

Rosendale Primary School

Handbook 2019-2020



Teamwork Makes All The Difference!

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WELCOME TO ROSENDALE PRIMARY!

And the new school year! We, as always, are so excited to welcome back our students. Hopefully you and your children had a wonderful summer filled with fun activities and some shared reading.

Our custodians and teachers have done a wonderful job sprucing up the building. The floors are so shiny and bright and the classrooms sparkle. The only thing missing are the children.

This handbook covers many items of interest we find parents and children need to know. We ask parents/guardians to go over the handbook with their children and to let them know that both the school and the parents will be working together as a team to help them learn and grow during the year. Please keep the handbook on hand to use as a reference throughout the year. If you have a question, please ask.

We are always looking for volunteers to help our teachers

in the classrooms. If you are interested, give us a call. We also want to encourage all of our parents to read to your children as often as you can. Your children are at a great age, enjoy it while it lasts.

We thank you for sharing your children with us and promise to do all we can to help them grow up. It is going to be a great year!

John A. Hokenson
Principal

MISSION STATEMENT

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.

FACULTY AND STAFF

Leah Challoner	5Yr Kindergarten
Pat Coffeen	Head Custodian
Morgan Deich	Third Grade
Mark Duel	Maintenance
Amanda Emerich	Second Grade
Penny Fairbank	Assistant/Supervisor
Annie Gregor	Assistant/Supervisor
Tina Hansen	Assistant/Supervisor
Stephanie Hansen	Food Service
Sarah Hartgerink	First Grade
Wendy Haseleu	Assistant/Supervisor
Dawn Hobbs	Food Service
Casandra Holdridge	Custodian
Hannah Hokenson	Special Ed and EC
John Hokenson	Principal
Jeff Johnson	Physical Education
Amanda Kinyon	4Yr Kindergarten
Deborah Lange	Reading Resource
Jean Marchant	Building Secretary
Tracy McDermott	Assistant/Supervisor
Jeanne Moore	Second Grade
Pam Mumm	Library Media Specialist
Renee Pionke	Third Grade
Tammy Radavich	Assistant/Supervisor
Jodi Rowley	Assistant/Supervisor
Jessica Sinor-Vanne	Special Education Director
Krystal Sisel	School Nurse
Sarah Steenberg	5 Yr Kindergarten
Cynthia Taylor	Gifted and Talented
Julie Teel	Assistant/Supervisor
Tom Teofilo	Guidance (2-3)
Lori VandeBerg	Lunch Server
Tammy VandeBerg	Music
Mary Verch	Guidance (PK-1)
Joe Waters	First Grade
Christine Werch	Speech/Language
Jaci Wigchers	Art
Belinda Stevens	School Psychologist
Diane Zimmerman	Special Education Secretary

DISTRICT TELEPHONE NUMBERS

Brandon School	346-2915
Fax	346-5490
District Administration	872-2851
Fax	872-5480
Laconia High School	872-2161
Fax	872-2777
Rosendale Primary	872-2151
Fax	872-5480
Rosendale Intermediate	872-2126
Fax	872-5481

COMING TO SCHOOL

Please have children arrive at school at 7:45 a.m. or after. **Children who are driven should be dropped off on the playground on Madison Street (east side). Busses will drop off on the west side of the school in the small lot. Parking in that lot is restricted to only staff working in the west wing.** There is no supervision available before 7:45 a.m., and the building is not open before then even in inclement weather.

4Yr. Old Kindergarten students will enter the building through the front or west entrance to school and may proceed directly to their classrooms.

EC:EEN students riding in a school van will be delivered to the west door closest to their classroom.

DISMISSAL FROM SCHOOL

Students riding the bus will leave school from the west doors.

Children who are walking or riding in private cars will leave through the doors by the **east end** of the school.

EC:EEN students will leave at their designated times from the west door of the new wing.

VISITORS TO SCHOOL

Everyone coming to school other than students, faculty, or staff is considered a visitor. **All visitors to the elementary school are expected to enter through the southwest doors and to check in at the office.** This precaution is for the safety of all.

PARKING

Please park in the **front parking lot** away from the building (to allow for buses, etc.). We appreciate your cooperation.

DAILY SCHEDULE

Entrance Bell	7:50
Students Seated	8:00
A.M. 4 Yr. Kindergarten Ends	11:00
Early Childhood Class Ends	11:00
Lunch	11:15-12:00
Noon Recess	11:45-12:20
P.M. 4 Yr. Kindergarten Begins	12:15
Dismissal	3:15

ATTENDANCE

ROSENDALE-BRANDON SCHOOL DISTRICT POLICY 431. 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.

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

1. **ILLNESS:** Three days or less, under most conditions, child will be readmitted with a written statement from a parent or guardian. If the absence is for more than three days, a written statement from a physician or other licensed professional may be required.
2. **PROFESSIONAL APPOINTMENTS:** Appointments with doctors, dentists, chiropractors, optometrists, or psychologist WHICH HAVE BEEN PREARRANGED AND APPROVED BY THE ATTENDANCE OFFICER OR PRINCIPAL.
3. **FAMILY EMERGENCIES:** An illness in the immediate family which requires the absence of the student for family responsibilities.

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."

When it is necessary for a student to be absent, parents/guardians must call the school office (872-2151) before 8:00 a.m. Parents/guardians may leave a message on the school answering machine if they call before 7:45am.

State statutes also **require** that the school have a written note from the parent or guardian for every absence a student has during the school year. This note must explain the reason for the absence and must be dated. It should be sent to school with the student when s/he returns to school.

MEDICATION

ROSENDALE-BRANDON SCHOOL DISTRICT POLICY 453.4 ADMINISTRATION OF MEDICINE TO STUDENTS

Unless absolutely necessary, medication should be given outside of the school day. Before prescription or

non-prescription medication can be given to students, the parent/guardian must submit a Medication Consent Form and Administration Record (Policy 453.4, Exhibit 1) naming any medication needed by the student during the school day. The named medication(s) must be in the original container and kept in the school office.

All prescription and non-prescription medication will be dispensed from the first aid station at 11:15.

Written consent is necessary for **all** prescription and non-prescription medication. This includes aspirin, cough medicine, etc.

A copy of Medication Consent Form and Administration Record (Policy 453.4, Exhibit 1) is attached to this booklet. Additional copies can be obtained from the school office.

STAYING IN FOR RECESS

All students are expected to go outside for recesses. We do not have supervision available to watch children who are expected to stay inside at recess time. If a child were too ill to go out for recess, perhaps s/he would benefit from another day at home.

If a doctor has requested that a child stay in for recesses, s/he will need a note explaining the situation. The child will be asked to read during the recess in the office or in the lunchroom wherever there is appropriate supervision.

Children may be asked to stay in for recess by a teacher to complete work. The teacher will provide appropriate supervision if requiring the student to stay in.

Students may be required to stay in during noon recess if s/he has had difficulties with self-control.

CHANGING THE USUAL BUS RIDE

If a student is expected to ride a different bus, to ride a bus when s/he does not usually ride, or is not riding a bus, s/he will need a note from home. We cannot change children's usual means of getting home without a note from the parent/guardian.

NOTES FROM HOME

Please send all notes, money, etc., with children in an envelope labeled with the student's name and contents. (You would be surprised how many notes we find on the playground or in the hall! If it is not in an envelope with the child's name and whom it is for, we have a terrible time tracking it down.)

Notes from parents/guardians are needed for the following:

- for school personnel to administer medication
- re-admittance after an absence
- non-participation in gym
- when parents/guardians want to vary the bus riding schedule

SENDING MONEY TO SCHOOL

Students should not bring spending money to school.

Experience has shown that the safest way to have children bring money to school is to put the money or check in a **sealed envelope** with the name of the student, teacher, and purpose written clearly on the envelope. We have found that most times when money is lost; it has fallen out of pockets, backpacks, etc. When this happens, even if the money is found, no one knows whose it is.

We highly recommend that families recycle envelopes, reusing junk mail or other envelopes. Your money can be sent in any envelope. Just write the name of your child, teacher, and the purpose of the money on the envelope and seal with tape or glue.

LUNCH PROGRAM

School Lunch

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. Student lunches cost **\$2.55/day/student**, this includes one milk. Additional milks cost \$.30/milk. (\$.05 EC&4Yr.K) Adults wishing to purchase hot lunches pay **\$3.60**.

Families pay into the lunch account by sending checks in an envelope labeled with the family name, child's name, amount designated per child, to any school or directly to Cindy Pierstorff, at Rosendale Primary School. Lunch money can also be paid through "e-Funds for Schools". Families should pre-pay for as many lunches or milks as they like. Emails are sent 2 times a month with balance updates. **Accounts that fall to -20.00 dollars will be stopped, and the child will need to bring a sack lunch.**

Menus

Menus are posted in the school, in the Spartan Sentinel and on the district website at www.rbsd.us.

Sack Lunch

Sack lunches are eaten in the cafeteria/gym.

Milk

A half-pint of milk is included with the purchase of a lunch. Those students who participate in the morning milk break program or who bring a sack lunch may purchase a separate serving of milk in the same manner as lunch. Students may purchase additional milk with lunch for \$.30.

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 snack.**

Lunchroom Procedures

All school behavior can be summed up in the following three rules:

- Be Kind.
- Be Safe.
- Be Responsible.

These mean that, in general, students are expected to:

- Eat all food and beverages in the cafeteria/gym.
- Sit with feet under the table.
- Walk in the lunchroom.
- Use inside voices in the lunchroom.
- Do not throw food or lunch materials.
- Students are to remain in the lunchroom until dismissed to the playground or classroom by the supervisors.

Eating a good, healthy lunch helps children learn better. Noon supervisors will encourage children to eat their lunch although no child will be forced to eat.

Improper behavior in the lunchroom may result in the student being required to remain in the lunchroom until dismissed at a time later than the rest of their class, or may result in a referral to the principal.

SNACKS

Many teachers allow students a short break in the morning to have a snack along with morning milk. Snacks are expected to be nutritious foods such as vegetable sticks, granola bars, string cheese, fruit, cereal, etc.

SCHOOL RULES

School rules can be summed up by the following three rules:

- Be Kind.
- Be Safe.
- Be Responsible.

A safe and orderly environment is necessary for learning to take place. For the most part, rules or expectations are written because a problem has occurred in the past. Therefore, to be kind, safe, and responsible, students are expected to:

- Walk; not run, in the halls.
- Be quiet in the halls when classes are in session; this includes certain parts of the school during lunchtime.
- Leave toys and other equipment at home. This includes: WalkMans, GameBoys, motorized cars or trucks, baseball cards, etc. If in doubt, leave it at home.
- Children will call home only with the approval of the classroom teacher or principal (or designee). These calls will be for emergencies only, not for arranging after school social events.

CLASSROOM RULES

Classroom rules are established for three reasons:

- Children have the right to learn and teachers have the right to teach without interruption.
- Students and teachers have the right to be safe.
- We believe all children can behave positively.

Teachers have established classroom rules or behavior guidelines based on these assumptions. Teachers will monitor these in the classroom, reporting to the principal and parents as needed.

PLAYGROUND RULES

As with all school rules, students are expected to be kind, safe, and responsible while on the playground.

In general, this means:

- Show good sportsmanship.
- Report all accidents to the playground supervisor or teacher on duty.
- No fighting.
- Do not play games that involve wrestling, tackling, tripping or hitting.
- Do not climb trees or break pieces off the trees or shrubs.
- No throwing snowballs at any time.
- Cross the street only with the permission of the supervisor or teacher on duty.
- Play responsibly on the playground equipment.
- Stay in the designated playground areas.
- Ask permission and get a pass to enter the building at any time during recess.
- Play away from the windows, porches, or parked cars.
- Play away from the bike racks or bikes.

Inappropriate behavior may result in the child being required to walk with the supervisor or teacher on duty, to sit in a time out area, or a referral to the principal (or designee).

STUDENT RESPONSIBILITIES

All students have a part to play in making school a safe and orderly place where teaching and learning can take place.

Students who persist in distracting others from working will be removed from the classroom and referred to the principal or designee.

Fighting or intentionally causing injury will result in a referral to the principal or designee. Parents will be notified. Detentions or suspensions may be assigned.

Stealing, damaging school property or private property, vandalism, etc. will result in referral to the principal or designee. Parents will be notified and restitution may be required. Detentions or suspensions may also be assigned.

PLAYING IN COLD WEATHER

Children will go outside whenever the temperature is 0°F or above, including wind chill. Temperature or wind chill will be determined at the school using the school's weather station rather than relying on radio weather reports from communities 8 or 10 miles away. Please be sure children are dressed properly for the weather with boots, hats, mittens or gloves, scarves, coats, etc.

We highly recommend that all articles of clothing be marked with the child or family's name in indelible ink on the label. This helps when little things are misplaced or wind up in the lost and found.

LOST AND FOUND

Is your child missing a jacket, lunch box, or hat? Have you checked the lost and found box located just outside the gym near the office? We try to help the children search for lost or missing items there, but too often the children do not recognize their possessions away from the place where they are usually found. (This is a common developmental stage.) Labeling the children's possessions helps.

CHANGES IN FAMILY SITUATIONS

If there are changes in your family situation that would cause your child undue stress, i.e. death, divorce, job loss, moving, etc., please send a confidential letter to your child's teacher or the school guidance counselor.

VOICEMAIL

Directions: Dial 920-872-

District Office		2851
Mrs. Challoner	5 yr Kind	5405
Mr. Coffeen	Custodian	5314
Ms. Deich	3 rd Grade	5386
Mr. Duel	Head Custodian	5306
Mrs. Emerich	2 nd Grade	5394
Mrs. Hartgerink	1 st Grade	5389
Ms. Hokenson	Special Ed & EC	5402
Mr. Hokenson	Principal	5312
Mr. Johnson	Phy Ed	5413
Mrs. Kinyon	5 yr Kindergarten	5401
Mrs. Lange	Reading	5400
Mrs. Marchant	Secretary	5310
Mrs. Moore	2 nd Grade	5406
Mrs. Pionke	3 rd Grade	5388
Mr. Saecker	Computers	5340
Mrs. Steenberg	5 yr Kindergarten	5464
Mr. Teofilo	Guidance (2-3)	5315
Mrs. Vande Berg	Music	5396
Mrs. Verch	Guidance (4K-1)	5327
Mr. Waters	1 st Grade	5393
Mrs. Werch	Speech	5385
Mrs. Wigchers	Art	5412

ASSIGNMENT NOTEBOOKS

All students in grades 3 through 12 are required to have the school's assignment book. (Naturally the expectations for a third grader will differ from those for an eighth grader.) The school will provide the assignment book; however, if a student loses it, s/he will be required to pay \$5 for an additional copy.

Assignment notebooks help students learn to be responsible for their schoolwork, get better organized, and communicate with parents about what the child is doing in class. Assignment notebooks have been a positive addition to Rosendale Primary.

SCHOOL CLOSINGS

Every reasonable effort will be made to continue the operation of our schools during adverse weather conditions. However, student safety will be our primary concern and the closing of school can be expected when severe weather conditions occur. School closings will be posted on the district website at www.rbsd.us, telephone call using our School Messenger telephone service and local news stations. Likewise, these same methods will be used should an emergency develop during the school day.

In case of a school evacuation, our students proceed to the Rosendale United Church of Christ located a block from the school.

EMAIL

We encourage you to communicate with the staff at Rosendale Primary School by email. **Important messages on a day-to-day basis, like calls for ill children and bus changes should be made to the office by phone at 872-2151.**

Mr. Hokenson	hokejoh@rbsd.k12.wi.us
Mrs. Challoner	challea@rbsd.k12.wi.us
Mr. Coffeen	coffpat@rbsd.k12.wi.us
Ms. Deich	deicmor@rbsd.k12.wi.us
Mr. Duel	duelmar@rbsd.k12.wi.us
Mrs. Emerich	emerama@rbsd.k12.wi.us
Mrs. Hartgerink	hartsar@rbsd.k12.wi.us
Ms. Hokenson	hokehan@rbsd.k12.wi.us
Mr. Johnson	johnjef@rbsd.k12.wi.us
Mrs. Kinyon	kinyama@rbsd.k12.wi.us
Mrs. Lange	langdeb@rbsd.k12.wi.us
Mrs. Marchant	marcjea@... Phone me first
Mrs. Moore	moorjea@rbsd.k12.wi.us
Mrs. Mumm	mumpam@rbsd.k12.wi.us
Mrs. Pionke	pionren@rbsd.k12.wi.us
Mrs. Steenberg	steesar@rbsd.k12.wi.us
Mrs. Vande Berg	vandtam@rbsd.k12.wi.us
Mrs. Verch	vercmar@rbsd.k12.wi.us
Mr. Waters	watejos@rbsd.k12.wi.us
Mrs. Werch	mercchr@rbsd.k12.wi.us
Mrs. Wigchers	wigcjac@rbsd.k12.wi.us
Mrs. Zimmerman	zimmdia@rbsd.k12.wi.us

ROSENDALE-BRANDON SCHOOL DISTRICT 2019-2020 SCHOOL CALENDAR



AUGUST

Su	M	T	W	R	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

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29	30					

OCTOBER

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NOVEMBER

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DECEMBER

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29	30	31				

JANUARY

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FEBRUARY

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MARCH

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29	30	31				

APRIL

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MAY

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31						

JUNE

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28	29	30				

JULY

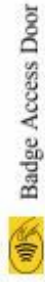
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26	27	28	29	30	31	

NOTES

- Early Dismissal for Students/Common Planning for Teachers - 10/11, 12/6, 2/7, 3/6
- End of Quarter - 11/5, 1/23, 4/1, 6/4 (Quarter Days: 1st-44, 2nd-46, 3rd-46, 4th-42)
- First Day of School - 9/3 Last Day of School - 6/4
- Graduation Day - 5/31
- PLC - 10/2, 11/6, 12/4, 2/5, 3/4, 4/1, 5/6; Staff Meeting - 9/11, 10/9, 11/13, 12/11, 1/8, 2/12, 3/11, 5/13; PPD - 9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/18, 4/15, 5/20
- Registration Day - 8/14
- School Closed/Holidays - 9/2, 10/18, 11/27-29, 12/23-1/1, 2/14, 4/10, 4/13, 5/25
- Teacher In-Service Days/No School for Students - 8/26, 8/27 New Teachers; 8/28-29, 11/4, 1/24, 2/17, 4/9, 6/5 All Teachers
- Parent/Teacher Conferences (10/7 and 2/24 K-12, 10/15 K-5, 11/11 6-12)

Rosendale Primary School

300 W Wisconsin St
 Rosendale, WI 54974
 920-872-2851

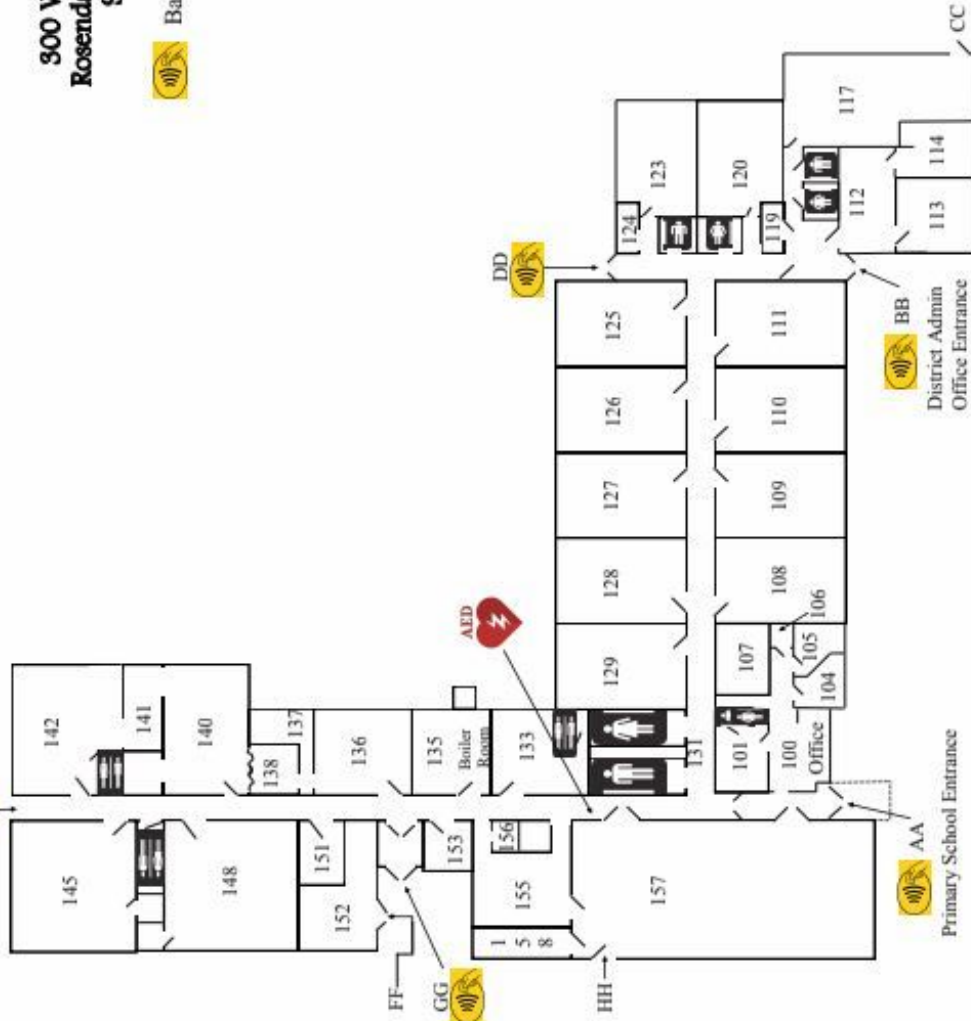


W MIDWAY ST



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W WISCONSIN ST

June 11, 2018

FOLLOW THESE BUS RULES

1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. Keep the bus clean, do not eat or drink of the bus
5. Do not destroy property
6. Violence is prohibited
7. Remain in your seat, do not distract the driver
8. No smoking
9. Keep your hands and head inside the bus

MISBEHAVIOR ON THE BUS

Penalty, at discretion of principal depending on circumstances, may include removal from the bus. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

EQUAL EDUCATIONAL OPPORTUNITIES

The School District of Rosendale-Brandon is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational, or other programs or activities shall not be abridged or impaired because of a student'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.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Complaints regarding the interpretation or application of the policy shall be referred to the district administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

**LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9 of the Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991**

CROSS REF.: 411 Rule, Student Discrimination Complaint Procedures

**APPROVED: 4/23/79
REVISED AND APPROVED: 5/17/93
REVISED AND APPROVED: 12/15/03
REVISED AND APPROVED: March 17, 2014**

STUDENT CONDUCT

Students in the Rosendale-Brandon School District shall be expected to act in such a 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 Rosendale-Brandon School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, color, religion, gender, sexual orientation, age, national origin, ancestry, creed, disability, military or veteran status, political affiliation, pregnancy, marital or parental status, physical, mental, emotional or learning disability or hardship, or other basis prohibited under state and federal law. Discrimination complaints shall be processed in accordance with established procedures.

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

CROSS REF.: 411 Rule, Student Discrimination Complaint Procedures

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

THE PROGRAM OF ASSISTANCE FOR ALCOHOL AND OTHER DRUG ABUSE

- I. The Rosendale-Brandon School District recognizes that students often need education and assistance because a person significant to them is affected with chemical dependency or because they require support in their own decisions not to use or abuse alcohol and/or other drugs. Since chemical dependency is frequently preceded by the abuse of alcohol and other drugs, the school system wishes to provide education and assistance to any student displaying the signs of such harmful involvement. The Rosendale-Brandon School District recognizes that chemical use may evolve into chemical dependency, which can be successfully treated if identified early, if appropriate referral to community agencies is made, and if adequate support is afforded those who are in the process of recovery.
- II. Thus, the Rosendale-Brandon School District will provide education for the students about the use/abuse of chemicals and the value of wellness. It is the district's goal that students at both elementary and secondary levels be provided a developmentally based curriculum emphasizing wellness, self-esteem, decision-making, peer pressure refusal skills, types, dangers, and effects of mood altering chemicals. In addition, the district wishes to provide opportunities for all employees to continue educating themselves regarding chemical dependency. Efforts will be made to provide to all new staff, as a part of their orientation program, an awareness of alcohol and drug abuse and chemical dependency issues and various related school district policies and procedures.
- III. The District AODA coordinator/designee will have available a program of assistance. Students, along with their families, are encouraged to contact the AODA coordinator/designee for resources available.
 - A. No records of a student's participation in the program will become a part of the permanent record. The fact of a student's participation in the program, including conversations he/she may have with staff members will be held strictly confidential, as required by federal confidentiality regulations and Wisconsin Statute (e.g., 118.25, 118.126).
 - B. The awareness and support of parents for a student affected by alcohol and other drug abuse and chemical dependency is extremely important. However, where either students or parents do not wish to cooperate in making needed assistance available, the student's status in school may have to be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.
- IV. The Youth Issues Advisory Council

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

V. Publicity

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

APPROVED: 2/20/78

REVISED & APPROVED: 4/5/82

REVISED & APPROVED: 10/30/89

REVISED & APPROVED: 8/20/90

REVISED & APPROVED: 9/21/92

REVISED & APPROVED: 11/15/99

REVISED & APPROVED: 4/19/04

REVISED & APPROVED: 6/27/05

ROSENDALE-BRANDON SCHOOL DISTRICT

POLICY 443.2

STUDENT ALCOHOL AND OTHER DRUG USE

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

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

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

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

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

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

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

APPROVED: July 21, 2008

REVISED AND APPROVED: November 17, 2014

ROSENDALE-BRANDON SCHOOL DISTRICT

POLICY 431

SCHOOL ATTENDANCE AND TRUANCY

COMPULSORY SCHOOL ATTENDANCE SECTION 118.15, WIS. STATUTES

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

EXCEPTIONS (subparagraphs a-d):

(a): the child has graduated from high school

(b): attendance at a vocational, technical or adult education school, providing the school board has approved and entered into a contract with the vocational school, and providing the child is 16 or older.

(c): a child 16 years or older may enter into a program or curriculum modifications which lead to the child's high school graduation, or to a high school equivalency diploma under 115.29(4).

(d): enrollment in an alternative public school, or program located in the school district in which the child resides..., or a school to work program.

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

1. **ILLNESS:** Three days or less, under most conditions, child will be readmitted with a written statement from a parent or guardian. If the absence is for more than three days, a written statement from a physician or other licensed professional may be required.
2. **PROFESSIONAL APPOINTMENTS:** Appointments with doctors, dentists, chiropractors, optometrists, or psychologist WHICH HAVE BEEN PREARRANGED AND APPROVED BY THE ATTENDANCE OFFICER OR PRINCIPAL.
3. **FAMILY EMERGENCIES:** An illness in the immediate family which requires the absence of the student for family responsibilities; farm work on the family farm during planting or harvest.

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

ABSENCES THAT WILL BE CONSIDERED UNEXCUSED

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

SUSPENSIONS IN-SCHOOL-SUSPENSIONS

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

OUT-OF-SCHOOL SUSPENSION

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

TRUANCY

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

HABITUAL TRUANT

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

ATTENDANCE RESPONSIBILITIES

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

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

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

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

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

**POLICY 431
Addendum**

Truancy

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

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

This system is intended to deter students from becoming truant on a habitual basis. When the student is faced with a monetary consequence, this will hopefully take care of the matter. Also, if a student receives two or more citations within a year's time, their driver's license may be taken from them, and if the student does not have a current driver's license, this could prolong them from getting one. Finally, if a parent/guardian knowingly encourages or contributes to the 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 Detention(s).
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Second Offense	Verbal Warning by Principal/Attendance Director and Letter Sent to Parents/Guardian and 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 within one year	Fine is determined by Fond du Lac County

APPROVED: March 17, 2003

REVISED AND APPROVED: July 23, 2007

REVISED AND APPROVED: November 18, 2014

BULLYING POLICY**Introduction**

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

Definition

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

Bullying behavior can be:

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

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

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

Any other person, including a student who is either a victim of 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

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.

You may find the entire policy on the Rosendale Brandon School District website, www.rbsd.us, under District and the Policy Book.

ROSENDALE-BRANDON SCHOOL DISTRICT
MEDICATION CONSENT FORM AND ADMINISTRATION RECORD

Full name of child to be medicated _____ DOB _____ Grade _____

Name of non-prescription medication(s) _____

Reason for medication _____

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

Other Medications being taken by child _____

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

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

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

Plan for teaching self administration, if appropriate: _____

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

Hospital/Clinic/Office _____

Address _____ Phone _____

Physician's signature _____ Date _____

.....
FOR ALL MEDICATIONS

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

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

Parent/Legal Guardian Signature _____ Date _____

Home Phone _____ Cell Phone _____ Work Phone _____

NURSES' COMMENTS:

Provisions have been made for field trips