

August 2020 District Newsletter

Dear Wittenberg-Birnamwood District Residents,

The start of the 2020-2021 school year is fast approaching! As I write this newsletter in early August, each passing day gives me more confidence that our classrooms and buildings will be ready by September 1st. Our trade contractors have been working both weekdays and weekends to meet their deadlines for construction work and district staff have supported this plan with great flexibility in assisting where and when they can. We look forward to showcasing our renovated and new construction to all community members after our students have returned and settled into their school routines.

Speaking of returning and settling in, I encourage all of our community members to please continue visiting our district reopening plan posted at the top of our Wittenberg-Birnamwood Facebook page and also on our District web site. We also have a very helpful Frequently Asked Questions document posted on both sites that provides our families with answers to many of the questions we continue to receive on a daily basis. Additionally this year, we are for the first time providing families with an on-line option that they may choose for their children that requires a semester by semester commitment. And for those that choose to return in the more traditional school setting, we have been working to adhere to COVID related mandates and safety precautions that will help provide our students and staff with the safest environment possible.

We understand that there are many scenarios that could play out as we move forward into the start of and throughout the school year. We have prepared our staff to better support our students in the event we have to move to a more virtual format. We certainly have navigated ourselves into uncharted territory, but I am optimistic that our students in this district will continue to receive excellent instruction from an amazing staff.

We're excited for the opportunity to be back with our students! I encourage all of our parents to please read through their building specific newsletters which will highlight some of the schedule changes we have made for the new school year, our Professional Learning Community work, COVID related steps we can all be taking to keep ourselves safe and healthy, and anything else you need to know as our children prepare to embark on the start of a new and exciting 2020-21 school year!

In closing, I can't express enough the sincere gratitude we have for all that have supported our intentions to get school back up and running for the students of this district. These are memorable, cherished times that our students look forward to and deserve to look back on with positive memories for years to come. Whatever we can do to support this goal, we will.

Sincerely,

Garrett Rogowski





News From Your Elementary Principals

Dear Parents and Guardians:

As we look forward to the return of students for the 2020-21 school year, there will be some changes that we want to make you aware of.

The first involves school start time. Both Wittenberg and Birnamwood Elementary schools will start five minutes earlier at 7:55. Schools will open their doors at 7:45 a.m. Please be aware that students will not be allowed to enter the building prior to that time. Students are asked to go directly to their classrooms unless they are eating breakfast. If they are eating breakfast, students should report to the cafeteria where they will receive a grab and go meal which is to be eaten in the classroom.

In addition to the earlier start, each Friday will look slightly different as well. Starting at 2:25 every Friday, teachers will be involved in Professional Learning Communities. Teams of grade-level or subject-level will meet to discuss ways to best help students learn. Students will be supervised by teachers and staff members not working on professional development as they engage in fun activities or get additional help with homework. Bus and student dismissal times will not change, however parents who wish to pick their students up at 2:30 each Friday are certainly welcome to do so. They simply need to let the office know by sending a note with their child(ren).

Finally, past practice has been to have students share items like crayons, pencils, markers, scissors, glue sticks and other similar classroom materials. This year we are asking that you put your student's name on commonly-used materials as we try to limit the sharing of supplies.

The first day of school is an exciting time for students and parents, and this year will be exceptionally special after last spring's mandated school closures. There will be many changes in the way we do business, all intended to keep students, staff and visitors safe. We ask that you work with us to ensure a positive learning environment.

Vicky Haas
Principal
Wittenberg Elementary/Middle School

Randy Berndt
Principal
Birnamwood Elementary/Middle School

Classes Begin

Tuesday, September 1, 2020

Birnamwood Elem/MS
7:55 a.m. – 3:10 p.m.

Wittenberg Elem/MS
7:55 a.m. - 3:10 p.m.

WB High School
8:00 a.m. – 3:20 p.m.

All returning students – Must register online through Family Access. Log into Family Access and click on the Online Enrollment button for each child. Follow the steps and submit. If you are unable to access a device for enrollment please call any office to set up a time to use a school computer. New families will need to go to the office and fill out the paperwork.

Important Dates

Tuesday, Sept. 1 st	First Day of School
	Picture Day – High School
Monday, Sept. 7 th	No School, Labor Day
Tuesday, Sept. 8 th	Picture Day Birnamwood & Wittenberg 4K-8
Wednesday, Sept. 9 th	Picture Day Birnamwood & Wittenberg 4K M/W class
Thursday, Oct. 22 nd	P.M Parent-Teacher Conferences PK-12, 4:30 p.m. - 8:00 p.m.
Tuesday, Oct. 27 th	P.M. Parent-Teacher Conferences PK-12, 4:30 p.m. - 8:00 p.m.
Wednesday, Nov. 25 th	No School – Professional Development Day
Nov. 26 & 27	No School, Thanksgiving Break
Dec. 23 – Jan 1	No School, Winter Break
Monday, Jan. 2 nd	Resume classes – Happy New Year!
Friday, Jan. 22 nd	No School, Professional Development Day
Friday, Feb. 26 th	No School, Professional Development Day
March 29 - April 2	Spring Break
Friday, May 28 th	Graduation Day
Monday, May 31 st	No School – Memorial Day
Friday, June 4 th	Last day of School!

Notice of Budget Hearing and Annual Meeting

Sec. 65.90(4)

Notice is hereby given to the qualified electors of the Wittenberg-Birnamwood School District that the Budget Hearing and Annual Meeting will be held at the High School Auditorium on Monday, August 24, 2020 with the Budget Hearing at 6:30 p.m. and Annual Meeting to follow for the transaction of business. The Regular Board Meeting will follow the Annual meeting in the High School Library.

A summary of the budget will be published in the Enterprise News on August 13, 2020. Detailed copies of the budget can be obtained in the District Office on or after August 13, 2020.

Tammy Pestka, Clerk

All career and technical education classes and programs for the Wittenberg-Birnamwood School District are offered regardless of race, color, national origin, sex, disability or sexual orientation.

The Wittenberg-Birnamwood School District offers not only the core requirement classes of English, Mathematics, Science, Social Studies, Physical Education and Health, but it also offers elective courses such as Agriculture, Art, Music, Business & Information Technologies, Foreign Language, Technology Education, Drivers Ed, Youth Options classes and availability to Erving courses. We have a Youth Apprenticeship Program as well. Please look at our WBHS Student Handbook on www.wittbirn.k12.wi.us for more details and options.

Skylert School Messenger System

Families will receive an automated phone call for all important announcements, low lunch balances, attendance and early release due to inclement weather. Listen to WDEZ 101.9FM, WIFC 95.5FM, WRIG 400AM and WSAI 550AM for school closings Also watch WBAY 2, WAOW 9, WSAW 7, NBC 26 and WFRV 5.

Registration Fees and Lunch Prices 2020-2021

4K-8 Grade

General Fee \$10.00

Lock Fee: \$5.00 (6-8)

Lunch: \$2.50

Extra Milk/Snack Milk: \$.35

Breakfast: \$1.30

High School

General Fee: \$25.00

Athletic Fee: \$25.00 per sport

Parking Fee: \$40.00/yr

Comm 133: \$300.00

Drivers Ed: \$275.00

Lunch: \$2.75

PLEASE WRITE SEPARATE CHECKS FOR REGISTRATION AND LUNCH FEES – THANK YOU!

Board of Education Members for 2020-2021

Magee, Laura	Area 6, Treasurer
Meredith, Kristy	Area 4, Member
Pestka, Tammy	Area 2, Clerk
Pietz, Christopher	Area 1, Member
Stewart, Dan	Area 6, Member
Olson, Richard	Area 3, Member
Krueger-Schmidt, Bree	Area 5, Member
Wendler, Chuck	Area 5, President
Wendler, Tammy	Area 5, Vice Pres.



Wittenberg-Birnamwood School District Board of Education Meeting Schedule

All Board Meetings are scheduled for 7:00 p.m. in the High School Library unless otherwise noted.

Monday, July 27, 2020

Monday, August 24, 2020 (Annual Meeting to be held in the Auditorium 6:30pm)

Monday, September 28, 2020

Monday, October 26, 2020

Monday, November 16, 2020

Monday, December 21, 2020 at 6:00 pm

Monday, January 18, 2021

Monday, February 15, 2021

Monday, March 22, 2021

Monday, April 26, 2021 at 6:00pm

Monday, May 24, 2021

Monday, June 28, 2021

Literacy Notes

District Literacy Coordinator- Jackie Berndt

Hello Families,

It has been a whirlwind of challenges this past six months and we continue to work toward a safe school experience for 2020-2021. I wanted to update you on some of our literacy changes for this upcoming school year.

We have been monitoring our reading data for many years. Changes in our students' progress have prompted us to review our literacy program and move forward with a new approach. Our new literacy program is called Into Reading by Houghton Mifflin Harcourt. This program has a very strong focus on early reading skills and blending writing and reading together to ensure our students have a good handle on the skills necessary for the next level of learning. We have adopted this program for grades 1 through 5. One key component in the Into Reading program is the ability to move to virtual learning in an instant. All materials are online and parents and students have access to them from home. You can use any device and teachers have the ability to link everything to their Google Classroom. Our 4K and kindergarten classes will continue to use Tools of the Mind for all their instruction.

As some of you may know, we have been hosting a "Transition to First Grade" parent meeting the last few years. Due to COVID concerns we will not be holding that this fall. Please know that any questions you have regarding the move from kindergarten to first grade or any questions about the new literacy program are welcome and encouraged. Please email me at jberndt@wittbirn.ki12.wi.us or call me at one of the school offices during the school day.

I look forward to the new year, no matter how that may look, and hope you will use me as a resource to support your child in any literacy concerns you may have.

Sincerely and respectfully yours,

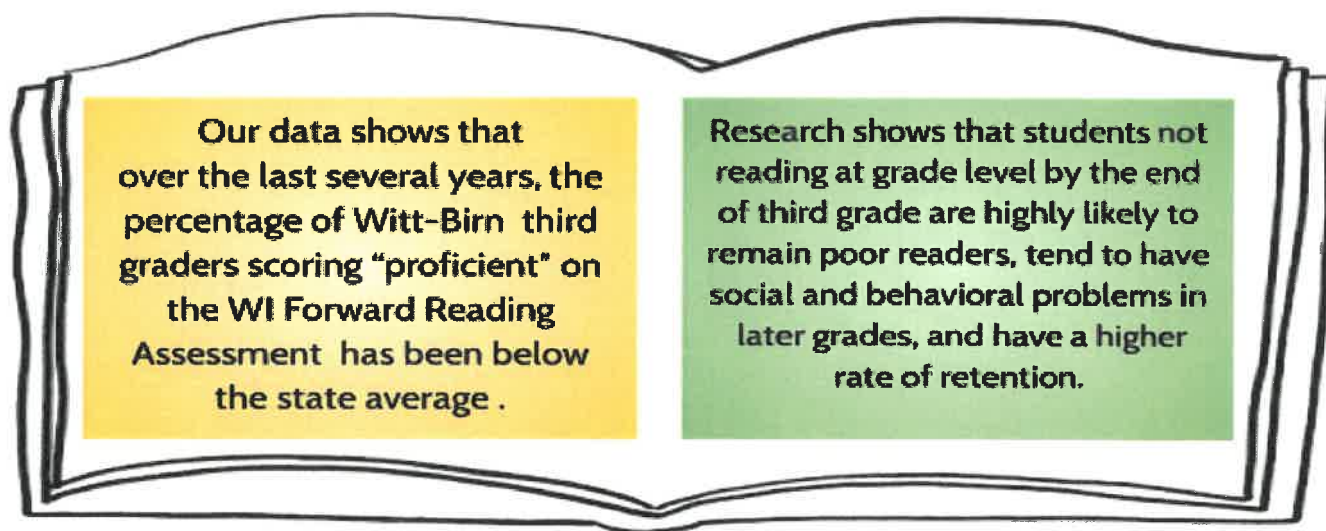
Jackie Berndt



Wittenberg Birnamwood Title I District Plan

What is Title I?

Title I is a federally-funded program that provides qualifying schools with financial support for additional instruction in math and reading for children at risk. As a Title I district we need to develop a plan for addressing our needs in these areas.



Our Goal:

By the end of the 2020-2021 school year, the number of Wittenberg-Birnamwood third grade students who reach the proficient level on the WI Forward Reading Assessment will match the state average.

What's Next?

Over the next year or so we will be working on K-3 curriculum and assessment practices that will help our students improve their reading achievement.

We are interested in hearing more from our parents and community members, so if you'd like to join our team, please contact Jackie Berndt, District Literacy Coordinator at jberndt@wittbirn.k12.wi.us or call any school office.

Athletic Page

First Day for Fall Sports

Cheer (9-12 Gr)

September 8

3:30-5:30 p.m. WBHS

Cross Country (6-12 Gr)

High School: August 17

7:00 – 9:00 a.m. WBHS

Middle School: August 17

7:00 – 9:00 a.m. WBHS

Football (7-12 Gr)

High School: September 7

3:45-6:15 p.m. WBHS

Middle School: TBA

Swimming (9-12 Gr)

August 17

8:30-10:30 a.m. Aquatic Center

Volleyball (7-12 Gr)

High School: September 7

4:00-7:00 p.m.

Middle School: September 8

3:30-5:30 p.m.



Impact Testing

ImPact is a neurocognitive test battery that provides healthcare professionals with objective measure of neurocognitive functioning as an assessment aid and in the management of concussion in individuals ages 12-59. Athletes are tested every two years through an internet based test, giving a baseline for healthcare professionals to compare if there is a suspected head injury.

All previous dates/times have been cancelled. Impact testing will now be offered:

Monday, August 17th from 7:00-10:00 a.m. and 6:00-8:00 p.m.

Another option is to take the impact test at home. If you have a laptop or desktop computer, athletes may do it from home. Athletes in 9-12th grade may have the link sent to their email. 5-8th grades must have it sent to a parent. Please let me know if you would like to do the at home option and include the athlete's name and grade. If you are unable to come on August 17th and don't have the ability to do the test from home, please contact me so we can set up an alternate date. cnier@wittbirn.k12.wi.us.

If you do not complete your impact test prior to the first day of practice, you will not be allowed to practice until it is complete.

Strength, Speed and Agilities will continue through August 20th Monday – Thursday 8:00-10:00 a.m.

Contact Days and Open Gyms Volleyball:

August 18, 19 and 20 8:00 – 10:00 a.m.

August 25,26,27 3:30-5:30 p.m.

September 1,2,3 3:30 – 5:30 p.m.

Competition schedules will be updated once we get more information from WIAA.

Birnamwood Elem. Middle School 2020-2021 SUPPLY LIST

Headphones are required for ALL students in Grades K-8.
Students may purchase them from the Birnamwood Library for \$4.

4K

Community Use: Not labeled

1 pack of 24 Crayola crayons
1 pack of 10 BASIC Crayola washable markers-Broad Tip
1 pack of 10 BASIC Crayola washable markers-Fine Tip
6 Expo fine tip BLACK dry-erase markers
Last name A-K--Snack or sandwich size Ziploc bags
Last name L-Z--Quart or Gallon size Ziploc bags
1 roll of masking tape and 1 roll packaging tape
1 container of Clorox (or any brand) of disinfecting wipes
2 boxes of Kleenex
1 Container of Hand Sanitizer

Labeled with child's name:

Backpack (regular sized)
1 full set of spare clothes (top, bottoms, socks, underwear)
Rest mat
2 Take-home folders

KINDERGARTEN

Community Use: Not labeled

6 Glue Sticks
6 #2 Pencils
6 Thin Black EXPO Dry Erases Markers
Girls: Antibacterial Wipes & Kleenex
Boys: Sandwich size Ziplock Bags
Coloring Books

Labeled with child's name:

2 Boxes of Crayola Crayons (24 count)
1 Pack of **Thin** Crayola Markers (10 count with BASIC colors)
1 Pack of **Thick** Crayola Markers (10 count with BASIC colors)
Plastic "Kindermat"
Plastic Art Box
Blunt-End Fiskar Scissors
3 Plastic Folders
Paint Shirt (old pull-over T-shirt, several sizes too big, no buttons)
Backpack (large size)
Tennis shoes for gym class to keep at school (only needed if your child does not wear tennis shoes to school every day)
Extra set of clothes in a bag to keep in locker (top, bottom, socks, underwear)

GRADE 1

Community Use: Not labeled

EXPO Dry erase markers
1-2 Boxes of 20-24 #2 PLAIN pencils
4 Glue Sticks
1 box of facial tissues
1 Scissors
2 Boxes of Markers
Box 24 Crayons
2-3 Large Pink Erasers
Girls: 2 hand sanitizers/1 roll scotch tape
Boys: 2 sanitizing wipes/1 pack post-its

Labeled with child's name:

2 folders
1 notebook
Art Smock
Backpack
Headphones (will be passed up from KGN)

GRADE 2

For Community Classroom Use:

EXPO Dry Erase Markers
Boys: Thick (normal) tip **Girls:** Thin Tip
Glue Sticks
1 Bottle Liquid Glue
1 Roll of Scotch Tape
Black Sharpie Marker
1 Box of Kleenex/Tissue
Girls: Antibacterial Wipes OR Hand Wipes
Boys: Snack, Gallon size Ziploc Bags

Labeled with child's name:

3: Two-pocket folders
2 wide ruled notebooks
Crayons
Markers
Scissors
Large eraser (optional)
Headphones for computer lab (available at school - \$4/pair)
Art/Pencil box
Art Shirt
Backpack

#2 Pencils (more later)
 Erasers – (large one & pencil tops)
 Markers (Thick or Thin)
 Colored Pencils
 Box of 24 crayons
 1 Highlighter
 2 or more **black** Dry Erase Markers
 4 Thin Black Sharpie Marker
 Soft Pencil Case (Zipper type)
 Personal Pencil Sharpener
 White School Glue

#2 Pencils
 Colored Pencils – several boxes
 Eraser (one large & pencil tops)
 Ruler (inches/metric)
 Several Glue Sticks
 Highlighters
 Scissors
 1 Sturdy Pocket Folder
 Disinfecting Wipes
 Black Sharpie Marker
 Soft Pencil Case (Zipper type; Ziplock bag is fine.)

Pencils #2 (**more needed later**)
 Colored Pencils
 Pencil Top Erasers
 Pack of 3x3 Post-It Notes
 2 Dry Erase Markers
 1 Composition Notebook for Science
 2 Spiral Notebooks
 5 Folders
 2 Glue Sticks
 Black Sharpie Marker

4 Pocket Folders
 7 Spiral Notebooks (more may be needed)
 Colored Pencils
 Erasers
 Scissors
 Highlighter
 Pencil Case
 2 Correcting Pens (Red)
 Pencils (more needed during the year)
 Pens (more needed during the year)
 Markers
 2 Dry Erase Markers
 Black Extra-Fine Sharpie Marker

Grades 6 – 8: Phy. Ed. T-Shirt with short or long sleeves (no cutoffs or tank tops). Bottoms must be shorts, sweat pants, or wind pants (no jeans or cutoffs). Shoes must be tennis/court shoes and must be tied or have Velcro closure (no skate, flat bottom or croc shoes).

GRADE 3

Scissors
 5 Spiral Notebooks (wide lines)
 1 Composition Notebook (wide lines)
 5 Heavy Duty Folders
 3x3 Post It notes
 2-1" Binder (Math & Reading)
 Gym Shoes to be kept at school
 1 Boxes of Kleenex (large size to share with class)
 Anti-Bacterial Wipes (large size to share with class)
 Art Smock or Large shirt for Art class
Label all items with your child's name.

GRADE 4

Tennis Shoes for Gym Class
 Box of Kleenex (large size to share with class)
 Dry Erase Markers
 Dry Erase Eraser
 3 Composition Notebooks
 1 – 1 ½" inch binder
 20 Sheet Protectors
 Ziplock Sandwich Bags
 Hand Sanitizer

GRADE 5

Pair of Scissors
 2 Highlighters
 1 – 2 inch Three Ring Binder
 1 – 1 inch Three Ring Binder
 1 Pack of loose leaf paper
 Tabs or dividers for binders (8)
 Pencil Case (bag is preferred)
 Tennis Shoes for Gym Class
 Personal Size Hand Sanitizer (optional)
 Box of Kleenex (to share with class)

GRADE 6, 7 & 8

6 Glue Sticks
 Post-It Notes
 Lined 4x6 Note Cards (1 packs)
 1 – 3 inch Binder
(7th & 8th grade may need one if 6th grade one doesn't hold up)
 Loose Leaf Paper/college rule
 5 Tab Binder Dividers (2 packs)
 Basic Calculator (not scientific)
 Locker Organizer (optional)
 Choir Students: 1" Black Binder with pockets inside

Wittenberg Elementary 2020-2021 Supply List

KINDERGARTEN

2 Heavy duty folders
 1 – **3-pronged RED PLASTIC** folder
 2 Boxes 24 ct. **Crayola®** crayons
 2 packs **THIN Crayola®** washable markers
 (10 ct. basic colors)
 6 **THIN EXPO®** dry erase markers
 (**BLACK** only)
 6 Large glue sticks
 Kinder-Mat - for rest time
 2 Boxes of Kleenex®
 Lysol® or Clorox® wipes
Girls – Sandwich-size Ziploc® bags
Boys - Quart-size Ziploc® bags

GRADE 1

2 Folders
 2 Wide-ruled spiral notebooks
 1 Soft pencil pouch
 Scissors
 1 Box of 24 **CRAYOLA®** crayons
 1 Box markers (washable)
EXPO® thin dry erase markers-**BLACK**
 Disinfecting Wipes
 Tissues
 Hand Sanitizer



GRADE 2

2 Folders
 1 Wide-ruled notebook
 1 Box plain pencils
EXPO® dry erase markers (thin)
 1 Box **CRAYOLA®** crayons
 Washable markers (thin)
 Scissors
 1 Large glue stick
 Soft pencil pouch (with zipper)
 Hand sanitizer
 2 Boxes of tissues
 Unscented antibacterial wipes
Girls – Sandwich-size Ziploc® bags
Boys - Gallon-size Ziploc® bags
 Headphones*

GRADE 3

3 Plastic folders
 1 Wide-ruled spiral notebooks
 1 – 1” Binder
 Scissors
 1 Box of 24 crayons
 Colored pencils/markers
 2 Ink pens
 School box/pencil box
 36 #2 Plain yellow pencils; sharpened
 1 Pack pencil top erasers
 2 Packs 3x3 Post-It® notes
 1 Pack wide-ruled loose leaf paper
 1 Pack highlighters (different colors)
 4 or more **EXPO®** dry erase markers
 4 Glue sticks
 Box of tissues
 Unscented disinfecting wipes
 (Clorox® or Lysol®)
 Hand sanitizer
 Box of Ziplocs® - any size
 Headphones*

GRADE 4

7 Pocket folders (to match notebooks)
 7 Notebooks (to match folders)
 1 -1” Binder
 Pencil pouch or box
 Highlighters
 Assorted color ink pens
 Colored pencils/markers/crayons
 Scissors
 3 Dry erase markers
 4 Glue sticks
 36 #2 Pencils; sharpened
 2 Packs pencil top erasers
 Pack 3x3 Post-It® notes
 Wide-ruled loose leaf paper
 Box of tissues
 Unscented Lysol® or Clorox® wipes
 Hand sanitizer
 Ziploc® bags-any size
 Headphones*

GRADE 5

6 Solid color folders (to match notebooks)
 6 Solid color notebooks (to match folders)
 24 #2 Pencils; sharpened
 2 Ink pens
 1 Red ink pen
 Highlighters
 Scissors
 Pencil pouch or box
 Markers and/or colored pencils
 2 Rolls Scotch® tape
 2 Boxes of tissues
 4-Pack **EXPO®** dry erase markers
 Pack pencil top or pink traditional erasers
 2 Packs 3x3 Post-It® notes
 1 Pack Wide-ruled loose leaf paper
 Unscented Antibacterial Wipes
 Hand sanitizer
 Headphones*

DUE TO THE SIZE OF DESKS, PLEASE DO NOT SEND TRAPPER KEEPERS FOR GRADES K-1-2-3-4-5
A Student Assignment Notebook (SAN) is provided by school as part of the registration fee for Grades K-1-2-3-4-5
***Headphones** for computer lab are available at school - \$5.00/pair. These are sent home with students at the end of the year.
 Students should have a large size **Backpack** to carry books, papers, etc. to and from school.
Many items need to be replenished during the year. Please buy accordingly.
 Individual classroom teachers may require additional items.

Wittenberg Middle School 2020-2021 Supply List

5 Pocket Folders, one each:

Red-Math / **Green**-Science / **Blue**-Social Studies / **Yellow**-ELA / **Orange**-Health (Gr. 7)

5 Spiral Notebooks, one each:

Red-Math / **Green**-Science / **Blue**-Social Studies / **Yellow**-ELA / **Orange**-Health (Gr. 7)

3 Composition Notebooks – (200 page)

1 – 1-1/2” Binder for ELA

1 – 1” Black Binder for Band students

1 – Half inch (1/2”) Black Binder with pockets inside for Chorus students

1 Pack 5-tab Dividers for ELA Binder

24 Pencils

Pens (red, blue, black)

8 or more EXPO® Black Broad Tip Markers

Colored Pencils

Markers

2 sets Highlighters (must have pink, blue, green, yellow and orange)

Erasers

Loose Leaf Paper

4 Large Glue Sticks

Scissors

1 Pack 3 x 5 Ruled Note Cards

Headphones or earbuds (inexpensive model-**CAN NOT BE Bluetooth**)

8 ½ x 11 or 9 x 11 Sketchbook

Pocket Dictionary/Thesaurus

Locker Organizer (optional)

3 Book covers for Textbooks (1small; 2 jumbo)

Pencil case

Calculator (optional)

Student Assignment Notebook (SAN)

Provided by school as part of registration fee

Replacement cost \$5.00

Individual classroom teachers may require additional items.





2020-21 WITT-BIRN HIGH SCHOOL

STUDENT SUPPLY LIST



Agriculture –

- *1 notebook
- *1 folder

Pre-Algebra/Algebra

- *Pencils
- *2 spiral notebooks
- *Dry-Erase markers
- *TI 30 Scientific Calculator
- *Folder

Math Classes

- *Pencils & Pens
- *1 Red Pen
- * Dry-Erase Markers
- *2 Notebooks per semester
- *1 Notebook w/perforated edge
- *1 Folder
- *Scientific Calculator
(Sophomores – TI 30xs Scientific Calc.)
(Adv. Alg./College Alg. – Graphing Calc.
TI 83 or higher graphing)
- *3-Ring Binder (Mr. Justen)

Art-

- *Pencils
- *Sketchbook
- *1 folder/per art class
- *Eraser

Band –

- *Black Socks
- *Pencils
- *Money for reeds, valve oil, etc., if needed

Physics:

- See Chemistry and include:
- *Colored pens/pencils for diagramming
- *Centimeter Graph paper

Business & IT-

- *Pens & Pencils
- *Notebook
- *1 folder
- *Calculator

Social Studies–

- *Pens & Pencils
- *Notebook
- *Folder

English –

- *Pens & Pencils
- *2 Notebooks
- *1 Folder/Binder

Family & Consumer Science-

- *Pens & Pencils
- *Folder (Foods, Clothing & Independent Living Skills)
- *2" 3-Ring Binder (Parent & Child)
- 1" 3-Ring Binder (Food Science and Interior Design)
- *Sewing kits – available through instructor for \$4
Fabric & materials necessary for assigned sewing projects
(Clothing & Textiles/Today's Fashions)

*See more on back

Geometry –

- *Pens & Pencils
- *3 Notebooks
- *Folder or 3-ring binder
- *TI-30 Scientific Calculator
- *Compass, protractor, ruler
(can be purchased from teacher for
\$1 each (\$3 total))

Photography-

- *Digital Camera
- *SD Card
- *Folder

Biology-

- *Pencils & Pens
- *Notebook
- *Folder
- *Calculator
- *1" 3-Ring Binder
- *3-pk Highlighters - yellow, green, orange
- *Colored Pencils

Chemistry:

- *Glue stick -2 pk for classroom
- *Composition lab notebook (bound, not spiral) - can be purchased from instructor on first day (between 50-75 cents)
- *Scientific Calculator with exponent capabilities (Texas Instrument - model TI30X preferred)
- *1 inch 3 ring binder (optional, but suggested)

Physical Education-

- *\$5 on the *Second* day for rental of lock/locker
- *Change of Clothes – t-shirt/shorts everyday, proper tennis shoes that tie
- *1-piece swimsuit for swimming unit

Spanish-

- * Notebooks or loose-leaf paper
- * Pens & Pencils* 1 Folder or Binder
- * 1 Set of Headphones/ear buds
- * 3"x5" notecards (optional for flashcards)
- * 1 Pkg. Colored pencils and/or crayons

Technology Education-

- *Pencils & Pens
- *Notebook
- *Folder
- *Safety Glasses or \$2 to purchase them
at school the first week
- *Tape Measure

Accounting/Math with Business

Apps/Personal Finance-

- *Notebook, folder, pens & pencils
- *Basic Calculator

Web Design and Computer Programming-

- *Ear Buds
- *Notebook, folder, pen & pencils



Welcome to the 2020-21 school year! As we get back into the school routine or get used to it for the first time, here is a “back to school” checklist for your child’s health and safety at school.

- Share health conditions, medication needed at school, and medical orders for school with the school nurse.
- Make sure immunizations (or waivers) are up to date.
- Encourage handwashing and covering sneezes and coughs to prevent the spread of illness.
- Establish a bedtime and wake up routine for good sleep habits.
- Develop a homework and after school activity routine.
- Eat breakfast every day at home or at school.
- Help with making appropriate clothing choices for school. (Example: wear comfortable and safe shoes- **not** flip flops and dress according to the weather)
- Assist with good hygiene habits- bathe or shower daily, comb hair, brush teeth, wear clean cloths, cover open sores.

Please contact me about your child's health and medical needs. I can be reached at any of the school offices in the district.

Becky Wendel, Wittenberg Birnamwood School District Nurse

WI State Law Immunization Requirements: Please refer to the grade level immunization requirements chart to see which vaccines your child needs at this time. Alternatively, parents are allowed by law to sign waivers from vaccines for their children to be compliant with the state immunization law.

Listed below are other *recommended* vaccinations for school age children. Talk with your child’s health care provider for more information about timing for these vaccinations.

Meningococcal vaccine: protects against some of the bacteria that cause meningococcal disease and meningitis. The vaccine is recommended at age 11-2 and again at age 16.

Human Papillomavirus (HPV) vaccine: protects against the infections that can cause HPV cancer. The recommendation is for boys and girls to complete the two dose vaccine series by the age of 14 or a three series if started at age 15 or older.

Annual flu vaccine: protects against infection by influenza viruses. The vaccine is recommended for most school aged children every year.

Special note due to pandemic:

This school year is getting off to a much different start compared to our accustomed school routine. Please see the “health actions” page for families to help prepare for the additional health measures that are required due the COVID 19 pandemic. The health actions required for schools may change throughout the year and this is new territory for all of us. Thank you for your patience and cooperation.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) ¹	4 DTaP/DTP/DT ²	3 Polio	3 Hepatitis B ⁶	1 MMR ⁷	1 Varicella ⁸	
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{2,3}	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸	
Grades 6 through 12	4 DTaP/DTP/DT/Td ²	1 Tdap ⁴	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸

- Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
- D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** A dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1st birthday is also acceptable.
- Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.



Cómo prepararse para la reapertura de la escuela 2020-21:

Acciones de salud para familias y estudiantes

<p>Practica la Higiene de Manos Lávese las manos. Haga esto durante todo el día. Enseñe a su hijo a cantar su abecedario o contar hasta 20 mientras lo hace. Asegúrese de que su hijo se lave la frente y el dorso de las manos junto con los dedos. handwashing video</p>	<p>Practica 6 Pies de Distancia Aprende a mantener 6 pies de distancia. Mida la distancia en el piso y coloque papel para ver cómo se ve 6 pies. Practique tener conversaciones entre ellos a esta distancia.</p>
<p>Hacer o Comprar Máscaras Adicionales Compre máscaras como parte de los útiles escolares de su hijo para el año. Considere hacer o comprar máscaras múltiples para que pueda lavarlas entre usos. También tenga bolsas de plástico o papel disponibles con cada máscara para guardarlas cuando no estén en uso.</p>	<p>Práctica el Uso y Cuidado de las Máscaras Hay requisitos o recomendaciones para usar máscaras en la escuela. Practique el uso de máscaras antes de que comience la escuela, incluido cómo ponerse y quitarse las máscaras correctamente, y cómo guardarlas cuando no las use. How to wear face covering</p>
<p>Compra Botellas de Agua Reutilizables Las fuentes de agua solo se utilizarán para rellenar botellas de agua. Su hijo podrá rellenar la botella de agua durante el día para mantenerse hidratado.</p>	<p>Compra un Termómetro Antes de ir a la escuela todos los días, chequea a su hijo para detectar síntomas de enfermedad, incluida la comprobación de una temperatura de 100.4 grados o más. Los estudiantes enfermos no deben asistir a la escuela.</p>
<p>Haga un plan de Cuarentena Hable con su familia o empleador sobre lo que sucederá en caso de que su hijo sea dirigido a la cuarentena o al aislamiento. Es posible que su hijo necesite estar fuera de la escuela por hasta 14 días o incluso más, dependiendo de la exposición al COVID 19, los síntomas de la enfermedad y el cierre de la escuela.</p>	<p>Verificar la Información de Contacto de Emergencia Si su hijo presenta síntomas similares a COVID-19, se mantendrán en una sala de aislamiento designada y se deben recoger de inmediato. Asegúrese de que se pueda contactar a un contacto en cualquier momento durante el día.</p>
	<p>Asthma/Allergies Some of COVID-19 symptoms are similar to symptoms of asthma and allergies. It is very important to discuss management of your child's asthma and allergies with your child's healthcare provider prior to the start of school and as needed when symptoms occur. Nebulizer treatments at school are discouraged at this time and using inhalers with spacers are preferred. managing asthma and allergies/COVID19</p>

How to prepare for the reopening of school 2020-21:

Health actions for families and students

Version en Espanol proximamente

<p>Practice Hand Hygiene</p> <p>Wash your hands. Do this often throughout the day. Teach your child to sing their ABCs or count to 20 while doing so. Ensure that your child washes the front and back of hands along with between fingers.</p> <p>handwashing video</p>	<p>Practice 6 Foot Distance</p> <p>Learn how to keep 6 feet apart. Measure the distance on the floor and lay pieces of paper down for a visual of what 6 feet looks like. Practice having conversations with each other at this distance.</p>
<p>Make or Purchase Extra Masks</p> <p>Please purchase masks as part of your child's school supplies for the year. Consider making or buying multiple masks so you can wash them between uses. Also have plastic or paper bags available with each mask to place them in when not in use.</p>	<p>Practice use and care of face masks</p> <p>There are requirements or recommendations to wear face masks at school. Practice mask use before school starts, including how to put on and remove masks correctly, and how to store them when not in use.</p> <p>How to wear face covering</p>
<p>Purchase Reusable Water Bottles</p> <p>Water fountains will only be used for refilling water bottles. Your child will be able to refill the water bottle throughout the day to remain hydrated.</p>	<p>Purchase a thermometer</p> <p>Prior to school everyday check your child for symptoms of illness, including checking for a temperature of 100.4 degrees or higher. Ill students should not attend school.</p>
<p>Make a Quarantine Plan</p> <p>Discuss with your family or employer what will happen in the event that your child is directed to quarantine or self-isolate. Your child may need to be out of school for up to 14 days or even longer depending on exposure to COVID 19, illness symptoms, and school closures.</p>	<p>Verify & Update Emergency Contact Information</p> <p>If your child presents with COVID-19 like symptoms they will be placed in a designated isolation room and will need to be picked up immediately. Please ensure a contact can be reached at any time throughout the day.</p>
<p>Update Immunization, Medication, &/or Action Plan Forms</p> <p>Up to date health information and immunizations are important for maintaining your child's health while at school and supporting a healthy school environment. If your child will receive medication at school or may need emergency care due to a chronic health condition new forms are required every school year. Immunizations must be up to date by the 30th day of school.</p>	<p>Asthma/Allergies</p> <p>Some of COVID-19 symptoms are similar to symptoms of asthma and allergies. It is very important to discuss management of your child's asthma and allergies with your child's healthcare provider prior to the start of school and as needed when symptoms occur. Nebulizer treatments at school are discouraged at this time and using inhalers with spacers are preferred.</p> <p>managing asthma and allergies/COVID19</p>

WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2020-21

Dear Parent/Guardian:

Enclosed you will find the 2020-21 Wittenberg-Birnamwood School District Free & Reduced Meals Application. **Please be sure to read the instructions that are included with the application.** Meals prices for this year are as follows:

	Reduced Price (All Grades)	Elementary/ Middle School	High School	Adults
Breakfast	\$0.30	\$1.30	\$1.30	\$1.80
Lunch	\$0.40	\$2.50	\$2.75	\$3.45
Snack Milk (4K-5)	free	\$0.35	n/a	n/a

Below are some common questions and answers to help you with the application process:

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2020-2021			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	23,606	1,968	454
2	31,894	2,658	614
3	40,182	3,349	773
4	48,470	4,040	933
5	56,758	4,730	1,092
6	65,046	5,421	1,251
7	73,334	6,112	1,411
8	81,622	6,802	1,570
Each additional person:	8,288	691	160

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Bill Hass (715-253-2211 or bhass@wittbirn.k12.wi.us)**
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Wittenberg-Birnamwood School District, Attn: Kim Moede, 400 W. Grand Ave., Wittenberg, WI 54499**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Kim Moede (715-253-2211 ext. 1106 or kmoede@wittbirn.k12.wi.us)** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

5. CAN I APPLY ONLINE? Yes, Beginning in August 2020. You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Login to your Skyward Family Access account to begin the online application process. Visit www.wittbirn.k12.wi.us/district/food-services.cfm for online application instructions. Contact **Kim Moede (715-253-2211 ext. 1106 or kmoede@wittbirn.k12.wi.us)** if you have any questions about the application process.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **October 13, 2020**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
8. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and income size. Please submit an application to determine if your household qualifies.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Garrett Rogowski (400 W. Grand Ave., Wittenberg, WI 54499, 715-253-2213, grogowski@wittbirn.k12.wi.us)**.
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
13. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
14. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
15. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.
16. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 715-253-2211.

Sincerely,

Kim Moede

FREE AND REDUCED SCHOOL MEAL APPLICATIONS

Applications for Free and Reduced Price Meals can be submitted to the District at any time during the school year. Paper copies are available in all the school offices and a copy is also available to print from the District's website.

You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals last year, you must submit a new application this year. Any balance owed prior to being determined eligible will remain the responsibility of the parent/guardian.

ONLINE PAYMENT OPTION

The District offers parents the option of making online payments to your child's account using a debit or credit card. Login as well as online payment instructions can be found at: (<http://www.wittbirn.k12.wi.us/district/food-services.cfm>). Please note that a \$2.00 convenience fee will be incurred when using the online payment option.

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS for 2020-21 School Year

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the Wittenberg-Birnbaum School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact Kim Moede at 715-253-2211 ext. 1106 or kmoede@wittbirn.k12.wi.us

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children grades 12 or under AND are supported with the household's income; and
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children in household than lines on the application, attach a second piece of paper with all required information for the additional children.	B) Enter the grade and the name of the school the child attends or mark n/a if not in school.	C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.	D) Are any children homeless, migrant, runaway or enrolled in a Head Start program? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and <u>complete all steps of the application.</u>
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STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDIPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs: <ul style="list-style-type: none"> • Leave STEP 2 blank or check "No" and go to STEP 3. 	B) If anyone in your household participates in any of the above assistance programs: <ul style="list-style-type: none"> • Write a case number and <u>name of the assistance program</u> you or any member of the household participates in for FoodShare, W-2 Cash Benefits, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free or reduced price meals. • Go to STEP 4.
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STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Children" and "Sources of Income for Adults," printed on the back side of the application form, to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes. Many people think of income as the amount they "take home" (listed as "net pay" on paycheck stub) and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B. REPORT INCOME EARNED BY ADULTS

List adult household members' names.

- Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - Infants, children and students already listed in **STEP 1**.

	D) Report income from public assistance/child support/alimony/SSI/VA benefits. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.	E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/Social Security/All Other Income" field on the application.
C) Report earnings from work. Report all total gross income (before taxes) from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	G) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number <u>MUST</u> be equal to the number of household members listed in STEP 1 and STEP 3 . If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.	H) Provide the last four digits of your Social Security Number (SSN). An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check box if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

An adult member of the household must sign the application. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	B) Print or sign your name. The adult filling out the application must print or sign their name in the signature box.	C) Return completed form to: Wittenberg-Birnhamwood School District, Attn: Kim Moede, 400 W. Grand Ave., Wittenberg, WI 54499	D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.
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Complete one application per household. Use a pen (not a pencil).

If more spaces are required for additional names, attach another sheet of paper.

Child's First Name										Child's Last Name										MI		Grade		School the child attends or NA if not in school	Check all that apply					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Case Number	Program Name (Required)

Write only one case number in this space.

Flip the page and review the charts titled "Sources of Income" for more information.

Sometimes children in the household earn income. Please include the TOTAL income earned by all infants, children and students up to and including grade 12 listed in STEP 1 here.

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total **gross** income (before taxes) for each source in whole dollars only (no cents). If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last Name)	C.			D. Public Assistance/ Alimony/SSI/VA Benefit			How often?			E. Pensions/Retirement/ Social Security, Other Income			How often?			F. Other income from sources not reported elsewhere. Report here.		
	Earnings from Work			Weekly	Bk-Weekly	2x Month	Monthly	Weekly	Bk-Weekly	2x Month	Monthly	Weekly	Bk-Weekly	2x Month	Monthly			
	\$																	
	\$																	
	\$																	
	\$																	
	\$																	

H. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member—REQUIRED or check box if no SSN

Return completed form to your school.

Street Address (if available)	Apt #	City	State	Zip	Daytime Phone and Email (optional)

Today's Date Mo./Day/Yr.:

INSTRUCTIONS Source of Income

Sources of Income for Children

Sources of Child Income	Example(s)
- Gross earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability payments - Survivor's benefits	- A child is blind or disabled and receives Social Security benefits - A parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Gross salary, wages, cash bonuses - Net income from self-employment (farm or business); FARM —refer to line 18 of Schedule 1 or line 34 from Schedule F; BUSINESS —refer to line 12 of Schedule 1 or line 31 from Schedule C. If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State, or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity *Check one* ☐ Hispanic or Latino ☐ Not Hispanic or Latino
Race *Check one or more* ☐ American Indian or Alaskan Native ☐ Asian

☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

The above address is for discrimination complaint purposes only.
Return this complete application to your school, not to USDA.

Do not fill out For School Use Only

Annual Income Conversion: Weekly x 52, Bi-weekly (Every 2 Weeks) x 26, Twice a Month x 24, Monthly x 12

How often?

Total Income	Weekly	Bi-Weekly	2x Month	Monthly	Yearly
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Categorical Eligibility ☐

Eligibility	
Free	Reduced
<input type="checkbox"/>	<input type="checkbox"/>

Date Denied Mo./Day/Yr.

Reason for Denial or Withdrawal

Determining Official's Signature

Date Mo./Day/Yr.

Confirming Official's Signature

Date Mo./Day/Yr.

Verifying Official's Signature

Date Mo./Day/Yr.

Required for Verification process only

Required for Verification process only

Wittenberg-Birnamwood School District 2020-21 Food Service Program Information

Dear Parent/Guardian:

The 2020-21 school year lunch prices are as follows: Grades 4K-8 - \$2.50, Grades 9-12 - \$2.75. The breakfast price is \$1.30 (all grades). Alacarte items (available at high school only - prices vary) or extra milks/snack milk (\$0.35) purchased are an additional cost. If you do not want your child to be able to purchase any extra items, please notify me and I will put an alacarte stop on the account. Please see the District Meal Charge Policy for detailed information regarding negative account balances. Please note all purchases are cumulative over a student's school career. Any paid/unpaid balances will be transferred to the following year.

Payments can be sent to school with your child or mailed directly to me at: Wittenberg-Birnamwood School District, 400 W. Grand Ave., Wittenberg, WI 54499, Attn: Food Service Acct. *If paying by check, please identify student names on the check memo line.*

Please see the included document 'Food Services - Skyward Family Access' for information regarding options available for monitoring your food service account balance, making online payments using RevTrak, and completing a Free & Reduced Priced Meals application during the online enrollment process.

Reminder - A new Free & Reduced Priced Meals application needs to be completed for each school year. Please take the time to fill out the application completely and accurately; we cannot process an application that doesn't have all the required information provided. Paper applications are available at each school or can be printed directly from the District's website (www.wittbirn.k12.wi.us - see Food Services Section).

If you have any questions regarding the meal account system, please contact me at kmoede@wittbirn.k12.wi.us or 715-253-2211 ext. 1106.

Thank you,
Kim Moede

FOOD SERVICES - SKYWARD FAMILY ACCESS

Parents can use their Skyward Family Access account for Food Services Account information:

Meal Account Current Balances

Purchase & Payment Histories

Email Notifications (low meal balances)

Pay Online Food Service Payments (RevTrak Food Service)

Online Free/Reduced Price Meals Application (during enrollment/registration process)

Skyward Family Access Login

From the District's website (<https://wittbirn.k12.wi.us>) select **Skyward Family Access** from the **Families** dropdown menu. (If you have not received your login/password for Family Access, contact your student's school building office secretary.)

How can parents be advised of Low Meal Account Balances?

1. **Skyward Family Access:** On the Skyward Family Access dashboard, select the *Food Service* option on the left quick links; a current account balance will be displayed.
2. **Receive Low Balance Emails:** Setup this feature in Skyward Family Access by changing your My Account profile. Select *My Account*, then check the box '*Receive Emails when Food Service Balance is under \$5.00,*' and Save.
3. **Skylert Calls:** Our automated phone calling system will communicate meal account balance information to households with NEGATIVE account balances on Monday and Thursday evenings.

How to make meal account payments online using RevTrak:

- Log on to Skyward Family Access, select **Food Service** link, click the **Make a Payment** link. Food service accounts are family based accounts, so it does not matter which student within your family that you apply the payment to. (Please Note: A single \$2.00 convenience fee will be added at checkout.)
- Click **Update Payment Amount**, input payment amount, **Update Cart** and then click the **Pay with Vendor** button. You will then be redirected to your shopping cart in the Web Store.
- If you are a new customer, select **Create New Account** and provide the required information for account setup. If you are a returning customer, enter your email and password to Log in.
- Verify the payment and service fees listed in your cart are accurate and then click **Place Order**.

How to apply for Free or Reduced-Priced Meals online with Skyward Family Access (during the Online Enrollment process):

Gather all important information before logging on to complete your application: full legal names of each household member, last 4 digits of person completing application, gross income* and frequency of pay (weekly, monthly, twice monthly, etc.), Assistance Program Case # (if applicable).

Income Exception: Self-employed or Farmers should enter **net income (Schedule C - Line 31).*

- Log on to Skyward Family Access, then select **Online Enrollment** link. The Food Service application is **Step 4** of this process. Click link to **Add a Food Service Application**.
- Read Parent Letter and then Instructions for Applying. Check the box to verify Instructions have been read.
- Read all the screens carefully and enter applicable information, selecting next after each screen. **Be sure to enter full legal names for all household members each time you are asked to make an entry.**

Meal Price Forecast for 2020-21

Wittenberg-Birnamwood School District

Lunch - Normal Paid Prices

Grades 4K-8				
Lunch	Daily	Weekly	Monthly	Quarterly
# of students		(5 day avg.)	(20 day avg.)	(45 day avg.)
1	\$2.50	\$12.50	\$50.00	\$112.50
2	\$5.00	\$25.00	\$100.00	\$225.00
3	\$7.50	\$37.50	\$150.00	\$337.50
4	\$10.00	\$50.00	\$200.00	\$450.00

Grades 9-12				
Lunch	Daily	Weekly	Monthly	Quarterly
# of students		(5 day avg.)	(20 day avg.)	(45 day avg.)
1	\$2.75	\$13.75	\$55.00	\$123.75
2	\$5.50	\$27.50	\$110.00	\$247.50
3	\$8.25	\$41.25	\$165.00	\$371.25
4	\$11.00	\$55.00	\$220.00	\$495.00

Lunch - Reduced Prices

Lunch	Daily	Weekly	Monthly	Quarterly
# of students		(5 day avg.)	(20 day avg.)	(45 day avg.)
1	\$0.40	\$2.00	\$8.00	\$18.00
2	\$0.80	\$4.00	\$16.00	\$36.00
3	\$1.20	\$6.00	\$24.00	\$54.00
4	\$1.60	\$8.00	\$32.00	\$72.00

Breakfast - Normal Paid Prices

Breakfast	Daily	Weekly	Monthly	Quarterly
# of students		(5 day avg.)	(20 day avg.)	(45 day avg.)
1	\$1.30	\$6.50	\$26.00	\$58.50
2	\$2.60	\$13.00	\$52.00	\$117.00
3	\$3.90	\$19.50	\$78.00	\$175.50
4	\$5.20	\$26.00	\$104.00	\$234.00

Breakfast - Reduced Prices

Breakfast	Daily	Weekly	Monthly	Quarterly
# of students		(5 day avg.)	(20 day avg.)	(45 day avg.)
1	\$0.30	\$1.50	\$6.00	\$13.50
2	\$0.60	\$3.00	\$12.00	\$27.00
3	\$0.90	\$4.50	\$18.00	\$40.50
4	\$1.20	\$6.00	\$24.00	\$54.00

WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT MEAL CHARGE POLICY

The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

PRICING

- Full Pay Students – Students will pay for meals at the District’s standard meal rates.
- Reduced Meal Benefits – Reduced status students will be allowed to purchase a breakfast for \$.30 and lunch for \$0.40 each day.
- Free Meal Benefits – Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases will be charged at regular prices.

UNPAID MEALS

A. Full Pay/Reduced Meal Benefit Students

1. Elementary and Middle School Students

A list of negative account balances will be compiled on a weekly basis. Letters will be mailed on Wednesday’s for any family account at a -\$15.00 balance. If the negative balance is not paid, effective the following Tuesday, regular meal services will be suspended unless they are paid in cash. Students will be offered a PB&J and milk for one week (charged at standard meal rates). If balances remain unpaid, meal services will be completely suspended the following Tuesday (this includes extra milk purchases).

2. High School Students

A list of negative account balances will be compiled at the end of each week. Letters will be mailed on each Tuesday for any family account with a negative balance. If the negative balance is not paid, effective the following Monday, regular meal services will be suspended unless they are paid in cash. Students will be offered a PB&J and milk for one week (charged at standard meal rates). If balances remain unpaid, meals services will be completely suspended the following Monday.

Once a student’s account balance reaches zero, no a la carte items will be sold to the student unless they are paid in cash.

- #### B. Free Meal Benefit Students
- Free status students will be allowed a free breakfast and lunch each day. A la carte purchases (including extra milks) must be prepaid. Periodic letters will be send to parents as a reminder that any negative balance is still owed.
- #### C. Other Communication Methods
- Weekly automated phone calls are made on Monday’s and Thursday’s for all negative account balances. Parents can check lunch balances and food service activity at any time through Family Access. Contact your school office if you need assistance with your Family Access login.

NON DISCRIMINATION/EQUAL EDUCATION OPPORTUNITY Policy #2260

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board 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), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Board designates the following individual to serve as the District's Compliance Officer: Megan Marcks, Director of Pupil Services PH: 715-253-2213 400 W Grand Avenue, Wittenberg, WI 54499 mmarcks@wittbirn.k12.wi.us

STUDENT ANTI-HARRASSMENT – Policy 5517 Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics.

The Board will vigorously enforce its prohibition against discriminatory harassment based on the traits of sex, race, color, national origin, religion, or disability, that are protected by Federal or State civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, harassment means behavior toward a student or group of students that substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment.

"**Sexual harassment**" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature..

Bullying

Bullying is prohibited by **Board Policy 5517.01 – Bullying**. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an

imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being.

District Compliance Officers

The following individuals serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Megan Marcks, Director of Pupil Services

715-253-2213, mmarcks@wittbirn.k12.wi.us
400 West Grand Avenue,
Wittenberg, WI 54499

Complaint Procedure

A student who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the Compliance Officer, District Administrator, or other District employee who works at another school or at the District level.

Within five (5) business days of receiving the complaint, the Compliance Officer will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed, however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the Compliance Officer will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY-Policy 2260.01

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.**District Compliance Officer**

The following person is designated as the District Section 504 Compliance Officer/ADA Coordinator ("District Compliance Officer"):

Megan Marcks, Director of Pupil Services

400 W. Grand Ave.

Wittenberg, WI 54499

(715) 253-2213, mmarcks@wittbirn.k12.wi.us

The District Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

ATTENDANCE – Policy 5200

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence; or prolonged absence.

ADMINISTRATION OF MEDICATION/EMERGENCY CARE – Policy 5330

The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

All prescription medication shall be kept in a locked storage case in the school office unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

STUDENT RECORDS – Policy 8330

In order to provide appropriate educational services and programming, the Board must collect, retain, and use

information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Directory Information

Each year the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and/or weight, if a member of an athletic team; dates of attendance; date of graduation; degrees and awards received; name of the school most recently previously attended.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete a release form, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

STUDENT CODE OF CLASSROOM CONDUCT–Policy 5500

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as FaceBook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

ENGLISH LANGUAGE PROFICIENCY – Policy 2260.02

The Board recognizes that there may be students whose primary language is not English residing within the District.

With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (EL), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student. The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

HOMELESS STUDENTS – Policy 5111.01

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260)

ASSIGNMENT WITHIN DISTRICT – POLICY 5120

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated.

The District Administrator shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by: considerations of safe student transportation and travel; convenience of access to schools; financial and administrative efficiency; the effectiveness of the instructional program; a wholesome and educationally sound balance of student populations.

No assignment to schools or attendance schedules shall discriminate against students on the basis of gender, race, sex, color, religion, disability, or national origin.

The District Administrator may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student.

Every effort shall be made to continue a student in the elementary school to which s/he is initially assigned.

Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

The District Administrator shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing his/her fullest educational potential.

The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be

based on consideration of the needs of the student as well as the administration of the school.

SEARCH AND SEIZURE – POLICY 5771

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places. The Board directs that the searches may be conducted by the: District Administrator; building principals; Dean of Students; School Resource Office.

WEAPONS – POLICY 5772

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

DRUG PREVENTION – POLICY 5530

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. For purposes of this policy, "drugs" shall mean: all dangerous controlled substances as so designated and prohibited by Wisconsin statute; all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; "look-alikes or synthetics"; anabolic steroids; any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall ensure that the warning notice concerning anabolic steroids is installed and properly maintained in each of the District's locker rooms or athletic dressing areas. Education shall be intended to develop awareness of drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

USE OF TOBACCO BY STUDENTS – POLICY 5512

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum, except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy

SUSPENSION AND EXPULSION – POLICY 5610

SUSPENSION The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled. The District Administrator, the principal, or a teacher designated by the District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension.

EXPULSION Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by

the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

STUDENT ASSESSMENT – POLICY 2623

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

SCHOOL DAY – POLICY 8220

The Board of Education authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The District Administrator may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare rules for the proper and timely notification of concerned persons and parents in the event of any emergency closing of the schools.

The District Administrator shall have the authority to determine which school-related activities may be conducted if the school is closed for a period of time. S/He shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and conduct of such activities.

SCHOOL VISITORS – POLICY 9150

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines. In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry

of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

PERSONAL COMMUNICATION DEVICES – POLICY 5136

Students may use PCDs (Personal Communication Devices) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS – POLICY 5722

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial

disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may **further** prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

TRANSPORTATION – POLICY 8600

In accordance with the Statutes, the Wittenberg-Birnamwood School District will furnish transportation to and from school for all regularly enrolled students who reside a distance to two (2) miles or more by regularly traveled routes from their assigned schools.

Students living over two (2) miles from the school attended may be required to walk one-fourth (1/4) mile or less to the established bus routes. This excludes kindergarten pupils.

Students living less than two (2) miles from the school attended and if on a regularly traveled bus route and seating room exists on that bus. Transportation may be provided, but in no case may a bus be overloaded.

Kindergarten students will be picked up at their driveway, or as near as practical, and will be returned to this same location. Kindergarten students will not be required to cross a State highway to board a bus or car.

The Board has established the following maximum distances that a child is expected to walk from his/her driveway to the bus stop: Grades Kindergarten through 3: At the driveway, Grades 4 through 12; one quarter mile. It is the obligation of the parent to see that a safe turnaround is established and maintained where necessary as determined by the Board of Education

Transportation to a baby-sitter's home will be allowed if it does not call for an alteration of a route

Children may ride buses other than their own only at the convenience of the School District and in accordance with bus safety regulations. A written request must be submitted by the parent to the School Principal of the School for his/her approval each time a child is to take a bus other than his/her regular one.

THE ABOVE POLICES MAY BE PARTIAL POLICY – TO ATTAIN A FULL COPY OF THE POLICY PLEASE CALL THE DISTRICT OFFICE AT 715-253-2213

