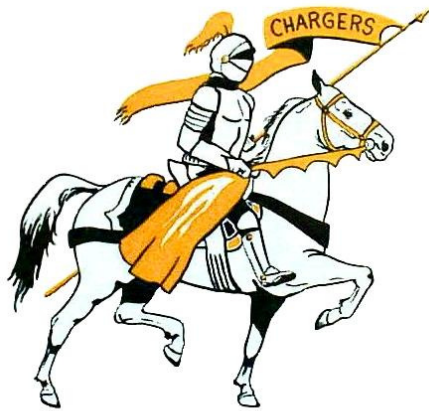


*Birnamwood 4K – 8th Grade
Handbook 2017-2018*





WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT

337 MAIN STREET – BIRNAMWOOD – WISCONSIN – 54414



Guy Steckbauer
Birnamwood School Principal

Telephone: (715) 449-2576
Fax: (715) 449-2826
Website: www.wittbirn.k12.wi.us

*“HOME OF THE
CHARGERS”*

Dear Parents,

On behalf of the staff at Birnamwood School, I am happy to welcome you to the 2017-18 school year! We are proud of the school that we work in and feel fortunate to be part of a community that supports education. The Wittenberg-Birnamwood School District is committed to striving for excellence. Birnamwood School would like all of our students to be successful and wish to develop a partnership with you. As partners, we share a responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

1. Attends school daily and arrives on time, ready for the day's learning experience.
2. Completes all homework assignments given by the teacher.
3. Reads daily to develop a love of reading and to improve literacy skills.
4. Shares school experiences with you so that you are aware of his/her school life.
5. Informs you if he/she needs additional support in any area or subject.
6. Knows that you expect him/her to succeed in school.

The school year moves along quickly so please remember that your child's educational success is our number 1 priority. If you ever have any questions please contact your child's teacher immediately. In closing, if I can be of any assistance my door is always open.

Sincerely,

Guy Steckbauer, Principal
Birnamwood Elementary


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BIRNAMWOOD SCHOOL STAFF

Principal	Mr. Guy Steckbauer
Secretaries	Mrs. Joan Andraschko
	Mrs. Janelle Quade
4K	Mrs. Marcie Gottschalk
Kindergarten	Mrs. Jessica Fischer
	Mrs. Alisha Hopfensperger
Grade One	Ms. Michelle Kilsdonk
	Mrs. Kelly Menard
Grade Two	Mrs. Gabby Sorano
	Mrs. Erika Brandt
Grade Three	Mrs. Tammy Parker
	Mrs. Hayley Harvey
Grade Four	Mr. Mark Ebert
	Mrs. Judy Bremer
Grades Five	Mr. Chris Kulas
	Mrs. Angela Zogata
Grades Sixth, Seven & Eight	Mrs. Wendy Landowski
	Mrs. Heather Barke
	Mrs. Becky Rew
	Mrs. Rachel Bauch
	Mrs. Kelly Schmidt
	Mr. Dan Kapitz
	Mrs. Christine Stuffle
Special Education	Mrs. Kristin Ruleau
	Ms. Pat Blashe
	Mr. Randy Berndt
Speech/Language	Mrs. Stacey Delforge
Title One	Mrs. Jackie Berndt
	Mrs. Charity Fraaza
Music	Ms. Jean Broomell
	Mrs. Melissa Gauderman
	Ms. Patricia Rougeot
Art	Mr. Hilary Rinke
Physical Education/Health	Mr. Alex Hintz
Interventionist	Mrs. Glenda Stoffel
Librarian	Mrs. Christine Stuffle
Librarian Aide	Mrs. Julayne Stadler
School Counselor	Mrs. Sara Dingess
Reading Specialist	Mrs. Jackie Berndt
School Psychologist	Mrs. Kara Muthig
School Nurse	Mrs. Rebecca Wendel
Special Education Aide	Mrs. Sandy Schmidt, Mrs. Amber Buss, Mrs. Tammy Antone, Mrs. Jill Resch, Mrs. Ruth Suess
Cooks	Mrs. Bonnie Paulson, Mrs. Shirlyn Krull, Mrs. Sue Buss, Ms. Theresa Bergner
Custodians	Mr. John Opper, Mrs. Karla Verkuilen, Mr. Lowell Boreen

Wittenberg-Birnamwood School District 2017-2018 School Calendar

July 2017		January 2018	<p><i>Happy New Year!</i></p> <p>1 - New Year's Day- No School 18 - End of 2nd Qtr 6-12 (44) 19 - No School- Prof. Devo</p>																																																																																											
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August 2017	<p>28 - New Teacher Day 29 - Pre Service Day 30 - Pre Service Day 31 - Pre Service Day</p>	February 2018	<p><i>22 - End of 2nd Trimester K-5 (56)</i> 23 - No School- Prof Devo</p>																																																																																											
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September 2017	<p>4 - Labor Day - No School 5- First Day of School 29 - No School- Prof. Devo</p>	March 2018	<p>1 - P.M. P-T Conferences PK-5 6 - P.M. P-T Conferences PK-5 22 - End of 3rd Qtr 6-12 (43) 23- No School- Prof. Devo 26 - 30 Spring Break</p>																																																																																											
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October 2017		April 2018	<p><i>Happy Easter!</i></p> <p>5- P.M. P-T Conferences 6-12 10- P.M. P-T Conferences 6-12</p>																																																																																											
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November 2017	<p>2 - End of 1st Qtr 6-12 (42) 3 - No School- Prof. Devo 9- P.M. P-T Conferences 6-12 14- P.M. P-T Conferences 6-12 21 - End of 1st Trimester K-5 (54) 22 - No School- Prof. Devo 23 & 24 - Thanksgiving Break 30 P.M. P-T Conferences PK-5</p>	May 2018	<p>25- Graduation Day 28 - No School- Memorial Day</p> <div style="text-align: center;"></div>																																																																																											
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December 2017	<p><i>Merry Christmas!</i> 5 P.M. P-T Conferences PK-5 22 - 29 Winter Break</p>	June 2018	<p>5 - Last Student Day 5 - End of 4th Qtr 6-12 (46) <i>5 - End of 3rd Trimester K-5 (65)</i> 6 - Post Service Day</p>																																																																																											
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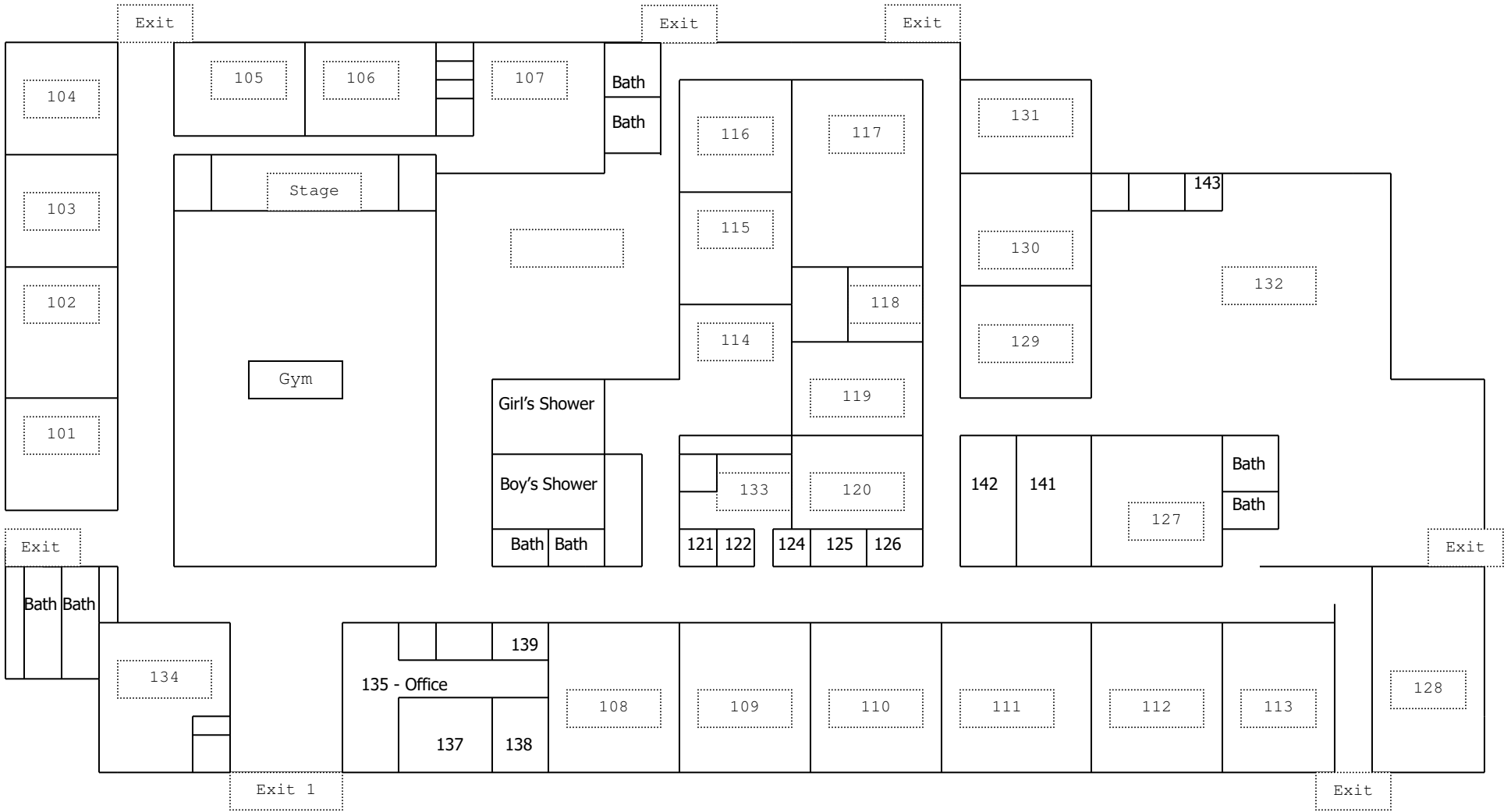
(Underlined days) Student Attendance Days

(Shaded days) Event Days

BOE APPROVED 1-23-17

P-T Conference Times: 4:30pm - 8:00pm

Birnamwood Elementary Middle School
337 Main Street, Birnamwood, WI 54414



ATTENDANCE

Students should plan their arrival at school no sooner than 7:45 a.m. Students arriving prior to this, will need to remain in the foyer by the office. **School hours are 8:00 a.m. to 3:10 p.m.** Research shows that regular and punctual attendance reflects positively on a student's success in school. Parents are encouraged to schedule vacations for times when school is not in session whenever possible.

Students can be excused from school up to 10 illness days (5 per semester) and 10 personal days per year. Any length of absence during the day, whether it's one (1) hour or all day, is statutorily counted as one (1) day of absence. Please call your child's school at **715-449-2576** before 9:00 a.m. to report any absence. A note should accompany your child when he/she returns to school if you did not call the school. **If you take your child to the doctor please ask for a slip so your child will be excused.**

If illness is the reason for an absence, after three days a doctor's excuse should be provided. Absences such as shopping, hair appointments, baby-sitting, errands, or any other activities should be scheduled outside of the regular school day.

Students must be in attendance a full day of school to be able to participate in a game/concert/event on any given day. The only exceptions to this requirement are:

- 1) Family emergency approved by the principal.
- 2) If the student has a doctor appointment, a half day (1/2) of attendance will be required to participate in the event.
- 3) A school function previously approved by the principal.

Absences are either: excused, unexcused, or unexcused/truant as determined by the building principal. Truancy is defined as a student who is absent from school without an acceptable excuse.

PLEASE DON'T FORGET TO CALL!!!

Partial day absences:

Students are marked absent for the amount of school time that they miss. Students arriving after **8:00** a.m. will be considered **tardy** and must report to the office before going to their classroom. Students who are returning from appointments need to stop in the office for a pass to return to the classroom. Students leaving school before dismissal time (3:10 pm) must have

a parent/guardian meet them in the office and be signed out.

KINDERGARTEN ATTENDANCE

Wisconsin State Law requires that all children enrolled in a Five-Year-Old Kindergarten program must attend school regularly. In addition, starting with the 2011-2012 school year, state law requires that every child must complete a Five-Year-Old Kindergarten program as a prerequisite to be admitted to the First Grade.

ANNOUNCEMENTS:

Announcements will be read over the PA by an individual in the office each morning. Announcements are also posted on the office bulletin board and on the Birnamwood webpage.

COUNSELING

A school counselor and psychologist are available to meet with individual students. Students may also receive guidance services through large and small groups that will provide assistance in career preparation and/or life skills. Life skills deal with character issues, goal setting, and the decision making process to help students with academic and work experiences.

STUDENT FEES

There will be a required registration fee of \$10.00 per student in grades 4K-8.

SCHOOL CLOSING

School may close due to inclement weather or other emergencies. If such a closing should occur, the Skylert School Messenger System may be utilized to send a message. It will be announced over the following stations:

Radio: WDEZ 101.9 FM, WSAU 550 AM
WIFC 95.5 FM
TV: WAOW Channel 9 Wausau
WSAW Channel 7 Wausau
WBAY Channel 2 Green Bay

VISITORS

For the safety of the building, all visitors, guests, and parents are required to sign in at the office and receive a visitor pass to wear and return to the office upon leaving.

CHILD VISITORS

Students are discouraged from bringing peer visitors to school. If a special need arises, permission must be granted by the principal.

DOORS

Doors to the Birnamwood School will be locked during normal school hours except the front door by the office.

CUSTODIAL COURT ORDERS

Any court order regarding visitation rights or custody of a student must be on file in the school office in order for the school to comply with the intent of the order.

ILLNESS

Is your child too sick for school?

Early in the morning it is often difficult to make a decision about whether or not to send your child to school if he or she is complaining of feeling sick. The Wittenberg Birnamwood School District follows illness guidelines in accordance with the Wisconsin Department of Health Services, the National Association of School Nurses and the American Academy of Pediatrics. If your child has a fever of 100 degrees or higher, has been vomiting or having diarrhea, or has a rash with other illness complaints then please keep your child home. Continue to keep your child home until symptoms have been gone for 24 hours. If your child is diagnosed with a contagious illness that requires antibiotic treatment then keep your child home until the antibiotic has been in use for 24 hours.

SCHOOL NURSING SERVICES

A school nurse is available to assist students with health/medical needs. Please notify the school nurse if your child has school health needs related to epilepsy, diabetes, asthma, severe allergies, etc. and note these on the student emergency card.

MEDICATION POLICY

Medication can ***only*** be administered using the following procedure:

PRESCRIPTION MEDICATIONS:

Prescription medications can be administered at school with written instructions from a licensed health care provider and written consent from the parent or guardian on file. The medication must be in the **original container** with the student's name, medication name, and dosing instructions on the container.

OVER-THE-COUNTER MEDICATIONS:

All over-the-counter medications are to be **provided by the parent or guardian in the original container.** This will include medications such as; Tylenol, Advil, Benadryl, cough drops, and topical medications (i.e. Neosporin, hydrocortisone cream). All over-the-counter drugs require written consent and instructions from a parent or guardian. (Requesting dosage beyond recommendation on the medication label will require a medical order from a licensed health care provider.) **A current medication form must be on file in the school office prior to administration of medication. Medication forms do not carry over from year-to-year.**

In the event of an emergency, such as illness or accident, the school will attempt to contact the home immediately. If we are unable to reach a parent or guardian, the name(s) listed on the office emergency card will be called. Parents will be notified of this if at all possible. The school will call for emergency service if the accident/illness is severe enough to warrant such service immediately.

It is important to keep the school informed of all current phone numbers, places of employment, and all temporary care givers. NOTE: If your child needs special care, allergies, and/or needs observation (i.e. epilepsy, diabetes, asthma, etc.) please note on the emergency card.

WISCONSIN STUDENT IMMUNIZATION LAW (HSS 144.03 2017-2018)

Students in grades Pre K - 8 must have the following minimum required immunizations. Students need the listed vaccinations by September 1, 2017.

Pre K: 4 DTP/DTaP/DT/Td; 3 Polio; 3 Hep B;

1 MMR; 1 Varicella

Kindergarten through Grade 5:

4 DTP/DTaP/DT/Td; 4 Polio; 3 Hep B;

2 MMR; 2 Varicella

Grades 6 through 8:

4 DTP/DTaP/DT/TD; 4 Polio; 3 Hep B;

2 MMR; 2 Varicella; 1 Tdap

Waivers: Parents have the option to decline any and/or all immunizations based on personal, religious and/or health reasons. If you choose *not* to immunize your child, check the appropriate waiver and sign the form.

Failure to meet immunization requirements or provide signed waivers may result in fines from the district attorney's office.

In the event of the outbreak of any of these vaccine preventable diseases, those students who are not completely immunized against that disease may be excluded from school to prevent further spread of the disease. This includes students who claim waivers. Please contact the school nurse if you have any questions.

STUDENT DRESS

Students should dress in a manner that is appropriate for school. Students are asked to comply with the following dress rules:

- Clothing showing undergarments, halter tops, loose fitting tank tops, spaghetti straps, one shoulder strap tops, open back tops, midriff exposing tops, short shorts/skirts/dresses, clothing with excessive holes, etc. are not appropriate.
- Pants should be securely fastened at the waist.
- Clothing with writing (beer ads, bar ads, drug ads, gang related symbols or wording, etc.) or pictures/slogans, which are suggestive, obscene or distasteful, are inappropriate.
- **All jewelry and accessories should not pose a safety risk.**
- Attire specifically designed to be worn outdoors, including bulky jackets and vests are to remain in lockers during class time.
- Hats/hoods should be removed while inside the building and stored in lockers.
- Shoes/sandals must be worn at all times. (no rollerblade shoes) Tennis shoes are to be worn for participation in gym class (no flip-flops for safety reasons)

Students not following the school dress code may be asked to change clothes or call parents to bring a change of clothing. Refusal to follow will result in disciplinary action.

In the winter students (grades 4K-4), need caps, mittens, warm coats, snow pants and boots. Boots need to be worn whenever there is snow on the ground.

SCHOOL PICTURES

Lakeshore Photography will provide individual student pictures on a prepaid basis. Purchasing pictures is optional. Birnamwood Picture Dates are:

September 12 (All School)

September 13 (4K Mon./Wed. Class)

USE OF TOBACCO, ALCOHOL, AND DRUG PRODUCTS ON SCHOOL PREMISES

All Wisconsin schools are tobacco, alcohol, and drug free. The use and/or possession of/being under the influence of tobacco, alcohol, vaping devices and/or drugs on school property or at school-sponsored activities is strictly prohibited and will be dealt with based on the severity of the issue.

TELEPHONE USAGE

Students will be allowed to use the phone only for reasons deemed necessary by the teacher and/or office staff.

BICYCLES

Students riding bicycles to school need to obey all town traffic laws pertaining to bicycles. Bicycles are to be parked in the racks provided. Students are encouraged to lock their bicycles up during school hours. The school is not responsible for theft of bikes not properly stored and locked.

FIELD TRIPS

School administration recognizes the educational value of certain field trips. When a specific trip is planned, parents will be informed of costs and arrangements. Rules and regulations regarding behavior and bus safety apply to any trip under school sponsorship.

FIRE DRILLS

We are required by law to hold a fire drill monthly unless prevented by inclement weather. Please be sure your child is appropriately dressed for unexpected drills.

TORNADO DRILLS

Designated areas in the school have been established for the purpose of protecting the health and safety of students and staff. At least once a year the school will participate in the state-wide tornado drill.

MEDICAL EMERGENCY DRILLS

A number of our staff are trained to handle medical emergencies (Code Blue) that are practiced once a year with students to prepare for the event of an actual medical situation.

INTRUDER DRILLS

Intruder drills are run during the school year to practice the precautionary procedures that students and staff are required to follow during a building lock-down.

REPORT CARDS

Report cards will be issued **quarterly for middle school and on trimesters for 4K-5 grades**. You should receive your child's report card shortly after the end of each grading period. Please see the school calendar for specific dates.

PARENT-TEACHER CONFERENCES

Parent-Teacher conference dates for the 2017-2018 school year are:

4K-5th Grades:

Thursday, November 30, 2017 4:30-8:00 pm
Tuesday, December 5, 2017 4:30-8:00 pm

Thursday, March 1, 2018 4:30-8:00 pm
Tuesday, March 6, 2018 4:30-8:00 pm

6-8th Grades:

Thursday, November 9, 2017 4:30-8:00 pm
Tuesday, November 14, 2017 4:30-8:00 pm

Thursday, April 5, 2018 4:30-8:00 pm
Tuesday, April 10, 2018 4:30-8:00 pm

Mid-reports will also be sent home in the middle of quarters if there are concerns. Parents are also encouraged to call if they have concerns. MS parents also can access their child's grades/homework, etc. online. Ask your child or the office for their Family Access Code.

HOMEWORK

Homework is an important extension of classroom study. While parents are not to complete the homework for their child, they are

encouraged to show interest and provide necessary support.

If you find that your child has excessive homework, please contact his/her teacher. Please check your child's Assignment Notebook to see that all homework is completed.

If a child has been absent from school they will be expected to make up the missed homework within a reasonable amount of time.

HOMEWORK SUGGESTIONS

1. Set a regular time for schoolwork.
2. Provide a quiet place with reasonable privacy and ample lighting.
3. Study tools suited to a student's grade level are recommended.
4. Parents are urged to encourage their children to read daily.

HONOR ROLL

Students who excel in their studies may become part of the quarterly Honor Roll in the Middle School. All students who receive a letter grade are calculated to obtain a student's GPA (grade point average). A class that meets five days per week is worth 1 full credit; while a class which meets two days per week is worth 2/5 or .4 credits, and so on. Each grade is worth a certain number of points:

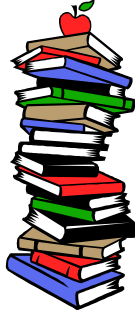
A	=	4.0 pts.	C	=	2.0 pts.
A-	=	3.66 pts.	C-	=	1.66 pts.
B +	=	3.33 pts.	D+	=	1.33 pts.
B	=	3.0 pts.	D	=	1.0 pts.
B-	=	2.66 pts.	D-	=	0.66 pts.
C+	=	2.33 pts.	F	=	0 pts.

GPA of 3.660-4.00 qualifies for the "A" Honor Roll. GPA of 3.00-3.659 qualifies for the "B" Honor Roll. (MS grade point may reflect differently due to the Skyward's numerical range). MS Students receiving "incompletes" at the end of the quarter will have two weeks from the date of the end of the quarter to make-up the work. (*Incompletes may be given for medical/family emergency or administrative approved situations.*)

6-8 GRADING SCALE

In grading academic subjects, Middle School teachers use the following scale:

93-100%	=	A
90-92%	=	A-
87-89%	=	B+
83-86%	=	B
80-82%	=	B-
77-79%	=	C+
73-76%	=	C
70-72%	=	C-
67-69%	=	D+
63-66%	=	D
60-62%	=	D-
Below 60%	=	F



STUDENT ASSIGNMENT NOTEBOOK (SAN)

Students in Grade 3-8 will have an assignment notebook provided by the school as part of the registration fee. **A replacement notebook can be purchased through the office for \$5.00.**

Suggested ideas for successful assignment completion:

- 1) Record the assignment carefully when the assignment is given. Fill out completely including when the assignment is due.
- 2) When the assignment is completed draw a single diagonal line through it.
- 3) When the assignment is handed in to the teacher, draw a second diagonal line through it.

If this is done, both the student and the parents will have an easier time keeping track of all homework that is assigned. Parents may wish to use the SAN as a means of communication with the classroom teacher. Use the space at the bottom of the page for communication purposes.

LOCKERS

In 5-8th grades you will be assigned a locker for your books, supplies, street clothes, gym clothes, and coats. For your safekeeping, keep your lockers locked and **TELL NO ONE YOUR COMBINATION!**

Students are expected to keep lockers in good, usable condition. Keep your locker neat and organized. Do not store your materials on top of lockers and make sure items do not stick outside of your closed locker. Close locker doors quietly. Any problems operating your locker should be reported to the office or your homeroom teacher.

Lockers are the property of the school and may be inspected by the principal/designee at any time.

PASSES

Students in the middle school must carry a pass authorized by a teacher for the following:

~Hall~Rest Room~Library~

If a student must leave the school grounds for a special reason, he/she must bring a written note from the parent/guardian and have it authorized through the office.

LUNCH PROGRAM

Students may participate in the hot lunch program or may bring their own lunch from home. Free or reduced price lunches are available for students whose families qualify according to the guidelines published each fall. Application forms must be filled out each school year and returned to the office prior to receiving the benefits of the program. Applications will be approved by the District Office. Any lunch charges incurred before approval of the free/reduced lunch application are the responsibility of the student's parent/ guardian.

AUTOMATED FOOD SERVICE

All money for the Automated Food Service Program will be handled through the District Office. The District Office notifies parents on how to use this service prior to school start.

LUNCH ROOM EXPECTATIONS

1. Hands are washed.
2. Follow directions from adults.
3. Keep your area clean.
4. Be polite to everyone.
5. Eat your food only.
6. Voice level 0-2.
7. Keep your hands, feet, and food to yourself.
8. Use good manners.

LUNCH PRICES

Regular Lunch Price:

\$ 2.50 per lunch

Reduced Lunch Price:

\$.40 per lunch

Regular Breakfast Price:

\$1.30 per breakfast

Reduced Breakfast Price:

\$.30 per breakfast

Milk: \$.35 per carton

Adult Lunch Price:

\$3.45 per lunch

PRICES MAY BE SUBJECT TO CHANGE

RECESS

Students are expected to go outside for recess unless they have a written excuse from a doctor. Exceptions may be allowed by the principal. Teachers may keep students in for recess due to behavior issues or work completion.

PLAYGROUND EXPECTATIONS

The following playground rules have been established for the safety of all students:

1. Dress for the weather.
2. Stay in designated areas
3. Return playground equipment.
4. Pick up litter that you see.
5. Play fairly, safely, take turns.
6. Use equipment properly.
7. Line up promptly with line basics.
8. Level 0-1 voices in the hallway
9. Keep your hands and feet to yourself.

Other Miscellaneous Expectations:

- Play in a safe manner at all times (throwing rocks, sticks, wood chips, snowballs or chunks of ice is not a safe activity).
- If a ball goes over the fence, notify supervisor
- Jump ropes are to be used for jumping only on the blacktop area.
- Bringing toys from home is discouraged.
- Organized games must be played in a safe area.

COMPUTER LABS

Admission to the computer room is by staff authorization only.

Computer Lab Expectations:

1. Voice level 0-1.
 2. Use your own headphones
 3. Use your assigned computer, if applicable.
 4. Respect school property.
- Programs used must follow the district's Acceptable Use Policy.
 - Personal USB (flash drive) is recommended.

LIBRARY

The library is shared by the Elementary and Middle School. On some occasions more than one class may be in the library.

Library Expectations:

1. Voice level 0-1.
 2. Take care of the books.
 3. Follow the librarian directions.
 4. Use book sticks properly.
 5. Return books on time.
 6. Use good manners
 7. Ask for help when needed.
 8. Keep all areas clean.
 9. Be respectful of other classes having lessons
 10. Sign in properly at the desk.
 11. Come in prepared with quiet work.
- Passes are needed to use the library unless it is a classroom activity.
 - Books can be checked out for two weeks and renewed if not requested by another.
 - Magazines and audio-visual materials may be used in the library.
 - Overdue notices are printed weekly.

Students in the Wittenberg-Birnamwood School District are allowed to check out young adult literature beginning with the 2nd semester of their 5th grade year. Young adult literature is designed to help young adults cope with the time and culture in which they live. Sometimes the written material is frank, dark, and presents issues that may be difficult to read about, or even think about. Teens want books that reflect reality. We encourage all parents to be aware of and be actively involved in what their child is reading, in the same way that you are involved with other

media that they are exposed to, i.e. television, internet, movies, etc. If you have any questions about the reading material your child brings home, please contact their teacher, the librarian, or the school principal.

SCHOOL BUS

Bus rules and regulations are designed to provide for the safety of all students riding school buses. Riding the bus is a privilege. Consequences for not following bus rules will be determined by the principal in consultation with the bus driver.



Bus Expectations:

1. Use voice level 0-1.
2. Stay in your seat.
3. Use kind words.
4. Pick up litter that you see.
5. Report unsafe activity to the driver.
6. Face forward at all times.
7. Follow all directions from the bus driver.
8. Keep hand, feet, and object to yourself.

Boarding or leaving the bus:

- 1) When waiting, remain a good distance from the roadway.
- 2) Enter the bus in an orderly manner going directly to a seat.
- 3) If you must cross the street at a bus stop, wait until you receive a signal from the bus driver. Cross in front of the bus, making sure you see the driver.
- 4) Be on time for your bus stop.
- 5) Wait until the bus comes to a complete stop before boarding or leaving the bus.
- 6) Leave the bus only at your regular stop unless proper authorization has been given in advance by parents and a bus pass has been issued by office staff.

General:

- 1) Remain on the bus until reaching destination.
- 2) Bus rules apply to activity bus riders.
- 3) Activity bus participants must ride the bus to and from activities. Pre-approval by the principal must be made for any changes in this procedure.

BUS CAMERAS

The Wittenberg-Birnamwood School District approves the use of video cameras on school buses for the primary purpose of maintaining the safety of students and school property.

STUDENTS COMING TO AND GOING FROM SCHOOL

If there is a change in the normal routine for how your child comes/goes home from school, please notify the teacher or office in writing or via phone call. ***If the office has not received a written or phoned in change, we will follow the regular procedure.***

EXTRA CURRICULAR ACTIVITIES

The Middle School offers both academic and athletic activities after school. Students involved in activities should be in their designated area by 3:15. (No late bus services offered in the school district.) *Anyone participating in an extra curricular activity must have a current co-curricular form on file.

FALL

- 7-8th Grade Volleyball
- 7-8th Grade Football
- 6-8th Grade Cross Country



LATE FALL

- 7-8th Grade Boys' Basketball



WINTER

- 7-8th Grade Forensics
- 7-8th Grade Girls' Basketball
- 6-8th Grade Wrestling



SPRING

- 6-8th Grade Track

ADDITIONAL ACTIVITIES:

Student Council, Forensics and Accelerated Reader

STUDENT COUNCIL

The Student Council is the student government of our Middle School. Each homeroom elects 2 classroom representatives to attend and take part in meetings regarding school functions. The representatives then report to their homerooms about upcoming events. Student Council sponsored activities in past years have included:

~ **MOVIES** ~ **DANCES** ~ **CANDY & PIZZA SALES** ~

Students with excessive behavior issues or academic concerns may not be allowed to attend student council sponsored activities such as dances, field trips, etc.

STUDENT COUNCIL OFFICERS

A democratic election is held for President, Vice-President, and Secretary in the spring for the upcoming school year.

A hardworking Student Council benefits all students!

MS BAND/CHORUS PROCEDURE

A music class (band or chorus) is mandatory for students in sixth and seventh grades and optional for eighth grade. All music students receive a handout at the beginning of the year, which describes the expectations of the program and suggestions to make the experience a successful one. Included in this handout are the dates of performances which students are required to attend. Band and chorus are *performance*-based classes and therefore, participation in all events is expected and impacts a student's grade. It is necessary for *all* students to attend *all* performances for the benefit of the group. The student taking music is making a year-long commitment. A sixth grade student taking band and chorus may drop out of band or chorus, if their grade in a core class is a "D" or "F."

If a music class does not contain enough students to warrant having the class, students will be asked to select an alternative class.

PHYSICAL EDUCATION

Physical Education requires students to participate to the best of their ability and to wear proper gym clothes and shoes. In the **Middle School**, students will be required to change and use school locks on their gym locker. An additional \$5.00 charge above registration fees will be collected at the beginning of the school year. The \$5.00 will be returned to the student at the end of the school year upon return of the lock.

MOVIES

As part of educational instruction, or as an incentive/reward, students have the opportunity to periodically view movies at school. The content of the movies is monitored by staff, based on age-appropriate ratings. ***On the signature sheet in the back of the handbook, parents are asked to check their approval for students to view G, PG or PG13 rated movies.*** Permission slips will be handed out for special videos/DVDs that a teacher may want to share with students.

ACCEPTABLE USE POLICY

The Wittenberg-Birnamwood School District is proud to offer many opportunities related to technology in the classroom. It is the responsibility of each student to use computers and the related technology wisely under the discretion of their classroom teachers. All students will receive an Acceptable Use Policy. Students and parents/guardians are to read, sign, and return the form to their classroom teacher. This form will stay in effect unless rescinded in writing. Parents wanting copies of the District Website Content Policy, please contact Joy Hartleben at the District Office – 715-253-2213.

PHOTO PERMISSION

Students are occasionally photographed, videotaped, and/or have their names and /or projects displayed as a part of classroom or school activities. Parents/Guardians **not wanting** photographs and student names to be included in publication in the school newsletter and/or the local newspaper must return a signed and dated Photo Permission form to the school office. To rescind their agreement to the Photo Permission form, the parent or guardian must notify the appropriate building administrator in writing regarding their wishes.

PROBLEM SOLVING PROCEDURES FOR PARENTS

The following is suggested for that occasion when a problem arises and you, as a parent, are unsure of what procedure to follow:

1. It is best to contact the teacher or person directly involved first and discusses the problem. Most problems are resolved through contact and discussion.
2. For that occasion when there is no resolution and you wish to pursue the problem further, you are urged to contact the building principal.
3. If the problem is still unresolved at this level, you are urged to contact the District Superintendent.
4. The final resource is the Board of Education.

Specific Rules:

1. By law, possession of weapons, matches, lighters, alcohol, drugs, paraphernalia, or tobacco, or other dangerous articles is prohibited.
2. Cell phones, electronic devices, I-Pods, etc. should only be brought to school and used for educational purpose and will be used at the discretion of a teacher.
3. No Laser Pointers
4. Students may be asked to reimburse the district for any damage done to school property due to vandalism.

CLASSROOM CODE OF CONDUCT

The State of Wisconsin has dictated that each school district is to enact a “classroom code of conduct.” This policy is included in the Wittenberg-Birnamwood District newsletter available to all parents each July or August. All new students arriving during the school year are provided with a copy of this newsletter.

The Classroom Code of Conduct allows a teacher to remove a student from their classroom for any of the following reasons:

- 1) Violating the District’s policies justifying suspension and expulsion.
- 2) Violating the behavioral rules and expectations in the school’s student handbook.
- 3) Behaving in a manner, which is disruptive, dangerous, or unruly.
- 4) Interfering with the ability of the teacher to teach effectively.
- 5) Behaving in a manner inconsistent with class decorum and the ability of others to learn.

(A copy of the Code of Conduct Policy may be picked up at the Elementary School office.)

Pupil Bullying Policy

Introduction

The Wittenberg-Birnamwood 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 school administration immediately.

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

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.

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 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. Adopted August 23, 2010

SEXUAL HARASSMENT POLICY

The Wittenberg-Birnamwood School District has a Harassment Policy in place. Parents and students should be aware that sexual harassment of any individual will not be tolerated. Sexual harassment includes unwelcome verbal, visual, and physical contact of a sexual nature. Sexual harassment includes any unwanted sexual attention, including the use of sexually degrading words, sexual physical contact, and pressure for sexual activity. The District will take all necessary and appropriate action to eliminate it, including discipline of offenders. Outside agencies may also become involved, as necessary.

If you suspect this is occurring or have questions, please contact your Building Principal or Brenda Jozwiak-Boldig, Director of Pupil Services at 715-253-2213.

Grievance Procedure For Title IX and Section 504 Complaints

In compliance with Federal regulations, the Wittenberg-Birnamwood School District has adopted the following policy and grievance procedures: It is the policy of the Wittenberg-Birnamwood School District not to discriminate on the basis of sex in its education programs, activities, or employment policies, as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to:

Mr. Garrett Rogowski, Superintendent
715-253-2213
400 W Grand Ave, Wittenberg, WI 54499
or

Director of the Office for Civil Rights, Depts. Of
Health, Education, and Welfare, Washington,
D.C.

The grievance procedure for Title IX complaints is as follows: Any student or employee of this district who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator designated in this policy. An official copy of the Board approved grievance procedure may be obtained by contacting the District Superintendent (contact information above). The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided to each member of the Board of Education. If the complaint is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement with the response and his or her reasons underlying the agreement.

The Board shall consider the appeal, permit the complainant to address the Board in public or Closed Session as appropriate and lawful concerning the complaint, and provide the complainant with its written decision in the matter as expeditiously as possible, following the hearing.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 states that “no otherwise qualified individual with a handicap, be excluded from the participation in, or denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”. A “qualified handicapped individual” under 504 is any person who: (1) has a physical or mental impairment which substantially limits one more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. A major life activity is described as: caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

If you suspect your child may qualify as a handicapped individual under Section 504, contact the Director of Pupil Services. If your child has already been identified as having a Special Educational Need and is receiving special education services, it is not necessary to contact the Director of Pupil Services. Your child’s needs are already being met through a more strict definition than that of 504.

For inquiries contact:

Brenda Jozwiak-Boldig, Director of Pupil Services
715-253-2213
400 W Grand Ave, Wittenberg, WI 54499

NONDISCRIMINATION POLICY

The Wittenberg-Birnamwood School District Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student program and activities and provides equal access to the Boy Scouts and other designated youth groups. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic

background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

For inquiries or complaints regarding discrimination or denial or equal access contact the District Compliance Officer:

Brenda Jozwiak-Boldig, Director of Pupil Services,
400 West Grand Avenue, Wittenberg, WI 54499,

715-253-2213 ext. 1108 or
bjozwiak@wittbirn.k12.wi.us.

SCHOOL DISTRICT VISION

Striving to be the best district in the state at preparing every student to excel and achieve to their maximum potential based on their individual talents and interests.

SCHOOL BOARD MISSION

The Wittenberg-Birnamwood School District will inspire all students to obtain a quality of life that is productive and meaningful by providing them with a challenging curriculum and experiences that are relevant to their futures in a safe, supportive and nurturing environment.

SCHOOL BOARD SHORT-TERM GOALS

1. The district will commit to student-centered decision-making that focuses on positive growth and outcomes.
2. The district will commit to fiscally responsible decisions that are viable and supportive of the school community.
3. The district will commit to cohesive communication, management and promotion of the W-B School District.

SCHOOL BOARD LONG-TERM GOALS

The District will commit to continuous student improvement through forward thinking, balanced decision-making, and a commitment to excellence.

DISTRICT GOALS

1. We will provide students with articulated learning goals for each lesson, so that they will meet disciplinary proficiency standards through reading, writing, speaking, and/or performing.
2. We will provide students with engaging, responsive instruction so that they become self-determined and take ownership of their learning.
3. We will commit to providing a safe, welcoming and community-oriented learning environment where we are responsive to the physical and mental health needs of each individual student.

BIRNAMWOOD ELEMENTARY/MIDDLE SCHOOL POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

In order to serve our students better, Birnamwood School staff members have implemented a school wide approach to expectations of students using a broad range of proactive, systemic, and individualized strategies and learning outcomes in safe and effective environments while preventing problem behavior with all students,” (Sugai, 2007) In order to help students to remember the expectations, staff will actively teach students exactly what the expected behaviors look and sound like.

Why are these important? To maintain an environment that is safe, quiet, and orderly, for everyone!

Universal Expectations Be Respectful, Be Responsible, Be Safe, and Be Caring

An Expectations Matrix is included on page 16 for specific expectations in the following areas:

- **Bathroom/Locker Room Behavior**
- **Hallway Behavior**
- **Lunchroom Behavior**
- **Playground Behavior**
- **Bus Behavior**
- **Special Events Behavior**
- **Classroom and Specials Behavior**

PURPOSE STATEMENT

The purpose of implementing Positive Behavior Interventions and Supports at Birnamwood School is to:

- Have consistency among staff regarding expectations for students
- Make our school a positive environment where everyone feels valued
- Include families and community as important members of the school community
- Use formal and informal data to drive our decision – making process to increase positive behaviors at our school

ELEMENTARY SCHOOL TRIMESTER INCENTIVES 1st, 2nd & 3rd Trimester

Activity May Include: (PJ & Games, Movie, Play, Dance Party, Swimming at Aquatic Center, etc.)
Re-teaching Time/Work Time if 2 or more majors

Grades K-2 Monthly Celebrations - students earn time (field trips, game days, movies, etc.) by following the Charger Way expectations and receiving less than 2 majors.

3rd & 4th Grade: Trimester Incentives

4 minors = 1 major

3 late assignments = 1 minor

MIDDLE SCHOOL QUARTERLY INCENTIVES 1st, 2nd, 3rd, & 4th Quarter

Activity May Include: (Roller Skating, Weston Lanes, Classroom Movie, Water Park, Brewer Game, Sylvan Hills, YMCA, Funset Blvd., etc.)

-Criteria to participate in quarterly activities is on the following **page 17**.

***Some incentives will take place on campus and will not involve a trip.**

****Disclaimer: Administrative decisions on student behavior may supersede any earned trimester/quarterly incentive.**

Birnamwood Elementary/Middle School Expectations Matrix

	0=No voice	1=Whisper voice	2=Conversation Voice	3=Outside voice			
	Bathroom/Locker Room Voice Level 0-1	Hallway Voice Level 0-1	Lunchroom Voice Level 1-2	Playground Voice Level 2-3	Bus Voice Level 0-2	Special Events Voice Level 0-3	Classroom and Specials Voice Level 0-2
Be respectful	-Follow the GOLDEN RULE -Respect other's privacy -Respect property (locks)	-Follow the GOLDEN RULE -Body basics -Respect other's space	-Follow the GOLDEN RULE -Sit with body basics until excused by an adult	-Follow the GOLDEN RULE -Play fairly -Be aware of others	-Follow the GOLDEN RULE -Body basics -Follow the bus driver's directions and posted rules	-Follow the GOLDEN RULE -Body basics -Look at the speaker -Listen to the speaker	-Respect Teacher -Respect Peers
Be responsible	-Keep floors and walls clean -Use the bathroom in a timely manner	-Line basics -Keep hallway/lockers clean and clutter free -Be on time	-Keep cafeteria clean and clutter free	-Be a reporter -Keep nature outside -Return equipment neatly	-Take all your personal belongings with you	-Be prepared -Participate	-Be prepared -Participate
Be safe	-Feet stay on the floor -Flush the toilet when finished -Wash hands with soap and water	-Walk -Walk on the right side	-Eat your food only -Lunch food stays in the cafeteria	-Dress appropriately for the weather -Use the equipment the right way	-Be seated, facing forward	-Stay with your class/group/cha perone	-Follow classroom rules -Backpacks must stay in lockers until after 8th hour
Be caring	-Think before you speak -Be kind to others	-Smile at others	-Use your best manners	-Be considerate of others	-Appreciate your driver	-Be a good example of your school and community	-Care about others -Care about your classroom

SOME EXAMPLES OF MINORS/MAJORS

Minors (Staff Managed Behaviors)	Majors (Administration Managed Behaviors)
<ul style="list-style-type: none"> • Disruptive Behavior • Disrespectful to adults, peers, or property • Breaking Dress Code • Breaking Technology Contract • Inappropriate Language • Tardy • Minor Theft • Unprepared for Class • Lack of student responsibilities • Late Work • Unsafe Behavior • Public Displays of Affection 	<ul style="list-style-type: none"> • Disrespectful to adults/peers • Vandalism • Bullying/Harassment • Physical Aggression • Inappropriate Language • Cheating • Significant Theft • Skipping a Consequence • Bus Behavior • Alcohol, Tobacco, Drugs, Weapons

- Majors & Minors are at staff discretion based on individual classroom expectation and guidelines.
 - Minors double for subs and reteaching times.

MIDDLE SCHOOL QUARTERLY ACTIVITIES, FIELD TRIPS, CLASS TRIPS, OR ANY ACTIVITIES AWAY FROM OUR SCHOOL

Eligibility to participate in activities off of school grounds will be determined by the Middle School Staff. Student will be eligible if they fulfill all of the following criteria:

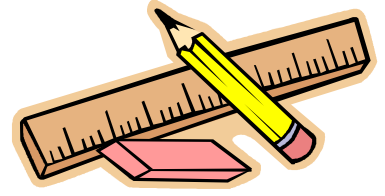
1. Attendance – A student is expected to have good attendance.
 - Less than 2 unexcused absences
 - Less than 10 tardies
2. Classwork - Completion of classwork and assignments is an expected behavior of students.
 - Hand in 85% of all completed assignments in a timely manner.
 - Pass all classes
 - Special Expectation:
 - Research papers and other large projects maybe weighted heavier than others.
 - Art classes – All projects must be turned in and completed to the best of the student’s ability to be eligible.
 - Band/Music classes – Follow the syllabus provided. If a student

fails their class, they are not eligible. (Students have the opportunity to make up missed lessons, so they should not fail this class).

3. Discipline Points-Good behavior is expected of all students
 - Majors are = 4 points
 - Minors are = 1 point unless noted as more
 - 4 Points = Face to face meeting with parent (Student will be allowed to get one point back if parent and student attend meeting and student receives no discipline referrals for two weeks following the meeting.)
 - 8 Points = 1/2 day ISS and after school detention
 - 12 Points = full day ISS and after school detention
 - 16 Points = full day OSS and after school detention

All Middle School students will start the new nine weeks with a clean record (zero points).

*If a student is consistently in violation of the above attendance/homework/discipline policies they may be excluded from culminating year end activities/trips.



To Parents/Guardians:

The Wittenberg-Birnamwood School District 4K-8 Grade Handbook was created to help you and your children understand the schools' operations.

Please review the booklet with your child, fill out and sign the form below and return to your child's classroom teacher by Friday, September 8, 2017.

Thank you!

Return to classroom/homeroom teacher

Student Name: _____

I have read the 2017-18 Birnamwood 4K-8th Grade Handbook with my child.

My child has permission to watch G PG PG13 rated movies.

(Please circle one choice from above)

I understand that permission slips will be handed out for special videos/DVDs that a teacher may want to share with students.

Parent/guardian signature: _____

Student signature: _____

Date: _____