER THE EVENT BEGINS.**
- Students are not allowed to leave the building and return during the event.
- Only RI students presently in grades 6-8 may be in attendance unless the dance is specifically targeted to include other grades/buildings within the school district.
- Eligibility for participation will be determined by a student's previous behavior at events and during the school day. Inappropriate behavior at school may cause students to be excluded from any school-sponsored activities.

Any student found to be in violation of the above, any other regulations, or the requests of chaperones and volunteers will be denied access to the current or other events sponsored by the school.

**STUDENT CONDUCT POLICY**

**ROSENDALE-BRANDON SCHOOL DISTRICT  
Policy 443**

**STUDENT CONDUCT**

Students in the Rosendale-Brandon School District shall be expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations, and discharge them in accordance with school regulations.

*The mission of the Rosendale-Brandon School District is to assure that all students acquire the skills, knowledge, and character necessary to become responsible, adaptive, and engaged citizens.*

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Students are expected to abide by the Code of Conduct and behavior as outlined in the student handbook, and/or as stated in the rules and regulations established by building principals for each school.

All employees shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves.

The Rosendale-Brandon School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of 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. Discrimination complaints shall be processed in accordance with established procedures.

**LEGAL REF.: Sections 118.13 Wisconsin Statutes  
120.13(1)  
PI 9.03(1) of the Wisconsin Administrative Code**

**CROSS REF.: 411 Rule, Student Discrimination Complaint  
Procedures**

**APPROVED: May 17, 1993  
REVISED & APPROVED: November 15, 1999  
REVISED & APPROVED: April 19, 2004  
REVISED & APPROVED: June 27, 2005  
REVISED & APPROVED: October 27, 2014**

**THE PROGRAM OF ASSISTANCE FOR ALCOHOL AND OTHER  
DRUG ABUSE POLICY**

**School District of Rosendale Brandon Program of Assistance for  
Alcohol and Other Drug Abuse [POLICY 443.1]**

- I. The Rosendale-Brandon School District recognizes that students often need education and assistance because a person significant to them is affected with chemical dependency or because they require support in their own decisions not to use or abuse alcohol and/or other drugs. Since chemical dependency is frequently preceded by the abuse of alcohol and other drugs, the school system wishes to provide education and assistance to any student displaying the signs of such harmful involvement. The Rosendale-Brandon School District recognizes that chemical use may evolve into chemical dependency, which can be successfully treated if identified early, if appropriate referral to community agencies is made, and if adequate support is afforded those who are in the process of recovery.
- II. Thus, the Rosendale-Brandon School District will provide education for the students about the use/abuse of chemicals and the value of wellness. It is the district's goal that students at both elementary and secondary levels be provided a developmentally based curriculum emphasizing wellness, self-esteem, decision-making, peer pressure refusal skills, types, dangers, and effects of mood altering chemicals. In addition, the district wishes to provide opportunities for all employees to continue educating themselves regarding chemical dependency. Efforts will be made to provide to all new staff, as a part of their orientation program, an awareness of alcohol and

drug abuse and chemical dependency issues and various related school district policies and procedures.

- III. The District AODA coordinator/designee will have available a program of assistance. Students, along with their families, are encouraged to contact the AODA coordinator/designee for resources available.
  - A. No records of a student's participation in the program will become a part of the permanent record. The fact of a student's participation in the program, including conversations he/she may have with staff members will be held strictly confidential, as required by federal confidentiality regulations and Wisconsin Statute (e.g., 118.25, 118.126).
  - B. The awareness and support of parents for a student affected by alcohol and other drug abuse and chemical dependency is extremely important. However, where either students or parents do not wish to cooperate in making needed assistance available, the students status in school may have to be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.

IV. The Youth Issues Advisory Council

The Rosendale-Brandon School District recognizes that a concerted effort by school and community is necessary in order to effectively address the AODA issues as it affects our youth. Therefore, the district has established Youth Issues Advisory Council to make recommendations and suggestions that provide articulation for a shared, unified school-community approach to AODA. The Youth Issues Advisory Council is made up of a school administrator, school board member, staff members, parents, and district nurse. This Advisory Council will also address Human Growth and Development issues and suicide issues.

V. Publicity

The AODA Policy and Program of Assistance description of the Board of Education of the Rosendale-Brandon Schools shall be printed in student handbooks or other regular communications sent to the students and their parents.

**APPROVED: 2/20/78**

**REVISED & APPROVED: 4/5/82**

**REVISED & APPROVED: 10/30/89**

**REVISED & APPROVED: 8/20/90**

**REVISED & APPROVED: 9/21/92**

**REVISED & APPROVED: 11/15/99**

**REVISED & APPROVED: 4/19/04**

**REVISED & APPROVED: 6/27/05**

**ALCOHOL AND OTHER DRUG ABUSE POLICY VIOLATIONS**

*The mission of the Rosendale-Brandon School District is to assure that all students acquire the skills, knowledge, and character necessary to become responsible, adaptive, and engaged citizens.*

## STUDENT ALCOHOL AND OTHER DRUG USE

No student of the Rosendale-Brandon School District shall knowingly possess, use, distribute or be under the influence of alcohol, controlled substances or any other mood altering chemicals while on school property or during school-sponsored activities. The possession, use or distribution of drug paraphernalia, look-alike drugs, non-alcoholic beer/beverages, tobacco products, and/or electronic cigarettes, cigars, tank systems, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school-sponsored activities.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol. Violation of this policy or refusal to submit to a required breath test for the presence of alcohol will result in disciplinary action.

Any student who violates this policy shall be subject to disciplinary action as stated in Rosendale-Brandon School District Policy 443.3, "Student Alcohol and Other Drug Use Policy Violations". Students expelled for drug related incidents may be required to submit to intermittent drug testing as a condition of early reinstatement if the Board of Education orders such testing. The testing would occur through the term of the expulsion order.

Non-expelled students who violate this policy may also be subject to drug testing if the parents, student and district agree in writing. This agreement will include a specific protocol including the timeline for when testing will be discontinued.

Use of prescription or over-the-counter medication in compliance with Board Policy 453.4, "Administration of Medicine to Students", shall not be considered a violation of this policy. Distribution or sale of any prescribed drug on school property or during school-sponsored activities is prohibited.

Smoking and the use of other tobacco products by students are also prohibited on all school property and school sponsored activities.

This policy shall be published annually and distributed to all students of the District.

APPROVED: July 21, 2008

REVISED AND APPROVED: November 17, 2014

### ALCOHOL AND OTHER DRUG ABUSE POLICY VIOLATIONS POLICY

#### POLICY 443.3

#### STUDENT ALCOHOL AND OTHER DRUG USE POLICY VIOLATIONS Includes Seller, Dealer, Pusher, Distributor and/or Possessor of Alcohol/Drugs

Because of the potential dangers to the student presented by his/her acute intoxication with alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose in school or at school-sponsored events will be transported under the direction of law enforcement immediately to the local hospital or facility designated to provide detoxification service, followed by notification of parents. Following immediate care, the remainder of this policy will be

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implemented.

Any student who violates the Student Alcohol and Other Drug Use Policy 443.2 is subject to discipline as follows:

#### 1. FIRST VIOLATION:

Any student who violates the Student Alcohol and Other Drug Use Policy 443.2 for the first time during his or her tenure in the Rosendale-Brandon Schools is subject to the following disciplinary action:

- 1) Suspension from school for up to five (5) school days and/or Board consideration for expulsion, (unless extended pending an expulsion hearing in accordance with state and federal law). Participation in curricular or extra-curricular exercises beyond the school day will be suspended during the suspension period.
- 2) Referral to law enforcement authorities.
- 3) Mandatory pre-expulsion conference with student, parents, building principal.
- 4) The student and his or her parents must participate in and successfully complete counseling by a certified alcohol and/or drug counselor, at parental/student expense, mutually agreed upon with the building principal prior to the start of counseling.
- 5) Written evidence that the student has commenced appropriate counseling must be presented to the building principal within one (1) month of the first day of suspension. Failure to participate in and successfully complete appropriate counseling as described in item number 4 above may result in the commencement of expulsion proceedings.

The building principal retains the authority to pursue the disciplinary measures outlined under the second violation and/or third violation for a first offense if he or she believes the severity of the offense or the circumstances warrant more serious disciplinary action.

#### 2. SECOND VIOLATION:

Any student who violates the Student Alcohol and Other Drug Abuse Policy for the second time during his or her tenure in the Rosendale-Brandon Schools is subject to the following disciplinary action:

- 1) Suspension from school for up to five (5) school days, and/or Board consideration for expulsion, (unless extended pending an expulsion hearing in accordance with state and federal law). Participation in curricular or extra-curricular exercises beyond the school day will be suspended during the suspension period.
- 2) Referral to law enforcement authorities.
- 3) Mandatory pre-expulsion conference with student, parents, building principal.
- 4) The building principal will decide whether expulsion proceedings will be held in abeyance pending the student's participation in and successful completion of an Alcohol and Other Drug Abuse treatment program as set forth in Option A below or whether the student will be directly referred for expulsion as set forth in Option B below:

*Option A* – The student must: 1.) Seek and complete an assessment by a certified alcohol or drug abuse treatment center, at parental/student expense, 2.) Demonstrate compliance with the treatment program recommended by the treatment center, 3.) Successfully complete the treatment program and 4.) Agree to enter into a last chance behavioral agreement between the student, and the school administration. Failure of the student to abide by any of the terms set forth above shall result in the initiation of expulsion proceedings pursuant to option B below.

*Option B* – The student may be recommended by the building principal to the school board for permanent expulsion from the Rosendale-Brandon School District pursuant to Section 120.13 (1)(c) of the Wisconsin Statutes.

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3. THIRD VIOLATION:

Any student found to be in violation of the Student Alcohol and Other Drug Use Policy 443.2 for the third time during his or her tenure in the Rosendale-Brandon Schools may be recommended to the school Board for permanent expulsion from the Rosendale-Brandon School District.

4. APPLICATION FOR EARLY READMISSION:

Any student who has been expelled in accordance with this policy may make a written request to the building principal for early re-entry into the Rosendale-Brandon school system. The re-entry process must be initiated administratively by making a request to the building principal who will then involve the District Administrator and School Board. The decision of whether to allow early re-entry is within the sole and exclusive discretion of the School Board. In making this decision, the School Board may consider, as a positive factor, evidence that demonstrates that the student has successfully completed treatment or counseling, at parental/student expense, and has developed an attitude, which indicates that the individual will not again violate the District's Alcohol and Other Drug Abuse Policy. Failure to abide by the aforementioned conditions will result in the immediate expulsion of the student for the time remaining on his or her previously ordered term of expulsion with no privilege of applying for early re-entry.

5. STUDENTS SUBJECT TO DISCIPLINE UNDER THIS POLICY:

A student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility both for the student's own behavior and for the behavior of others in the vehicle. This responsibility subjects the student to full discipline as set forth herein both for his or her own violation of the District's Alcohol or Other Drug Abuse Policy and for any violation of the policy committed by others in the vehicle.

The disciplinary actions set forth in this document are guidelines and suggestions only. The Administration and/or the School Board retains full authority to increase, decrease, or in any other way modify any noted penalty as deemed appropriate under the specific circumstances.

APPROVED: 6/27/05

REVISED AND APPROVED: 2/18/08

REVISED AND APPROVED: July 21, 2008

**ACADEMIC HONESTY POLICY**

**SCHOOL DISTRICT OF ROSENDALE-BRANDON POLICY 443.9  
ACADEMIC HONESTY**

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty to ensure that each student is judged solely according to his or her own merits, the School District of Rosendale-Brandon has established the following honor code: No School District of Rosendale-Brandon student will unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the School District of Rosendale-Brandon community. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

- Cheating on a test (giving or receiving unauthorized assistance)
- Forgery
- Copying or stealing another person's work
- Deliberately allowing another person to copy one's own work

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- Doing another person's class work
- Plagiarism (using the ideas of another as one's own without acknowledgement of the source)
- Intentionally accessing another's material for the purpose of using it as one's own
- Downloading information from other sources and representing it as one's own
- Unauthorized copying of software
- Unauthorized use of hard copy or software to develop one's own software
- Creating and distributing copies of one's own work so that credit may be claimed by others

Faculty and building administrators will have the responsibility for monitoring the above actions.

It is the responsibility of all certified staff to monitor students' work to avoid any academic dishonesty. The parents shall be contacted by the certified staff member as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals to apply a range of academic consequences for violations of this policy. Repeated violations of this policy may result in disciplinary action up to and including removal from class with a grade of F and/or other disciplinary consequences.

All teachers, including teachers teaching the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. The Academic Honesty policy shall be referenced in such education. A copy of the Academic Honesty policy shall be included in student handbooks.

APPROVED: April 28, 2008

**CODE OF STUDENT CONDUCT**

**ROSENDALE-BRANDON SCHOOL DISTRICT**

**POLICY 446.4**

**CODE OF STUDENT CONDUCT**

STATEMENT OF PRINCIPLE

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short-term removal" or "temporary removal"). Such removal serves the multiple



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purposes of eliminating, (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

1. WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

- a) Behavior that violates the District's policies on suspension and expulsion

The District Policies regarding suspension and expulsion are set forth in Rosendale-Brandon Policies 447 and 447.3. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily mean that the student will also be suspended or expelled.

- b) Behavior that violates the behavioral rules and expectations in the Student Handbook

The student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code, and the District's policy regarding removal.

- c) Behavior which is disruptive, dangerous or unruly

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.

Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.

Behavior that may constitute sexual or other harassment.

Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.

Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.

Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.

Destroying the property of the school or another student. Loud, obnoxious or outrageous behavior.

- d) Behavior which interferes with the ability of the teacher to teach effectively

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

Open defiance of the teacher, manifest in words, gestures or other overt behavior

Open disrespect of the teacher, manifest in words, gestures, or other overt behavior Other behavior likely or intended to sabotage or undermine the instruction

- e) Behavior which is inconsistent with class decorum and the ability of others to learn.

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (a) through (d) [above], is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to

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learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

2. WHAT ARE OTHER, NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS?

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issue between the student and other students, or in rare circumstances, between the student and the teacher.

3. WHO MAY REMOVE A STUDENT FROM CLASS?

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, "student" means any student enrolled in the District, exchange student, or student visitor to the District's schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the building administrator.

For the purposes of this code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

A "teacher" is any certified instructor, counselor, nurse or administrator in the employ of the District.

A "teacher of that class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A "building administrator" means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

4. WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS?

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- a) instruct the student to the main office for the period of removal. In such case, the teacher should send a note with the student.
- b) obtain coverage for the class and escort the student to the main office.

- c) seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

Within twenty four (24) hours or one business day of the removal, whichever is longer, the teacher may submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee.

As soon as practicable, the building administrator or designee shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

5. WHERE SHALL STUDENTS BE SENT PENDING, AND DURING SHORT TERM REMOVAL FROM CLASS?

Prior to the initiation of the 1999-2000 school year, each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area").

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short-term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time.

6. HOW LONG SHALL A SHORT TERM REMOVAL LAST?

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the

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student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

7. WHAT ARE THE PROCEDURES FOR LONG-TERM REMOVAL?

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- a) place the student in an alternative education program as defined by law;
- b) place the student in another class in the school, or in another appropriate place in the school;
- c) place the student in another instructional setting; or
- d) return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and the student, shall have the right to meet with the building administrator and the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any

decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

8. WHAT DISCRETION OR FLEXIBILITY IS APPROPRIATE FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOLS?

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code, and the procedures regarding removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long- or short-term.

Similarly, there are many, clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and high school students, the standards for removal may well differ from one school, grade or class to the next.

Teachers and administrators of each school are encouraged to discuss their individual views, philosophies and practices regarding removal of students.

9. TO WHAT EXTENT IS REMOVAL APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA?

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

10. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENTS?

Prior to the 1999-2000 school year, a copy of this Code shall be sent to each parent in the District. In addition, this Code shall be provided to, and discussed with, students of the District early in the 1999-2000 school year.

**APPROVED: May 17, 1999**  
**REVISED and APPROVED: May 16, 2016**

**ATHLETIC CODE**

**ATHLETIC CODE**

**ROSENDALE AND BRANDON GRADES SIX THROUGH EIGHT  
CODE OF CONDUCT FOR PARTICIPANTS IN INTERSCHOLASTIC  
ATHLETICS**

**PHILOSOPHY AND OBJECTIVE**

The Rosendale-Brandon School District believes that athletics are an important part of education and that a variety of sports should be offered for both boys and girls. Participation in athletics is a privilege. Athletes must learn to follow established rules of conduct, training, and grooming, and to learn to work with others so that they are a credit to themselves, their families, the school, and the community. Athletes are expected to conduct themselves with pride in their efforts, regardless of winning or losing, and to realize that the teams we compete against are composed of people who also will be giving their best.

**RESPONSIBILITIES OF ATHLETES**

The privilege of participating in the Rosendale-Brandon School District athletics program is extended to all students, provided they are willing to accept certain responsibilities. The greatest responsibility is to uphold the honor of the school and community at all times, both on and off the field of play. Therefore, it is expected that all athletes:

- Display good citizenship
- Display good sportsmanship
- Display respect for those in authority, including officials of the school and on the field of play
- Follow the rules of the coaches, this handbook, and all the WIAA regulations. Flagrant violations of these expectations will be presented to the Athletic Review Board for appropriate action. Penalties will be based on each individual situation. The action taken by the Athletic Review Board may or may not involve suspension.

**ELIGIBILITY RULES**

In order to participate in athletic or represent R/B grades 6-8 interscholastic competition, athletes must be eligible under the following rules:

**A. Pre-Participation Parental Athlete Video**

A participant will not be allowed to participate in practice or games until his/her parent/guardian watches a required video.

1. (A video, which is available on-line/website) is required prior to participation at the middle school level.
2. (A video, which is available on-line/website) is required prior to participation at the senior high level.
3. The extracurricular director shall be responsible for conducting this seminar and will:
  - a. Review and explain the Athletic Code and rules of eligibility
  - b. Explain the procedure of physical examinations and insurance
  - c. Explain the rules regarding distributive maintenance and return of athletic equipment
  - d. Acknowledge the possibility of injury or death as a result of participation of activities

In order to represent the Rosendale-Brandon School District in any interscholastic competition, a student must meet all eligibility requirements of the WIAA as well as those of the Rosendale-Brandon School District.

**B. Squad Selection Policy**

The Rosendale – Brandon School District believes that at the Middle School level every eligible athlete be given playing time in a scheduled activity, and that a 'no cut' policy be enforced.

**C. Academic Requirements**

1. Athletes must be passing all classes.
2. Principals will provide coaches and staff with names of students who receive a failing grade on a week-to-week basis. Athletes will be ineligible to participate in games if they are not passing all of their classes.
3. Ineligibilities will be determined on Fridays by teachers. Principals will issue an ineligible list to coaches and athletic director on Mondays or the first day of the school week. Athletes will be ineligible until next grade check. If still not passing all classes they will remain ineligible until following week grade check.

**D. Conduct Requirements: Training Rules**

Training rules are a matter of self-discipline. An individual's best performance is possible only after the body and the mind have been conditioned through a regular training routine. This code is to be followed by all participants in athletics and also by those seeking reinstatement after suspensions or rulings of ineligibility.

There shall be:

1. No use or possession of drugs prohibited by law. No use or possession of illegal drugs, look-a-like drugs, or controlled substances.
2. **The WIAA is against the use of anabolic-androgenic steroids and other performance enhancing substances (PES). Member schools shall devote time each year to positive programs that highlight prevention and education of the risks, benefits and adverse effects of PES. Coaches, teachers, sports medicine staff and school administrators who ignore or encourage the use of PES, provide and/or sell PES to athletes (including indirect distribution through a third party) shall be subject to their own school's provisions regarding discipline.**
3. No smoking/possession of smoking materials, or use / possession of tobacco in any form. No smoking/possession or use of tobacco products, or look-a-like tobacco products including electronic cigarettes.
4. No drinking/possession of alcoholic beverages.
5. No convictions of misdemeanors / felonies.

6. No theft/stealing.
7. No plagiarism/cheating (Penalty will be at head coach's discretion).

Violation of these rules will result in the following penalties:

First Offense – two game suspension

Second Offense – six game suspension

Third Offense – suspension for 180 school days

#### E. Self-Reporting Code Violations:

- ✓ Student(s) must report within 72 hours of the violation.
- ✓ Student(s) may self-report to any Rosendale-Brandon head coach or school administrator.
- ✓ The self-report must take place prior to a head coach or school administrator calling for or speaking with ANY student(s) about the alleged incident/violation.
- ✓ Reduced penalty for self-reports are applicable to a "first violation" only. If all elements of self-reporting are properly met, the "first violation" penalty will be reduced to half of the first offense that was not self-reported.

#### F. School Behavior

1. The school/coach reserves the right to suspend an athlete for violations of school rules not related to athletic activities. This rule applies during the sports season, which is defined from the day of the first practice through the last scheduled game.
  - a. An athlete receiving a major detention will be suspended from half of one game.
  - b. An athlete receiving a second major detention will be suspended for a full game.
  - c. Each subsequent major detention will result in a two-game suspension.
  - d. An athlete receiving an in-school suspension will be suspended for one game. Each subsequent ISS will result in a two-game suspension.
  - e. The school holds the right to suspend an athlete for circumstances that may occur which deal with violation of school rules that are not necessarily related to athletic activities. Vandalism, insubordination, profanity, obscene gestures, plagiarism/cheating, theft, threats, harassment, bullying and conviction of a criminal offense need to be considered under this guideline.

#### G. Conduct Requirements: Team Rules

1. Athletes are under the authority of their coaches and must obey all team rules.
  - a. Athletes must attend scheduled practices and work hard to earn playing time in games.
  - b. An unexcused absence from a practice or a game will result in a disciplinary action determined by the coach.
  - c. Each athlete is responsible for the school equipment issued to him/her. This equipment

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must be returned at the end of the season. Failure to do so shall result in the athlete's exclusion from continued interscholastic participation and any awards earned by the athlete shall not be presented until such equipment is accounted for. The athlete to whom it was issued must pay for all lost, stolen, or damaged equipment. Any athlete having equipment not issued to that athlete faces athletic director action, suspension, or coaches' action, which may prevent his/her further competition.

- d. An athlete must attend school for the full day to be eligible to play in games that day. However, students will be allowed to participate in extracurricular activities if the absence is pre-excused as prescribed by their school handbook.
- e. The school district furnishes transportation to and from all way athletic contests in a school vehicle, with the exception of hockey. Any other mode of transportation to contest must have prior approval of the athletic director. There are occasions when return trips with parents may occur. The parents must sign a consent form before they leave.

#### H. Wisconsin Concussion Law Act 172 - Statute 118.293 Summary

The law requires all youth athletic organizations to educate coaches, athletes and parents on the risks of concussions and head injuries and prohibits participation in a youth activity until the athlete and parent or guardian has returned a signed agreement sheet indicating they have reviewed the concussion and head injury informational materials. The law requires immediate removal of an individual from a youth athletic activity if symptoms indicate a possible concussion has been sustained. A person who has been removed from a youth athletic activity because of a determined or suspected concussion or head injury, may not participate again until he or she is evaluated by a health care provider and receives written clearance from the health care provider to return to the activity.

"At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian."

#### Further Information

Guidelines for Concussion and Head Injuries

[http://sped.dpi.wi.gov/sped\\_tbi-conc-guidelines](http://sped.dpi.wi.gov/sped_tbi-conc-guidelines)

Concussion Resources

[http://sped.dpi.wi.gov/sped\\_tbi-conc-resources](http://sped.dpi.wi.gov/sped_tbi-conc-resources)

Schools may find the WIAA concussion information on the WIAA web site at: [www.wiaawi.org/Health/Concussions](http://www.wiaawi.org/Health/Concussions)

#### I. Amateur Status: (WIAA Handbook)

- A. Amateur Status: (Loss of Eligibility WIAA Handbook)
  1. A student shall be an amateur in all recognized sports of this Association in order to compete in any sport, and he/she shall become ineligible for all further participation in the

school's interscholastic program for violation of any of the amateur status provisions. The penalty may be reduced upon request of a school on the basis of documented extenuating circumstances, when accompanied by evident of complete restitution made by the athlete (when applicable).

2. A student shall be determined to be in violation if he/she:
  - a. Accepts, receives and/or directs to another, reimbursement or award in any form of (a) salary, (b) cash, (c) merchandise of any kind or amount or (d) share of game or season proceeds, for achievement in athletics.
    - 1). Actual and necessary reimbursement for transportation, food, lodging, and entry fees paid in connection with playing a contest shall not be regarded as a violation.
    - 2). A student may receive an award which is symbolic (non-merchandise) in nature such as badges, certificates, cups, trophies, medals, banners, ribbons, pictures, event T-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, or other items of no intrinsic/utilitarian value. A student may not receive such merchandise items as shoes, shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls duffel bags, backpacks, watches, rings, billfolds, coupons, gift certificates, e.g., regardless of their value.
    - 3). A school may allow a student to retain items of practice and playing uniforms which, for reasons of hygiene, obsolescence, deterioration, etc., will not be passed on to another student.
      - b. Signs a contract or agreement for services as a participating athlete.
  - 1). A student may be employed (but not self-employed) on a part-time basis as an instructor on the playgrounds, game official, lifeguard, etc.
  - 2). This rule shall not prevent a student from signing (a) an agreement which binds him/her to play only for a particular team or (b) an athletic tender with a university or college.
  - c. Receives compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. This includes but is not limited to: receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.
  - d. Is identified as an athlete, provides endorsement as an athlete, or appears as an athlete, in the promotion of a commercial/advertisement and/or profit-making event, item, plan or service.
    - e. Plays in any contest (school or non-school) under a name other than his/her own name.

**J. Prior to athlete participation the following will need to be turned into the coach:**

1. **Physical Exam Card** (green) signed by the physician and parent/guardian **OR** Alternate Card (yellow) if physical card was turned in the prior year.
2. **Athletic Insurance** – The board of education does not provide athletic insurance. The board of education does require that athletes be covered by insurance to participate in athletics. If you have no insurance, a plan can be purchased through the school. In hardship cases, contact the athletic director to work out a solution. If you have insurance, you will need to sign an Insurance Waiver form.
3. **Athletic fee**
4. **Emergency Form** (Only students participating in fall sports must turn-in prior to participating in first official day of practice.)
5. **View Athletic Code Video/Signed District Verification Form** (see Eligibility Rules # 3 on page 2).
6. **Parent & Athletic Agreement Form** related to Concussion law of 2011-Wisconsin Act 172 (once per school year, must be turned in prior to participating in a sport.)

**ATHLETIC REVIEW BOARD REINFORCEMENT PROCEDURES  
– Appeal Process**

**A. Athletic Review Board**

The duties of the Athletic Review Board will be to hear all appeals of the athletic suspension and render just decisions, serve as a liaison committee to the coaching staff, reviewing existing policy and suggest modifications, and act on requests for reinstatement of eligibility. In the absence of action by a coach, the Athletic Review Board may take any action deemed necessary. The Athletic Review Board shall be empowered to rule on any situation not covered by these policies. The members of the Athletic Review Board will be:

1. High School Principal
2. Athletic Director
3. Board Member
4. Board Member
5. Parent at large; approved by the board
6. School Teacher; approved by the board
7. A majority of representatives will constitute a quorum.

**B. Enforcement Procedure and Appeal Process**

Upon violation of this code, the following procedure will be used:

1. The athletic director /designee will inform the athlete of the disciplinary action. (In the absence of the athletic director, the high school principal will carry out the duties of the athletic director)
2. The athletic director /designee will inform the parents, by letter, of the infraction
3. The letter will indicate the disciplinary action and the eligibility for reinstatement
4. The suspended athlete and his/her parents may formally appeal the suspension to the athletic director /designee. The appeal must be in writing, signed by the athlete and one or both parents and receive by the athletic director /designee within 14 days from the date of suspension. The athlete will remain suspended throughout the appeal process.

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Any games missed during appeal process can be counted towards suspension.

5. The athlete up for a possible violation must attend the Athletic Review Board meeting to answer any questions that might arise. Failure to attend would mean a temporary suspension from athletics until the athlete does attend an Athletic Review Board meeting.
6. Penalties for violations within one calendar year from date of offense/s are as follows:

**First Offense** – two game suspension

**Second Offense** – six game suspension

**Third Offense** – suspension for 180 school days

**Fourth offense-** will be suspension from any

Rosendale-Brandon activities governed by the athletic code booklet.

7. Suspensions will begin with the first contest that the athlete is out for and will be prorated and carried over from one sport to another until suspension is completed. Suspensions may only be counted at one level of competition per sport. If a student/athlete is not participating in a sport or is inactive, the suspension will be carried over to the next sport that student/athlete chooses to participate in.
8. If violators intend to participate with a team when their suspension runs out, they must practice with that team until their suspension is ended, and then they may participate in games as a team member in good standing.
9. If a participant and/or parent/guardian self refer for help and assistance prior to an infraction regarding the use of drugs, alcohol, controlled substances, or tobacco, the participant may be allowed to participate in practice and contests while in an assistance program.

### C. General Rules

1. An athlete wishing to transfer from one sport to another must gain permission in writing from both head coaches involved. No transfer will be allowed if the athlete is under disciplinary action in the sport he wishes to leave.
2. If an athlete misses practice and is unexcused, the athlete will be suspended for the next contest. Competing on club teams or practices is not an excused absence.
3. Other rules will be established by the head coach of each sport in writing and a copy handed out to each participant and athletic director on or before first day of practice.
4. Athletes are under the authority of their coaches, and refusal to obey reasonable orders of a coach can be grounds for immediate suspension or dismissal from the squad and/or from participation in all or some future Laconia athletic contests.

5. All reports of violations must be submitted to the athletic director in writing and signed by the person making the report within 30 days of the infraction.

6. The school/coach holds the right to suspend an athlete for circumstances that may occur, which deal with violation of school rules that are not necessarily related athletic activities. Vandalism, insubordination, profanity, obscene gestures, plagiarism/cheating, theft, threats, harassment, bullying, and conviction of a criminal offense need be considered under this guideline.

7. Each athlete is responsible for the school equipment issued to him/her. This equipment must be returned at the end of the season. Failure to do so shall result in the athlete's exclusion from continued interscholastic participation and any awards earned by the athlete shall not be presented until such equipment is accounted for. All lost, stolen, or damaged equipment must be paid for by the athlete to whom it was issued. Any athlete having equipment not issued to that athlete faces athletic director action, suspension, or coaches' action that may prevent his/her further competition. WIAA Article III School Equipment – Summertime Use: In the summertime, with approval of its governing body, a school may issue its own equipment, uniforms and other apparel for use by athletes in training or non-school competition at its own discretion.

8. The school district furnishes transportation to and from all away athletic contests in a school vehicle. Any other mode of transportation to contests must have prior approval of the athletic director. There are occasions when return trips with parents may occur. The parents must sign a consent form before they leave.

9. Community night will be recognized on Wednesdays. All K-8 school related functions are to be completed by 6:45 p.m.

### **THE ATHLETIC CODE IS ENFORCED FOR 12 MONTHS**

#### **SPARTAN SPORTS SCHEDULES**

Laconia L-Club provides all sports schedules at [www.wisconsinflywayconference.org](http://www.wisconsinflywayconference.org),

and at [www.rbsd.k12.wi.us](http://www.rbsd.k12.wi.us), then go to Sports Calendar

### **WELLNESS POLICY**

#### **SCHOOL DISTRICT OF ROSENDALE-BRANDON POLICY 790**

#### **DISTRICT WELLNESS**

The Rosendale-Brandon School District promotes a healthy school environment for students and staff through education and awareness, and by providing and promoting healthy options and opportunities.

1. **The Rosendale-Brandon School District will provide organized health and physical education curricula and related programs.**

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of

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physical activities so that students develop the knowledge and skills to be physically active for life. The district has adopted curriculum standards and learner outcomes for physical education that include an emphasis on physical fitness and lifetime activities. Physical education is taught at all levels by state licensed physical education teachers.

The health curriculum will educate students to develop the knowledge, attitudes, skills and behavior for life long healthy eating habits and physical activity. The district has adopted curriculum standards and learner outcomes for health education that include an emphasis on good nutrition, disease prevention and healthy lifestyles. Health education is taught at each grade level, preschool through grade twelve.

Elementary students (K-3) should be provided with an average of at least 45 minutes of physical activity daily. Students, K-5, should not lose more than two recess periods in a week due to incomplete class work and/or behavior.

The district provides additional opportunities for physical development and fitness through co-curricular sports and promotes other health and wellness activities.

**2. The Rosendale-Brandon School District will practice and promote good nutrition within the school setting.**

All school meals will comply with USDA regulations and State policies. The district food service program will provide a quality lunch program for students and staff. Three goals of the food service program are:

Goal 1: To provide students with well-balanced nutritional choices of food and beverages. To meet this goal, the district continually expands and explores menu offerings based on nutritional content and student preferences.

Goal 2: To assist students in making healthy choices. The food service program will work with students, staff, and parents to educate consumers about proper nutrition. The food service program will offer, promote and display food items deemed high in nutritional value. The program will not offer candy, food or beverages of minimal nutritional value.

Goal 3: To encourage and promote participation in the school lunch program. The food service program will work with school administration, staff, parents, and students to provide information and incentives to promote participation in school lunch. The district will provide a clean and pleasant eating environment for students and staff with adequate space and appropriate time for eating (recommended 20 minutes minimum for student lunch).

**3. The total school environment will reflect the Rosendale-Brandon School District commitment to student and staff wellness.**

Beginning in September of 2006 all beverage vending machines in school buildings will be limited to water, milk, flavored milk, and juice products meeting district nutritional guidelines. Soda and

artificially sweetened drinks will not be available for purchase on school grounds during school hours.

Candy and other food items of minimal nutritional value may not be sold in school vending machines or other outlets such as a school store. Candy and other food items of minimal nutritional value will only be sold in school facilities during concession sales at public events such as athletic contests, catered events, and non-school related events held outside of school hours. Beginning January 1, 2007 candy and other food items of minimal nutritional value and intended for student consumption during the school day or on busses may not be sold as a fundraising activity.

Candy is defined as any food product that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose [dextrose], high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar [sucrose], or syrup) listed as one of the first two ingredients. Food items of minimal nutritional value (USDA standards) include soda water (carbonated beverages), water ices (frozen sweetened water – e.g. Popsicles), chewing gum and certain types of candies (hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn).

**District Nutritional Guidelines:**

Foods and beverages sold in vending machines, school stores, and (beginning January, 2007) fundraising activities that meet acceptable nutritional standards shall consist of the following:

- Non-carbonated or sparkling water containing no calories or sugar, but may contain natural flavoring;
- Milk, including but not limited to chocolate milk, soy beverage, rice beverage and other similar dairy and nondairy beverage;
- One hundred percent fruit juices or fruit-based drinks that do not contain added sugar.
- An electrolyte replacement beverage that contains forty-two grams or fewer of additional sweetener per twenty-ounce serving;
- Food items that have no more than 30% of their total calories derived from fat and no more than 10% of their calories derived from saturated fat. Nuts and seeds are exempt due to their nutrient density and levels of monounsaturated fat.

Parents are encouraged to provide healthy snacks and treats for student celebrations and other events. To reduce the risk to students who have food allergies, parents are encouraged to provide fresh fruit or vegetables, or food items that are commercially prepared or prepared by a city/state health-inspected bakery. District food service will assist parents by providing this service to families at a reasonable cost. This policy is not intended to regulate events where parents or guardians are present, such as a parent group “fun fair” or “pot-luck”, faculty events or secondary school classroom related events involving food items.

Strong consideration should be given to non-food items as part of any teacher-to-student incentive programs. Any food items used as an incentive must adhere to district nutrition standards.

**Other School Based Activities**

- The Rosendale-Brandon School District will provide a clean, safe and pleasant meal environment for all students, including adequate time for students to eat.
- School staff members are encouraged to model healthy eating behavior.
- Sales or distribution of nutrient dense foods are strongly encouraged for all activities and school functions.

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Measuring Implementation Evaluation of Wellness Program

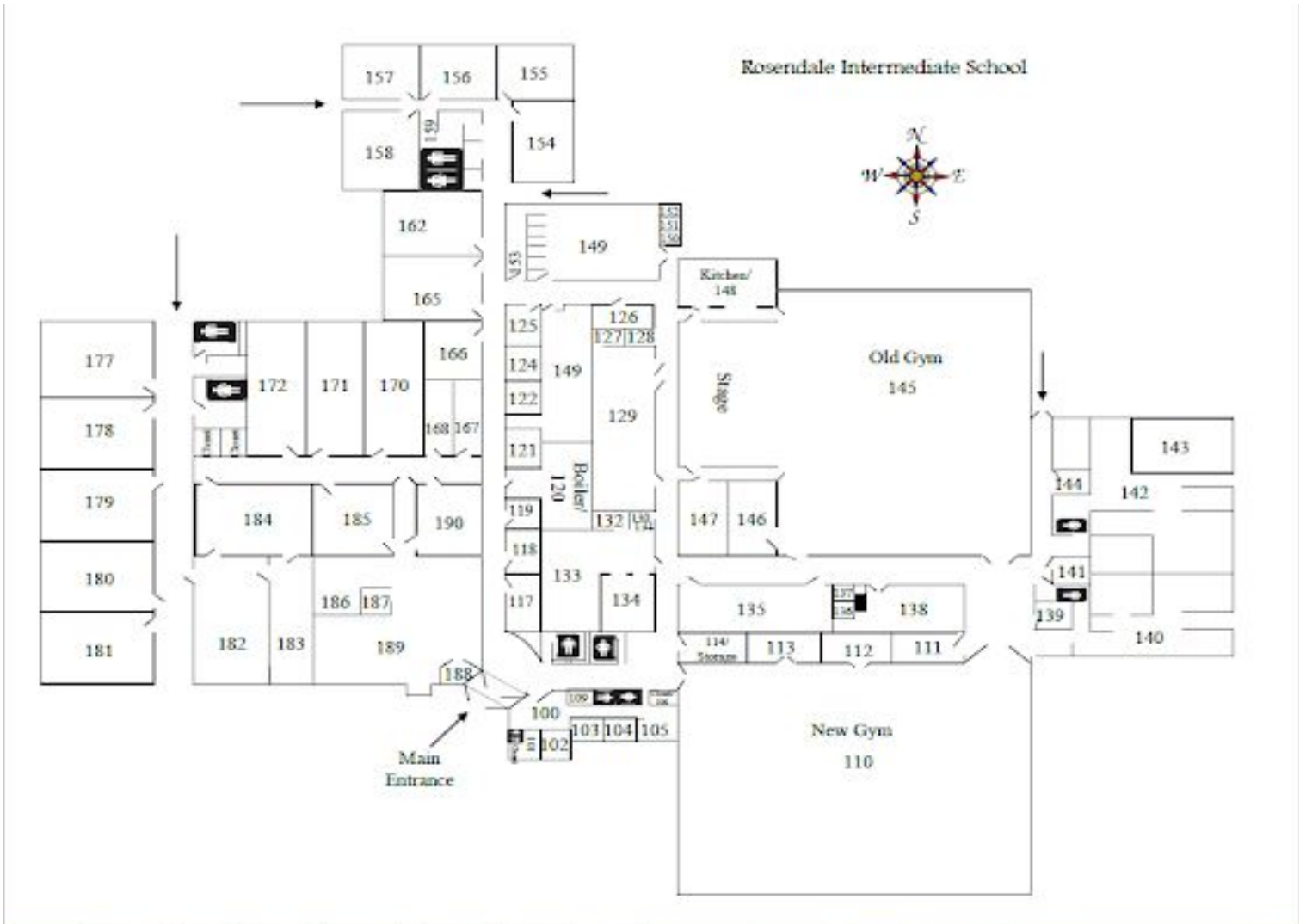
**APPROVED:** July 24, 2006

A sustained effort is necessary to reinforce this policy and guidelines. Building Principals will discuss this policy yearly with their staff. Building Principals will send a "List of Suggestions" yearly to Parents in regard to providing student treats. This list of suggestions will also be listed on the District website.

**REVISED and APPROVED:** April 27, 2009

The district food service director, school nurses, and physical education/health instructors, in consultation with the building administrator(s), will be responsible for ensuring that the schools meet the local wellness policy. This policy will be reviewed every three years or as needed.

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## Key to Rosendale Intermediate School Map (map on previous page)

Room #		Room #	
100	Megan Marchant, (Secretary) Office	154	Ms. Torgersen, Fourth Grade
101	Nurse's Office	155	Ms. Serwas, Fourth Grade
103	Mr. John Hokenson, Principal	156	Ms. Jochimsen, Fifth Grade
104	Conference Room	157	Mr. Engel, Fifth Grade
105	Faculty Lounge	158	Mr. VandenBerg, Fourth Grade
107	Lavatory	160	Lavatory - Boys
108	Lavatory	161	Lavatory - Girls
109	Time Out Room	162	Mrs. Werch, Speech
110	South Gym	163	Mrs. Slonecker, Special Ed
115	Lavatory - Girls	165	Mrs. Slonecker, Special Ed
116	Lavatory - Boys	166	Mr. Teofilo, School Counselor
117	Psychologist	170	Mrs. Bartus, Language Arts
118	Director of Special Ed	171	Ms. Beltz, World Cultures/Spanish
122	Mrs. VandeBerg/Ms. Leahy, Vocal Music	172	Ms. Phillips, Language Arts
123	Mrs. VandeBerg/Ms Leahy Office	175	Lavatory - Girls
128	Lavatory	176	Lavatory - Boys
129	Mrs. Wigchers/Ms. Anderson, Art	177	Mr. Winske, Math
133	Weight Room	178	Mr. Herring, Social Studies
135	Noah Saecker, John Saecker, & Heidi Kopf, Technology Dept.	179	Mr. Johnson, Health
139	Mr. Johnson, Phy Ed Office	180	Ms. Fellerer, STEM (S1)
140	Locker Room - Girls	181	Mrs. Julka, Study Hall
142	Locker Room - Boys	182	Science Lab
144	Mrs. Ludjack, Phy Ed Office	184	Mr. Madigan, Science
145	North Gym	185	Classroom Computer Lab
148	Kitchen	187	Mrs. Mumm, IMC Office
149	Mr. Blashe, Instrumental Music	188	Conference Room
150	Mr. Blashe, Band Office	189	IMC (Library)
		190	IMC Computer Lab

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ROSENDALE-BRANDON SCHOOL DISTRICT MASTER CALENDAR 2018-2019

August 15 Registration/School Picture Day 11-2pm and 4-7pm  
August 27 New Teachers In-service Day 8:00-3:30pm  
August 28 New Teachers In-service Day 8:00-3:30pm  
August 29 All Teachers Orientation/In-service 8:00-3:30pm  
August 30 Staff In-service Day 8:00-3:30pm

September 4 First Day for Students  
September 12 Staff Meetings 3:45-5:00pm  
September 19 PPD 3:45-5:00pm

October 3 PLC 3:45-5:00pm  
October 8 Parent-Teacher-Student Conferences – 4:00-7:30pm (Regular School Day)  
October 10 Staff Meetings 3:45-5:00pm  
October 12 Early Dismissal of Students – 1:30pm, Staff In-service  
October 16 Gr K-5 Parent Teacher Conferences 4:00 – 7:30pm  
October 17 PPD 3:45-5:00pm

November 2 End of 1st Quarter  
November 5 Teacher Inservice (am)/Workday (pm)--No School for Students  
November 6 Beginning of 2nd Quarter  
November 7 PLC 3:45-5:00pm  
November 14 Staff Meetings 3:45-5:00pm  
November 12 Gr 6-12 Parent-Teacher-Student Conferences – 4:00-7:30pm (Regular School Day) November 21-23 NO SCHOOL – Thanksgiving Break

December 5 PLC 3:45-5:00pm  
December 7 Early Dismissal of Students – 1:30pm, Staff In-service  
December 12 Staff Meetings 3:45-5:00pm  
December 19 PPD 3:45-5:00pm  
December 24-January 1 NO SCHOOL – Winter Break

January 2 Classes Resume  
January 9 Staff Meetings 3:45-5:00pm  
January 16 PPD 3:45-5:00pm  
January 18 End of First Semester  
January 21 Teacher Workday – NO SCHOOL FOR STUDENTS  
January 22 Beginning of 3rd Quarter

February 6 PLC 3:45-5:00pm  
February 8 Early Dismissal of Students – 1:30pm, Staff In-service  
February 13 Staff Meetings 3:45-5:00pm  
February 18 Teacher Regional In-service Day – NO SCHOOL FOR STUDENTS  
February 20 PPD 3:45-5:00pm  
February 25 Parent-Teacher-Student Conferences – 4:00-7:30pm (Regular School Day)

March 6 PLC 3:45-5:00pm  
March 8 Early Dismissals of Students – 1:30pm, Staff In-service  
March 13 Staff Meetings 3:45-5:00pm  
March 20 PPD 3:45-5:00pm  
March 26 End of 3rd quarter  
March 27 Beginning of 4th quarter  
March 29 Teacher Inservice (am)/Workday (pm)--No School for Students

April 3 PLC 3:45-5:00pm  
April 10 Staff Meetings 3:45-5:00pm  
April 18-22 No School--Spring Break  
April 23 Classes Resume

May 1 PLC 3:45-5:00pm  
May 8 Staff Meetings 3:45-5:00pm  
May 15 PPD 3:45-5:00pm  
May 27 NO SCHOOL - Memorial Day

June 2 Graduation – 2:30 pm  
June 4 Last Day of School for Students  
June 5 Teacher Workday

*The mission of the Rosendale-Brandon School District is to assure that all students acquire the skills, knowledge, and character necessary to become responsible, adaptive, and engaged citizens.*

ROSENDALE-BRANDON SCHOOL DISTRICT  
**MEDICATION CONSENT FORM AND ADMINISTRATION RECORD**

Full name of child to be medicated \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

Name of non-prescription medication(s) \_\_\_\_\_

Reason for medication \_\_\_\_\_

Hour(s) medication is to be given \_\_\_\_\_ # of days \_\_\_\_\_

Other Medications being taken by child \_\_\_\_\_

Name of person(s) who will be giving medication during school hours \_\_\_\_\_  
(to be filled out by school nurse or principal).

\*\*\*\* This section to be filled out by physician for prescription medication only; Daily Medications and P.R.N. Medications (as needed) \*\*\*\*

Medicine	Route	Dose	Time to be given	Date range	Condition for which medication is to be given	Possible adverse reactions to medication (if none, so state)

Plan for teaching self administration, if appropriate: \_\_\_\_\_

I agree to retain the power to direct, supervise, decide, inspect and oversee the administration of such medication(s). Direct contact shall be made with me at any time should you have any questions or observe adverse reactions.

Hospital/Clinic/Office \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Physician's signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR ALL MEDICATIONS**

I hereby give permission to the above named persons to give the medication(s) to my child/ward according to the directions stated above, and further authorize them to contact the child's/ward's physician. I understand that other school personnel may need to be informed of my child's need for medications and possible side effects of the medications. I agree that the school district, its employees and agents who act within the consent granted by this document, shall not be liable for any claims that I may have arising from the administration of this medication to my child/ward, and further agree to hold the school district, its employees and agents, harmless against any claims that may be brought against them arising from the administration of this medication at school while such administration is being done in conformity with this document.

I agree to notify the school in writing at the termination of this request or when any change to the above order is necessary.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**NURSES' COMMENTS:**  
\_\_\_\_\_

Provisions have been made for field trips