

# **BRANDON ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK**

200 West Bowen Street  
Brandon, WI 53919  
Phone: (920) 346-2915 Fax: (920)346-5490  
[www.rbsd.k12.wi.us](http://www.rbsd.k12.wi.us)



**Wayne Weber**  
**District Administrator**

**Leanne Greff**  
**Principal**

**Jeff Thomas**  
**Transportation Director**

**Updated 7.3.19**

**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.**

### **NOTICE OF NON-DISCRIMINATION POLICY**

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

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## SCHOOL DISTRICT PHONE NUMBERS

Administration Office	872-2851	Rosendale Intermediate School	872-2126
Brandon School	346-2915	Rosendale Primary School	872-2151
Laconia High School	872-2161		

## WELCOME TO BRANDON ELEMENTARY SCHOOL

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

The purpose of this handbook is to help students and their families become familiar with the school, its procedures, and the expectations of faculty and staff. It will answer many questions or concerns that students and parents may have during the school year. Please read the handbook carefully and discuss it at home. If you have questions or concerns, please call the school.

All of us at Brandon Elementary School are excited about the start of a new year and look forward to working with each and every one of you during the school year.

## STAFF AND FACULTY

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## **BELL SCHEDULE**

7:45	Building Entry
7:55	Classes Begin
3:20	Dismissal
3:30	Buses Leave

## **TWO HOUR LATE START SCHEDULE**

9:50	Building Entry
10:00	Classes Begin
3:20	Dismissal
3:30	Buses Leave

## **EARLY RELEASE SCHEDULE**

7:45	Building Entry
7:55	Classes Begin
1:20	Dismissal
1:30	Buses Leave

## **ENTERING THE BUILDING IN THE MORNING**

Elementary School students may enter the building in the morning through the doors near the main office or the Bowen Street entrance. **Students need to remain outside until the 7:45 a.m. entry bell rings.**

Parents who drop students off are asked to do so on Bowen Street to avoid congestion in the main parking lot.

## **STUDENT RESPONSIBILITIES**

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

At Brandon Elementary 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.

As of August 1, 1999, the Board of Education has adopted a policy called the "Code of Student Conduct" for all students in the district. All students and parents will be issued a complete copy of the policy. Please read it

and discuss it at home. Students and parents will be expected to sign a form that they have read it and will abide by it.

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**

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

## **BUS RULES**

- **The bus driver may assign seats.**
- Be courteous.
- No food or beverages on 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.

## **CANCELLATION, DELAY, OR CLOSING EARLY**

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

## **LUNCH PROGRAM**

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

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

Families 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 via email. 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. The Board of Education made this policy effective August 1999.

### **Price**

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

### **Menus**

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

### **Sack Lunch**

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

### **Soda**

Soda is *not* allowed in the cafeteria/gym during the 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.
5. **Students are allowed to go to the restroom or locker for items before going outside.**

## **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.

**APPROVED: February 20, 2006**

## **LOST AND FOUND**

Lost and found is maintained by the office. Students should report the loss of any articles or money to the office immediately. Students who find articles or money should turn these into the office at the earliest opportunity so that they may be returned to the rightful owner.

**Under no circumstances should students leave money in their lockers or backpacks.** Money can be brought to the office for safekeeping; it will be placed in a sealed envelope with the student's name and amount on it. 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.

## **SCHOOL DRESS EXPECTATIONS**

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

Hats, caps, or other headgear are not to be worn in the school building except on special "school spirit" occasions designated by the principal. Clothing or hats 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.

## **PHOTOCOPYING/POSTINGS**

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

## **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**

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.

1. PROFESSIONAL APPOINTMENTS: Appointments with doctors, dentists, chiropractors, optometrists, or psychologist WHICH HAVE BEEN PREARRANGED AND APPROVED BY THE ATTENDANCE OFFICER OR PRINCIPAL.

2. 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.

3. FUNERALS: A death in the immediate family or funerals for close relatives, or a close family or personal friend.

4. RELIGIOUS HOLIDAYS: Religious holidays/activities will be excused as requested by the parent or guardian in writing.

5. 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.

6. 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.

## **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-Excused" form, which should be turned back in to the office after the student's teachers have signed it but before the actual absence.** This procedure has been established to allow students to have their assignments and 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 (346-2915) 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, his/her 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 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	Verbal Warning by Principal/Attendance Director and Letter Sent to Parents/Guardian and possible detention(s).
Second Offense	Verbal Warning by Principal/Attendance Director and Letter Sent to Parents/Guardian and possible detention(s).
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 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	Fine is determined by Fond du Lac County

**APPROVED: March 17, 2003**

**REVISED AND APPROVED: July 23, 2007**

### **END OF DAY ROUTINE**

Students in elementary school whose end of day routine changes should inform the school by sending a note or calling the school office. Please note that the school office is extremely busy from 2:00-3:30; we appreciate your efforts to notify the office of changes in end of day routine as early in the day as possible.

### **TARDINESS**

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

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

## **ILLNESS WHILE AT SCHOOL**

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

## **ACCIDENTS**

Any accident at school which causes physical injury must be reported to the teacher in charge and to the office immediately.

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

## **LOCKERS**

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

### **Locker Searches:**

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

## **ELECTRONIC COMMUNICATION DEVICE POLICY**

Electronic Communication Devices      Rosendale-Brandon School District 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.

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**

### **ELECTRONIC DEVICES, LASER POINTERS, ETC.**

To create and maintain an appropriate learning environment, electronic handheld games, laser pointers, MP3 players, cameras, and similar electronic devices cannot be used on school grounds or during the school day without the permission of the principal; however, during field trip bus rides, students can use cell phones and I-pods. When the ride is over, students are put away the device. If a student has an electronic device without permission, the device will be confiscated and a parent will need to pick up the device. An Electronic Communication Device Permit must be filled out and on file in the main office prior to any use. Forms can be obtained in the school office.

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 only during the designated times outlined on the agreement.

## **NON-CUSTODIAL PARENTS**

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

## **VISITORS/BUILDING SECURITY**

The building will be locked during the day. Visitors should use the speaker system to identify themselves and gain admittance to the office.

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

## **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. Book fines will be paid before the last day of school or before report cards are released.

## **HOMEWORK**

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

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

## **HOME COMMUNICATION**

Information from your child's teacher will be shared with you primarily through the student planner. However, the office will send a school wide informational update to parents via email each week. Please make sure you have updated your email address in PowerSchool so that you receive the information.

## **GRADES AND REPORT CARDS**

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

## **PROMOTION POLICY**

### **RULE 345.4 -- PROCEDURES FOR RETENTION REFERRALS**

#### **Elementary Students (K-5)**

1. By December 20th, teacher (s) will review with the building principal any student he/she feels may possibly be a candidate for retention. Prior to the review meeting, the teacher will have filled out a Retention Referral Checklist which will document the student's problems and the interventions or classroom modifications attempted. A determination will be made whether a case manager is assigned.
2. By January 20th, if the problems have continued and it is suspected that the student should be evaluated for possible exceptional educational needs, a referral will be made according to district policy.
3. Following the evaluation, a meeting with staff members involved with the student, including teacher (s), guidance counselor, school psychologist, case manager, building principal, and parents, will be held to determine intervention strategies.
4. By May 20th, the results of the intervention strategies will have been evaluated and a decision to promote or retain the student, based upon the teacher's recommendation, will be made by the teacher and the parent.

### **ROSENDALE-BRANDON SCHOOL DISTRICT**

#### **POLICY 345.7 -- ROSENDALE-BRANDON 4<sup>TH</sup> AND 8<sup>TH</sup> GRADE PROMOTION**

The philosophy for the Rosendale-Brandon School District is for all students to achieve optimal learning based on high expectations and considerations of their abilities and needs. The Board recognizes that students have diverse capabilities and interests and individual patterns of growth and learning. Therefore, the Board believes it is important that teachers have as much accurate knowledge of each student as is possible through tests, and observations of students' intelligence, achievement, work habits, skills, health, and home environment.

Because the promotion of students from the fourth grade to the fifth grade and from the eighth grade to the ninth grade is affected by State Statutes (ss. 118.33)(6)(a), this grade advancement policy applies to such promotions. Other district policies relating to the promotion of students apply if they are not inconsistent with this policy. No students may be promoted from the fourth grade to the fifth grade or from the eighth grade to the ninth grade unless the student satisfies the criteria for promotion in this policy.

Grade advancement decision will be based on the four criteria listed below. For those students opted-out of the WSAS, judgment is based on the other three specified criteria.

**A. Student Score on Wisconsin Student Assessment System (WSAS)**

For grade four promotion, the student must receive scores of BASIC or above on 3 or more of the 4 subtests that comprise the WSAS.

For grade eight promotion, the student must receive scores of BASIC or above on 3 or more of the 4 subtests that comprise the WSAS.

**B. Student's Academic Performance**

By successfully completing the Goals and Objectives on the Individual Education Plan (IEP).

**OR**

In 4<sup>th</sup> grade by scoring a grade of 2 or better in 4 out of 5 of the following courses: Mathematics, Science, Reading, Language, Social Studies.

In 8<sup>th</sup> grade by passing 3 out of the 4 of the following core classroom subjects: Mathematics, Science, Language Arts, Social Studies.

**C. Teacher Recommendations**

Securing a recommendation from the grade advancement committee. The grade advancement committee which will be appointed by the building principal may consist of:

Principal  
Guidance Counselor  
School Psychologist  
Student at Risk Coordinator  
Grade Level Teachers  
Special Education Teacher (Special Education students only)

**D. Other Academic Criteria Specified by the School Board**

Promotion to the 5<sup>th</sup> or 9<sup>th</sup> grade may also be made possible through remedial opportunities as determined by the building principal.

Parent involvement is encouraged in the retention decision, however, the final decision rests with the School Board.

The building principal shall be responsible for the general supervision and management of the promotion of students under this policy. The building principal shall determine whether a student has satisfied the criteria in this policy. This policy is designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation will be sent to the parent/guardian regarding the final decision at the end of the school year.

**APPROVED: 4/23/01**  
**REVISED and APPROVED: 11/21/16**

## **POLICY 345.8 -- GRADES FIVE, SIX, SEVEN 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**

Retention is indicated for students who fail two or more core courses during the year.

**Core Courses:** math, social studies, science, language arts (each counts 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*

## **FEES**

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

### Books/Computer

Grades 4-5	\$20.00 (\$6.50)
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No fee for those qualifying for free meals

1/3 of fee for those qualifying for reduced meals ( )

## **GUM AND HATS**



Baseball style caps and other head gear are not allowed in the school building at any time during the normal school day except when permission has been specifically given by the principal for “school spirit” events or rewards.

Students in Brandon Elementary School are not allowed to chew gum or candy during the day.

## **DISCIPLINE**

All teachers and assistants at Brandon Elementary School strive to help students learn social skills such as good manners and self control. Brandon School has implemented Positive Behavior Intervention and Supports (PBIS) in an effort to promote positive behaviors. This system involves explicitly modeling desired behaviors and providing positive reinforcement. For most students, this is a highly effective way to help them develop social skills necessary to be successful in school and society. Occasionally, some students struggle with behavior even within this system. On those occasions, classroom teachers implement additional procedures within their classroom (such as loss of privileges) and use the student assignment notebooks to communicate with parents. Serious behavior problems that endanger the safety of others are referred to the principal for additional action.

## **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. In school suspensions will be issued at the principal’s discretion if a student swears at a Rosendale-Brandon employee and for other serious or repeated behavior issues.

### **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**

Unless absolutely necessary, medication should be given outside the school day. Before prescription or non-prescription medication can be given to students at school, **the main office must have the proper information and consent forms on file.** A doctor's signature is necessary for all prescription drugs. All medication is stored and dispensed in the school office. If you have any questions, please call the school office.

Written parent consent is necessary for all prescription and non-prescription medication (aspirin, cough medicine, etc.). Drugs must be in the original container and must have written parental consent.

Students with prescription asthma inhalers will be allowed to keep them on their person to use when necessary **if** the parent has filled out the appropriate forms and requests that the student keep the inhaler with them. The student must also have the written permission of the physician.

A copy of the medication form is sent home at the beginning of each school year. Additional copies can be obtained from the school office.

## **TRANSFER STUDENTS**

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

## **NON-DISCRIMINATION POLICY**

The Rosendale-Brandon School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, homeless, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

## **BULLYING**

BULLYING POLICY -- Rosendale-Brandon School District 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, on 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**

The Rosendale-Brandon School District seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment 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.

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 of any parents/guardians who believe their child has been subjected to harassment, 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 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: 4/23/79**

**REVISED AND APPROVED: 5/17/93**

**REVISED AND APPROVED: 5/19/03**

## **WEAPONS**

By state law, no weapons or firearms (guns, knives, rifles, bow and arrow, bombs or explosive devices) are allowed on school property at any time.

## **SELLING ITEMS AT SCHOOL**

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

## **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 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.
- They will not attend any more extra-curricular activities.

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

## **STUDENT CONDUCT POLICY**

School District of Rosendale-Brandon Student Conduct Policy [Policy 443]

Students in the School District of Rosendale-Brandon 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.

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 School District of Rosendale-Brandon shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homeless status, or physical, mental, emotional or learning disability or handicap. 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: 5/17/93**

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

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

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

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

### **Policy 443.1**

1. 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 or recovery.

2. 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.

3. 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 permanent record. The fact of student's participation in the program, including conversations he/she may have had with staff members will be held strictly confidential, as required by federal 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 student's status in school may have to be re-evaluated, taking into account the best interests of the opportunity, and rights of other students and staff.

### **4. 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. The Advisory Council will also address Human Growth and Development issues and suicide issues.

## **5. Publicity**

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

Revised and Approved 6/27/05

## **ALCOHOL AND OTHER DRUG ABUSE POLICY VIOLATIONS POLICY**

SCHOOL DISTRICT OF ROSENDALE-BRANDON POLICY 443.2

### **ALCOHOL AND OTHER DRUG ABUSE POLICY VIOLATIONS**

Includes Seller, Dealer, Pusher, or Transfer 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 implemented.

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

#### **1. FIRST VIOLATION:**

Any student who violates the Student Alcohol and Other Drug Abuse Policy 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.

3. THIRD VIOLATION:

Any student found to be in violation of the policy 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**

## **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
- 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**

## **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 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.

A teacher 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 446 and 446.3 Rosendale-Brandon Policies. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District 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 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 employed by 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 removing teacher 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 teacher 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? 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' 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 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?

This code will be included in each school's Student Handbook annually.

**APPROVED: 5/17/99**

**REVISED and APPROVED: 5/16/16**

**REVISED and APPROVED: 11/21/16**

## **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 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, through physical education programs, is taught at each grade level, preschool through grade twelve.

Elementary students (K-3) will be provided with an average of at least 45 minutes of physical activity daily. Students, K-5, will 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.

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.

#### Measuring Implementation Evaluation of Wellness Program

A sustained effort is necessary to implement and reinforce this policy and guidelines. 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 and implement a plan for measuring effectiveness of the wellness policy.

**APPROVED:** July 24, 2006

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

#### **FLUORIDE MOUTHRINSE PROGRAM**

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