

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



Wayne Weber
District Administrator

Leanne Greff
Principal

Jeff Thomas
Transportation Director

Updated 7.21.20

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.

STAFF AND FACULTY

name	position	ext	email
Lynn Alsum	second grade	5434	alsulyn@rbsd.k12.wi.us
Dawn Balsitis	school secretary	5325	balsdaw@rbsd.k12.wi.us
Eric Bartelme	third grade	5436	barteri@rbsd.k12.wi.us
Jessica Buteyn	fifth grade	5437	jbuteyn@rbsd.k12.wi.us
Sue Fellerer	media specialist	5326	fellsue@rbsd.k12.wi.us
Bernie Flesch	physical education	5454	flesber@rbsd.k12.wi.us
Torrie Grade	kindergarten	5444	gradtor@rbsd.k12.wi.us
Leanne Greff	principal	5332	greflea@rbsd.k12.wi.us
Paul Huhndorf	head custodian	5328	huhnpau@rbsd.k12.wi.us
Sandy Kuik	fourth grade	5438	kuiksan@rbsd.k12.wi.us
Morgan Mattheis	first grade	5439	mattmor@rbsd.k12.wi.us
Blair Moon	4K & advanced learners	5441	moonbla@rbsd.k12.wi.us
Renee Postotnik	special education	5391	postren@rbsd.k12.wi.us
Danica Riedeman	student success coordinator	5446	rieddan@rbsd.k12.wi.us
Linda Rote	clerical assistant	5333	rotelin@rbsd.k12.wi.us
Andrea Schneider	food service director	5305	schnand@rbsd.k12.wi.us
Jess Sinor-Vanne	director of special education	5320	sinojes@rbsd.k12.wi.us
Olivia Steinke	art	5433	steioli@rbsd.k12.wi.us
Jeff Thomas	athletic & transportation director	5308	thomjef@rbsd.k12.wi.us
Lisa Thorpe	speech & language	5330	thorlis@rbsd.k12.wi.us
Jeanne Trew	reading specialist	5450	trewjea@rbsd.k12.wi.us
Tammy VandeBerg	music	5396	vandtam@rbsd.k12.wi.us
Mary Verch	school counselor	5327	vercmr@rbsd.k12.wi.us

SCHOOL DISTRICT PHONE NUMBERS

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

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.

ROSENDALE BRANDON SCHOOL DISTRICT POLICIES

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

POLICY 345.7	4th and 8th GRADE PROMOTION POLICY
POLICY 345.8	GRADES FIVE, SIX & SEVEN PROMOTION POLICY
POLICY 411.1	STUDENT HARASSMENT, INTIMIDATION, & BULLYING POLICY
POLICY 411.2	BULLYING POLICY
POLICY 431	SCHOOL ATTENDANCE AND TRUANCY
POLICY 443	STUDENT CONDUCT POLICY
POLICY 443.1	ALCOHOL & OTHER DRUG ABUSE POLICY
POLICY 443.2	ALCOHOL & OTHER DRUG ABUSE POLICY VIOLATIONS
POLICY 443.5	ELECTRONIC COMMUNICATION DEVICES
POLICY 443.9	ACADEMIC HONESTY POLICY
POLICY 446.4	CODE OF STUDENT CONDUCT POLICY
POLICY 447.3	STUDENT DISCIPLINE, SUSPENSION, & EXPULSION
POLICY 763	NEGATIVE FOOD SERVICE FAMILY BALANCES
POLICY 790	WELLNESS POLICY
POLICY 831.2	WEAPONS ON SCHOOL PREMISES

TABLE OF CONTENTS

ACCIDENTS	6	LOCKERS	9
ASSIGNMENT NOTEBOOKS	9	LOST AND FOUND	6
BELL SCHEDULES	5	LUNCH PROGRAM	7
CANCELLATION, DELAY, CLOSING EARLY	5	MEDICATION	6
CONDUCT AT EXTRACURRICULAR EVENTS	11	NON-CUSTODIAL PARENTS	6
END OF DAY ROUTINE	4	NON-DISCRIMINATION	11
ENTERING BUILDING IN MORNING	4	PHOTOCOPYING/POSTINGS	11
FEES	10	SCHOOL DRESS EXPECTATIONS	10
FLUORIDE MOUTHRINSE	12	SELLING ITEMS AT SCHOOL	11
GRADES AND REPORT CARDS	10	STUDENT RESPONSIBILITIES	8
GUM & CANDY	9	TARDINESS	9
HOME COMMUNICATION	4	TEXTBOOKS	9
HOMEWORK	8	TRANSFER STUDENTS	11
ILLNESS	6	VISITORS /BUILDING SECURITY	5

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.

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.

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.

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.**

BELL SCHEDULES

DAILY 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

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. 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 WLUX-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.

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.

MEDICATION

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

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

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

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

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.

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.

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.

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.

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.

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.

HOMEWORK

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

1. Record all assignments and their due date in your assignment notebook.
2. Find a suitable place at home to study. The area should be quiet, have good lighting, and a place to write.

3. Start assignments immediately. Pace yourself for long term assignments; don't try to do it all the night before! If time is used wisely, most homework can be completed during school hours.

ASSIGNMENT NOTEBOOKS

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.

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"

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.

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. In the spring, textbooks will be collected, and students will be charged for damage other than ordinary wear.

GUM & CANDY

Students in Brandon Elementary School are not allowed to chew gum or candy during the day unless given permission by the principal for special occasions.

SCHOOL DRESS EXPECTATIONS

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

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants/skirt/shorts, or the equivalent and shoes.
- Clothing must have fabric in the front and on the sides.
- Clothing must cover undergarments, excluding bra straps.
- Hats/head coverings are allowed only for special events as approved by administration.
- Clothing must be suitable for all scheduled classroom activities.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, imply, advertise or advocate the use of products not legally available to minors.
- Clothing may not depict pornography, nudity or sexual acts.
- Fabric covering all private parts must not be see through.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Student attire or grooming may not threaten the health or safety of any other person.

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.

FEES

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

Books/Computer

Grades 4-5 \$20.00 (\$6.50)

No fee for those qualifying for free meals

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

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!**

SELLING ITEMS AT SCHOOL

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

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.

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.

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.