

# ROSENDALE INTERMEDIATE & ROSENDALE-BRANDON MIDDLE SCHOOL STUDENT HANDBOOK

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Updated 7.18.22

**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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## **WELCOME**

Rosendale-Brandon Intermediate School and Rosendale Brandon Middle School are home to students in grades four through eight. The faculty and staff are devoted to guiding students through an exploration of the curriculum and supporting them as they grow and mature socially and physically.

The purpose of this handbook is to help students and their families become familiar with the school. It will answer many questions or concerns that students and parents may have during the school year. If you have questions or concerns, please call the school. We are excited about the start of a new year and look forward to working with each and every one of you.

**STAFF AND FACULTY**

<b>name</b>	<b>position</b>	<b>email</b>
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Jaci Wigchers	art	<a href="mailto:wigcjac@rbsd.k12.wi.us">wigcjac@rbsd.k12.wi.us</a>
<b>TBD</b>	choir	
<b>TBD</b>	Special education teacher	

## SCHOOL DISTRICT PHONE NUMBERS

Administration Office	872-2851
Brandon Elementary School	346-2915
Johnson Bus Lines	921-3003
Laconia High School	872-2161
Rosendale Intermediate School	872-2126
Rosendale Primary School	872-2151

## 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.

<a href="#">POLICY 345.7</a>	4th and 8th GRADE PROMOTION POLICY
<a href="#">POLICY 345.8</a>	GRADES FIVE, SIX & SEVEN PROMOTION POLICY
<a href="#">POLICY 411.1</a>	ANTI-BULLYING & ANTI HARASSMENT
<a href="#">POLICY 113</a>	NONDISCRIMINATION IN DISTRICT PROGRAMS, ACTIVITIES, & OPERATIONS
<a href="#">POLICY 411.2</a>	BULLYING POLICY
<a href="#">POLICY 431</a>	SCHOOL ATTENDANCE AND TRUANCY
<a href="#">POLICY 443</a>	STUDENT CONDUCT POLICY
<a href="#">POLICY 443.1</a>	ALCOHOL & OTHER DRUG ABUSE POLICY
<a href="#">POLICY 443.2</a>	ALCOHOL & OTHER DRUG ABUSE POLICY VIOLATIONS
<a href="#">POLICY 443.5</a>	ELECTRONIC COMMUNICATION DEVICES
<a href="#">POLICY 443.9</a>	ACADEMIC HONESTY POLICY
<a href="#">POLICY 446.4</a>	CODE OF STUDENT CONDUCT POLICY
<a href="#">POLICY 447.3</a>	STUDENT DISCIPLINE, SUSPENSION, & EXPULSION
<a href="#">POLICY 453.4</a>	MEDICATION
<a href="#">POLICY 763</a>	NEGATIVE FOOD SERVICE FAMILY BALANCES
<a href="#">POLICY 790</a>	WELLNESS POLICY
<a href="#">POLICY 831.2</a>	WEAPONS ON SCHOOL PREMISES

## HOME COMMUNICATION

Information from school will be shared with parents/guardians primarily via email in our weekly, school wide informational update. Please make sure you have an updated email address in PowerSchool so that you receive the information. Emails are typically sent each Thursday.

## ARRIVING IN THE MORNING

In the morning, all students will enter the building through the playground entrances at 7:45am. Students in grades 6,7 and 8 will enter through the KK doors; students in grades 4 and 5 will enter through the JJ doors. Note that any students opting to ride their bike to school should lock it in the bike rack each day. Students are expected to be in their classroom, ready to begin the day at 7:55am.

**Parents driving students to school should NOT enter the bus drop off area; they should drop students off by the south side of the island in the main parking lot.**

## LEAVING THE BUILDING

Students who ride the bus will be dismissed at 3:15; they should exit via doors AA or LL. Walkers will be dismissed at 3:20 and may use any door.

## VISITORS/BUILDING SECURITY

The building will be locked from 7:55am to 3:20pm while students are in classes. Visitors should use the speaker system at the main doors 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.**

## SCHOOL SCHEDULE - Grades 4 & 5

7:45	Entry Bell
7:55	School Begins
11:20 - 12:04	Lunch/Recess
3:15/20	Dismissal

## SCHOOL SCHEDULE for Grades 6-8

### Regular Bell Schedule

Entry Bell	7:45
Homeroom	7:55 -8:07
1st Hour	8:10- 8:55
2nd Hour	8:58 - 9:43
Nutrition Break	9:43 - 9:48
3rd Hour	9:48 - 10:32
4th Hour	10:35 - 11:20
5th Hour (grades 7 & 8)	11:20 - 12:04
Lunch/Recess (grades 7 & 8)	12:07 - 12:51
Lunch/Recess (grade 6)	11:23 -12:07
5th Hour (grade 6)	12:07 - 12:51
6th Hour	12:54 - 1:39
7th Hour	1:42 - 2:27
8th Hour	2:30 - 3:15/20 (bussers dismiss @ 3:15)

## CHANGING MIDDLE SCHOOL STUDENT SCHEDULES

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

## 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 closes 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 to the nearest teacher and go to the office. Students will be permitted to lie down in the health room; if illness persists for more than an hour, parents/guardians will be contacted to pick up the student.

## 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 and to the office immediately. An accident occurring on a school bus must be reported to the school office and the bus driver.

## NON-CUSTODIAL PARENTS

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

## 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.



## **NUTRITION BREAK**

Students are provided a nutrition break in the morning for a healthy snack. Snacks are expected to be nutritious foods such as vegetable sticks, granola bars, string cheese, fruit, etc. Gum, candy, sweets, cookies, soda, etc. will not be allowed.

**Open soda, juice, candy or other beverages/snacks are not allowed in student lockers for consumption between classes or during noon, before school, or after school.**

## **BEVERAGES IN THE CLASSROOM**

Only water may be consumed in the classroom. Clear containers are preferred. Students are highly encouraged to bring a reusable water bottle for their personal use.

## **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 account. Parents are responsible for their child's lunch accounts.

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

### **Price**

Lunch and milk prices are set by the School Board and appear in the *Spartan Sentinel*. A half pint of milk is included with the purchase of 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.

## **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.

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

## **SCHOOL RULES**

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

## **HOMEWORK**

In addition to the time spent on assignments in class, students may 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. Use a system of organization (list, planner, Google calendar, Google Keep, etc.) to keep track of assignments and deadlines.

2. Have the proper supplies to complete the assignments.
3. Find a suitable place at home to study. The study area should be quiet, have good lighting, and a place to write.
4. Start assignments immediately. Pace yourself for long term assignments; don't try to do it all the night before! If time is used wisely, most homework can be completed during school hours.

**The school provides a certified teacher after school most Mondays, Tuesdays and Thursdays and some Wednesdays from 3:20-4:15p.m. to assist students with homework. Schedules will be sent home via the Thursday home email. Parents are responsible for providing transportation home after homework help.**

## **ASSIGNMENT NOTEBOOKS**

Students in grades 4 and 5 are issued assignment books. These books are intended to help students learn organizational skills. Parents are encouraged to review the assignment book regularly. 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.

## **STUDY HALL**

Students are expected to work quietly and independently on homework or reading during study hall. Computer use is for educational purposes only and will be monitored by the supervisor.

## **TARDINESS**

Being on time is an important life skill, which we strive to help students develop. Attendance will be taken at the beginning of each class period. If a student has been delayed by a teacher, he or she should get a pass from that teacher. A Notice of Concern will be sent to parents after four unexcused tardies in a quarter. Detention will be assigned if problems with tardiness persist.

## **BACKPACKS**

Backpacks are to be stored in lockers (grades 6-8) and on coat hooks (grades 4-5). They will not be allowed in the classroom.

## **LOCKERS**

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

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

### **Locker Searches:**

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

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

## **GUM**

Students may chew gum provided they use good etiquette. This means students will not blow bubbles, make snapping noises, or use the gum to distract others. Students are expected to dispose of gum properly in the garbage can. This is a privilege that teachers may revoke if students do not follow the rules of etiquette or if gum chewing is not appropriate for the activity or situation.

## **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.
- Blankets and outerwear may not be worn or carried during the school day.
- For safety reasons, no large book bags will be allowed in the classrooms.

## GRADES AND REPORT CARDS FOR GRADES 4-5

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

- 4 - Exceeds grade level expectations
- 3 - Proficient in grade level expectations
- 2 - Acquiring grade level expectations
- 1 - Below grade level expectations

Report cards are accessible to parents electronically via PowerSchool. Contact the office if assistance or log in information is needed.

## GRADES AND REPORT CARDS FOR GRADES 6-8

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

Each class' grade is averaged by how often the class meets. Language Arts grades are multiplied by two. Social studies, science, and math count as one each. Art, music, and band count as .5 because they meet every other day, Spanish, health, agriculture, and computer count as .25.

To be eligible for honor roll status, students must participate in full standing in at least 50% of the core curriculum classes.

Below is a table to help interpret the report card.

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

All incompletes (I) must be made up within two weeks of the end of the grading period.

Report cards are accessible to parents electronically via PowerSchool. Contact the office if assistance or log in information is needed.

## FEES

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

### Books/Computer

Grades 4-5	\$20.00 (\$6.50)
Grades 6-8	\$30.00 (10.00)
No fee for those qualifying for free meals	
1/3 of computer/book fee for those qualifying for reduced meals ()	

### Band

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

### Athletics

Per sport participation	\$25.00
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## MIDDLE SCHOOL SPORTS

The [athletic handbook and athletic forms](#) can be found on the Rosendale-Brandon School District website.

## STUDENT COUNCIL

The Student Council is made up of students who want to share in the community life of the school.

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

- Promote school spirit and pride, set a positive school atmosphere, and sponsor awards.
- Develop high standards for students and positive student morale.
- Build better communication among students, staff, the community and other schools.
- Sponsor service projects as well as social events and special happenings.
- Raise money to carry out activities.
- Develop leadership skills.
- Create publicity to inform students and staff about the activities of the Student Council.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are defined as activities which provide experiences outside the formal academic curriculum for which the student earns no credit or grade.

The Rosendale-Brandon School District encourages all students to participate in extracurricular activities as they offer students opportunities for personal growth, skill development, and socialization.

School Sponsored Extracurricular Activities Available:

Basketball - grades 7-8  
Cross Country - grades 6-8  
Football - grades 7-8  
Forensics - grades 6-8  
Geography Bee - grades 4-8  
German Exchange Program - grade 8  
Math Meets - grades 5-8  
Spelling Bee - grades 4-8  
Student Council - grades 7-8  
Track - grades 6-8  
Vocal & Instrumental Solo & Ensemble - grades 7-8  
Volleyball - grades 7-8  
Washington D.C. Trip - grade 8  
Wrestling - grades 6-8

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

**See the Athletic Code via the RBSD Web site.**

The advisors of single or short term extra-curricular activities, such as solo ensemble, forensics, the musical and plays, will meet and set up their own ineligibility rules, which must be compatible with the Athletic Code. Students participating in solo-ensemble, who are excluded from competition due to detentions, will be held liable for entry fees and cost of competition music, which have been prepaid, by the school. The members of the Student Council will meet and set up their own ineligibility rules, which must be compatible with the Athletic Code and be applicable to a year-long activity.

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

## **CONDUCT AT EXTRACURRICULAR 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/activity and expect to return.
- 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!**

## **SOCIAL EVENTS**

Regulations set up for social events include the following:

- Events will be chaperoned by at least two adults. Prearranged parent volunteers are welcomed!
- Hours for dances will be 1:30 to 3:00pm or 3:30 to 5:00. Clean-up begins immediately following.
- **THE DOORS WILL BE LOCKED ONE HALF HOUR AFTER THE EVENT BEGINS.**
- Students are not allowed to leave the building and return during the event.
- Only currently enrolled students presently in grades 6-8 may be in attendance.
- Eligibility for participation will be determined by a student's previous behavior at events and during the school day. Inappropriate behavior at school may also cause students to be excluded from any school sponsored activities.

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

## **SELLING ITEMS AT SCHOOL**

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

## **STUDENT RELATIONSHIPS**

Students are encouraged to develop positive and respectful connections with one another; however, physical displays of affection at school are discouraged. Romantic hugging, kissing, and handholding among students does not belong in the school setting.

## **PHOTOCOPYING/POSTINGS**

Any items posted on walls or lockers 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/or the principal.



## **TRANSFER STUDENTS**

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

## **TRANSPORTATION**

Please refer to the [Transportation Handbook](#) on the RBSD website for information about bus transportation.

## **ELECTRONIC DEVICES**

To create and maintain an appropriate learning environment, electronic devices not issued or approved by the district are not permitted for use during the school day. They must be turned off and secured in a locker at all times during the school day; this includes cell phones. Laser lights are also not allowed.

It is the policy of the Rosendale-Brandon School District, that if a student would like to possess a cell phone while on school premises, that student must complete the necessary permission form located in the office. The electronic device may be confiscated for the remainder of the school year if no permit is on file.

Use or possession of such a device may also be 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.

See [POLICY 443.5](#) for additional information.