

*Birnamwood 4K – 8th Grade
Handbook 2022-2023*





Dear Parents,

On behalf of the staff at Birnamwood Elementary/Middle School, I would like to thank you for allowing us to educate your children. Our goal is to provide every student with the opportunity to reach his or her full potential, and we welcome you as partners in that endeavor. Educating a child is a team effort and we promise to do everything we can to help all children make the most of their time at school. How can you help us?

1. Ensure that your child attends school daily. School attendance is one of the strongest indicators of success. Missing 10 percent of the school year, or about 18 days in most school districts, negatively affects a student's academic performance. (That's just two days a month.)
2. Help make sure your child completes all work assigned to him/her by the teachers. Homework teaches students to work independently and develop self-discipline.
3. Have your child read every day. Reading daily helps in language development, promotes brain development, and helps students understand the world around them. In addition, reading to and with children helps strengthen family relationships.
4. Talk to your child about what happened at school each day. Daily discussions about school not only make you aware of what's going on in your child's world, it can provide insight into academic areas he or she may be struggling with.
5. Have high expectations for your child. High expectations help students build self-esteem, increase confidence, and improve academic performance.

The staff and I are always available to help parents with concerns and to celebrate successes. We look forward to a success-filled 2022-23 school year.

Sincerely,

Randy Berndt
Principal


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BIRNAMWOOD SCHOOL STAFF

Principal	Mr. Randy Berndt
Secretaries	Mrs. Joan Andraschko & Mrs. Sara Uttecht
4K	Mrs. Marcie Gottschalk
4K Paraprofessional	Mrs. Kerry Schwalbach
Kindergarten	Mrs. Jessica Fischer & Mrs. Erin Hansen
Grade One	Mrs. Kelly Menard & Mrs. Paige Bruette
Grade Two	Mrs. Tammy Parker & TBA
Grade Three	Mrs. Kelly Schmidt & Mr. Chris Kulas
Grade Four	Mr. Mark Ebert & Mrs. Judy Bremer
Grades Five	Mrs. Heather Barke & Mr. Joe Ladika
Grades Sixth, Seven & Eight	Mrs. Jody Cieslewicz, Mrs. Wendy Landowski, Mrs. Becky Rew, Mrs. Rachel Bauch, Mr. Patrick Alcantara, Mr. Dan Kapitz
Special Education	Mrs. Jonah Kosmalski, Mrs. Michelle Haefer, & Mrs. Kelly Carlson
Speech/Language	Mrs. Stacey Delforge
Title One/Interventionist	Mrs. Charity Fraaza & Mrs. Debbie Bagley
Music	Ms. Alexandria Exworthy, Mrs. Melissa Gauderman, Mr. Dave Kallio
Art	Mr. Keven Brunett
Physical Education/Health	Mr. Alex Hintz
Librarian Paraprofessional	Mrs. Julayne Stadler
School Counselor	Mrs. Jennifer Pritzl
Literacy Coordinator	Mrs. Nikki Steigerwald
School District Psychologist	Mrs. Kara Muthig
School District Nurse	Mrs. Rebecca Wendel
Special Education Paraprofessional	Mrs. Sandy Schmidt, Mrs. Tammy Antone, Mrs. Erica Beilke, Mrs. Ruth Suess, Mrs. Janna Grace, Mrs. Kerry Schwalbach
Cooks	Mrs. Shirlyn Krull, Mrs. Renee Korbisch, Ms. Emily Knowles
Custodians	Mr. John Opper, Mr. Lowell Boreen, Mr. Mike Rondeau

Wittenberg-Birnamwood School District 2022-2023 School Calendar

JULY 2022		JANUARY 2023	<i>Happy New Year!</i>																																																																																																				
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(Underlined days) Student Attendance Days
(Shaded days) Event Days
P-T Conference Times: 4:30pm - 8:00pm

(Shaded days) School ends at 2:30pm (Pk-8) and 2:35pm (9-12) for staff PD

BOE APPROVED 2-28-2022

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



ATTENDANCE

Students should plan their arrival at school no sooner than 7:45 a.m. Students arriving prior to this, will remain outside in marked off area.

School hours are 7:55 a.m. to 3:10 p.m.

Research shows that regular and punctual attendance reflects positively on a student's success in school. Parents are encouraged to schedule vacations for times when school is not in session whenever possible.

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

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

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

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

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

PLEASE DON'T FORGET TO CALL!!!

Partial day absences:

Students are marked absent for the amount of school time that they miss. Students arriving after **7:55** a.m. will be considered **tardy** and must report to the office before going to their classroom. Students who are returning from appointments need to stop in the office for a pass to return to the classroom. Students leaving

school before dismissal time, at the end of the day, must have a parent/guardian meet them in the office and be signed out.

KINDERGARTEN ATTENDANCE

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

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.

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.

ANNOUNCEMENTS:

Announcements will be read over the PA by an individual in the office each morning.

Announcements are also posted on the office bulletin board and on the Birnamwood webpage.

COUNSELING

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

STUDENT FEES

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

SCHOOL CLOSING

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

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

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.

VISITORS

For the safety of the building, all visitors, guests, and parents visitors are required to enter the building through the front doors and buzzed in to enter the building. You will also be required to sign in at the office and receive a visitor pass to wear and return to the office upon leaving.

CHILD VISITORS

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

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.

DOORS

All doors to the Birnamwood School will be locked from 8:00 am to 3:16 pm. You must enter the building through the front doors and be buzzed in by the office to enter the building.

CUSTODIAL COURT ORDERS

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

ILLNESS

Is your child too sick for school?

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

SCHOOL NURSING SERVICES

A school nurse is available to assist students with health/medical needs. Please notify the school nurse if your child has school health needs related to epilepsy, diabetes, asthma, severe allergies, etc. and update in Skyward in Family Access.

MEDICATION POLICY

Medication can only be administered using the following procedure:

PRESCRIPTION MEDICATIONS:

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

name, medication name, and dosing instructions on the container.

OVER-THE-COUNTER MEDICATIONS:

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

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

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

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.

WISCONSIN STUDENT IMMUNIZATION LAW (HSS 144.03 2020-2021)

Students in grades Pre K - 8 must have the following minimum required immunizations. Students need the listed vaccinations by the 30th day of school.

Pre K: 4 DTP/DTaP/DT/Td; 3 Polio; 3 Hep B; 1 MMR; 1 Varicella

Kindergarten through Grade 5:

4 DTP/DTaP/DT/Td; 4 Polio; 3 Hep B; 2 MMR; 2 Varicella

Grades 6 through 8:

4 DTP/DTaP/DT/TD; 4 Polio; 3 Hep B; 2 MMR; 2 Varicella; 1 Tdap

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

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

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

STUDENT DRESS

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

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

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

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

SCHOOL PICTURES

Inter-State Studio will provide individual student pictures on a prepaid basis. Purchasing pictures is optional. Birnamwood Picture Dates are:

September 6 (All School)

September 7 (4K Mon./Wed. Class)

USE OF TOBACCO, ALCOHOL, AND DRUG PRODUCTS ON

SCHOOL PREMISES

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

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.

TELEPHONE USAGE

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

CELL PHONES & ELECTRONIC DEVICES

Cell phones and electronic devices are not allowed in elementary school. We do not encourage middle school students to have cell phones or any other electronic devices in school; staff does not accept responsibility for the damage or loss of these items.

Middle students may use their devices before 7:55 and after 3:20 or at teacher discretion. During school hours, devices must be turned off and kept in lockers. If a student violates electronic device rules, the device will be taken away from him or her and the following consequences will apply:

- First offense: Device will be turned into the office and student will pick up the device after school.
- Second and subsequent offenses: Parents or Guardians must pick the device up.
- Refusal to give up a device to a staff member could result in further disciplinary consequences.
- A student device may be searched for illegal usage at school property at any time by administration.
- Any electronic devices used as harassing tools against another student or staff member

will be turned over to the local law enforcement agencies for discipline measures.

Building rules regarding cell phone use are considered age and developmentally appropriate, and may not align with district policy at all grade levels.

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., extracurricular 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.

FIELD TRIPS

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

FIRE DRILLS

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

TORNADO DRILLS

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

MEDICAL EMERGENCY DRILLS

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

INTRUDER DRILLS

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

REPORT CARDS

Report cards will be issued **by trimesters**. You should receive your child's report card shortly after the end of each grading period. Please see the school calendar for specific dates.

PARENT-TEACHER CONFERENCES

Parent-Teacher conference dates for the 2022-2023 school year are:

Thursday, October 22, 2020	4:30-8:00 pm
Tuesday, October 27, 2020	4:30-8:00 pm

Current middle school grades are available in Skyward Family Access. Parents are encouraged to call if they have concerns. Family Access codes will be provided to parents at the beginning of the school year or you may contact the office if you need your code.

HOMEWORK

Homework is an important extension of classroom study. While parents are not to complete the homework for their child, they are encouraged to show interest and provide necessary support.

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

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

HOMEWORK SUGGESTIONS

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

HONOR ROLL

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

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

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

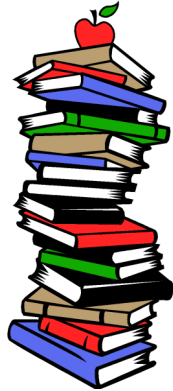
8TH GRADE RECOGNITION

Each spring, Birnamwood Middle School holds a ceremony to recognize the achievement of students about to move their learning to the high school level. In order to participate, students must have at least a 1.0 grade point average on their most recently-posted report card as well as a minimum 1.0 cumulative grade point average in grades six through eight. Additionally, students who have had two or more major disciplinary referrals in the month preceding the ceremony will not be eligible to take part.

6-8 GRADING SCALE

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

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



STUDENT 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.

STUDENT ASSIGNMENT NOTEBOOK (SAN)

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

Suggested ideas for successful assignment completion:

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

If this is done, both the student and the parents will have an easier time keeping track of all homework that is assigned. Parents may wish to

use the SAN as a means of communication with the classroom teacher. Use the space at the bottom of the page for communication purposes.

LOCKERS

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

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

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

PASSES

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

~Hall~Rest Room~Library~

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

LUNCH PROGRAM

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

AUTOMATED FOOD SERVICE

All money for the Automated Food Service Program will be handled through the District Office.

LUNCH ROOM EXPECTATIONS

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

LUNCH PRICES

Regular Lunch Price:

\$ 2.50 per lunch

Reduced Lunch Price:

\$.40 per lunch

Regular Breakfast Price:

\$1.30 per breakfast

Reduced Breakfast Price:

\$.30 per breakfast

Milk: \$.35 per carton

Adult Lunch Price:

\$3.45 per lunch

PRICES MAY BE SUBJECT TO CHANGE

RECESS

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

PLAYGROUND EXPECTATIONS

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

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

Other Miscellaneous Expectations:

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

COMPUTER LABS

Admission to the computer room is by staff authorization only.

Computer Lab Expectations:

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

LIBRARY

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

Library Expectations:

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

Students in the Wittenberg-Birnamwood School District are allowed to check out young adult literature at the start of 7th grade provided they bring in a signed slip from their parent/guardian. Young adult literature is designed to help young adults cope with the time and culture in which they live. Sometimes the written material is frank, dark, and presents issues that may be difficult to read about, or even think about. Teens want books that reflect reality. We encourage all parents to be aware of and be actively involved in what their child is reading, in the same way that you are involved with other media that they are exposed to, i.e. television, internet, movies, etc. If you have any questions about the reading material your child brings home, please contact their teacher, the librarian, or the school principal.

SCHOOL BUS

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



Bus Expectations:

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

Boarding or leaving the bus:

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

General:

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

BUS CAMERAS

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

STUDENTS COMING TO AND GOING FROM SCHOOL

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

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.

BICYCLES

Students riding bicycles to school need to obey all town traffic laws pertaining to bicycles. Bicycles are to be parked in the racks provided. Students are encouraged to lock their bicycles up during school hours.

SNOWMOBILE EXPECTATIONS AND GUIDELINES

The following are the expectations for students wishing to bring their snowmobiles to school. Students riding a snowmobile must register in the office with the make and model of the snowmobile along with evidence of snowmobile safety certificate. Parking is available south of the building next to the tennis courts. Arrangements should be made with your first hour or homeroom teacher to store helmets and equipment. Snowmobile trails must be open in order for students to ride to school and students must stay on the marked trail at all times. There is no riding on school property other than designated parking areas. Students should not be near their parked snowmobiles unless they are arriving or departing on their machines. Four-wheelers are not allowed.

EXTRA CURRICULAR ACTIVITIES

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

FALL

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

LATE FALL

7-8th Grade Boys' Basketball

WINTER

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

SPRING

6-8th Grade Track
6-8th Grade Golf
7-8th Softball
7-8th Baseball

ADDITIONAL ACTIVITIES:

Student Council, Forensics and Accelerated Reader

STUDENT COUNCIL

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

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

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

STUDENT COUNCIL OFFICERS

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

***A hardworking Student Council
benefits all students!***

MS BAND/CHORUS PROCEDURE

A music class (band or chorus) is mandatory for students in sixth and seventh grades and optional for eighth grade. All music students receive a

handout at the beginning of the year, which describes the expectations of the program and suggestions to make the experience a successful one. Included in this handout are the dates of performances which students are required to attend. Band and chorus are *performance*-based classes and therefore, participation in all events is expected and impacts a student's grade. It is necessary for *all* students to attend *all* performances for the benefit of the group. The student taking music is making a year-long commitment. Any changes to a student's music schedule must occur within the first three weeks of the school year.

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

PHYSICAL EDUCATION

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

MOVIES

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

ACCEPTABLE USE POLICY

The Wittenberg-Birnamwood School District is proud to offer many opportunities related to technology in the classroom. It is the responsibility of each student to use computers and the related technology wisely under the discretion of their classroom teachers. All students will receive an Acceptable Use Policy. Students and parents/guardians are to read, sign, and return the form to their classroom teacher. This form will stay in effect unless rescinded in

writing. Parents wanting copies of the District Website Content Policy, please contact Joy Hartleben at the District Office – 715-253-2213.

PHOTO PERMISSION

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

PROBLEM SOLVING PROCEDURES FOR PARENTS

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

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

Specific Rules:

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

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-HARASSMENT - 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.

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.

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.

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

SCHOOL DISTRICT VISION

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

SCHOOL BOARD MISSION

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

SCHOOL BOARD SHORT-TERM GOALS

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

SCHOOL BOARD LONG-TERM GOALS

The District will commit to continuous student improvement through forward

thinking, balanced decision-making, and a commitment to excellence.

DISTRICT GOALS

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

BIRNAMWOOD
ELEMENTARY/MIDDLE SCHOOL
CHARGER WAY (PBIS)

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

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

Universal Expectations

**Be Respectful, Be Responsible, Be Safe,
and Be Caring**

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

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

PURPOSE STATEMENT

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

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

Birnamwood Elementary/Middle School Expectations Matrix

0=No voice 1=Whisper voice 2=Conversation Voice 3=Outside voice

	Bathroom/ Locker Room Voice Level 0-1	Hallway Voice Level 0-1	Lunchroom Voice Level 1-2	Playground Voice Level 2-3	Bus Voice Level 0-2	Special Events Voice Level 0-3	Classroom and Specials Voice Level 0-2
Be respectful	-Follow the GOLDEN RULE -Respect others' privacy -Respect property (locks)	-Follow the GOLDEN RULE -Body basics -Respect other's space	-Follow the GOLDEN RULE -Sit with body basics until excused by an adult	-Follow the GOLDEN RULE -Play fairly -Be aware of others	-Follow the GOLDEN RULE -Body basics -Follow the bus driver's directions and posted rules	-Follow the GOLDEN RULE -Body basics -Look at the speaker -Listen to the speaker	-Respect Teacher -Respect Peers
Be responsible	-Keep floors and walls clean -Use the bathroom in a timely manner	-Line basics -Keep hallway/lockers clean and clutter free -Be on time	-Keep cafeteria clean and clutter free	-Be a reporter -Keep nature outside -Return equipment neatly	-Take all your personal belongings with you	-Be prepared -Participate	-Be prepared -Participate
Be safe	-Feet stay on the floor -Flush the toilet when finished -Wash hands with soap and water	-Walk -Walk on the right side	-Eat your food only -Lunch food stays in the cafeteria	-Dress appropriately for the weather -Use the equipment the right way	-Be seated, facing forward	-Stay with your class/group/chaperone	-Follow classroom rules -Backpacks must stay in lockers until after 8th hour
Be caring	-Think before you speak -Be kind to others	-Smile at others	-Use your best manners	-Be considerate of others	-Appreciate your driver	-Be a good example of your school and community	-Care about others -Care about your classroom

SOME EXAMPLES OF MINORS/MAJORS

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

- Majors and minors are at staff discretion based on individual classroom expectations and guidelines.
- Consequences for majors and minors will be determined by the principal and the teacher(s).
- After a student accrues six points, he or she will be required to meet with the Dean of Students or Principal for discussion of behavior and to make a plan to improve chronic behaviors.

ELEMENTARY SCHOOL TRIMESTER INCENTIVES

1st, 2nd & 3rd Trimester

Activities may include the following: pajama day, games, movie, play, dance party, swimming at the aquatic center, and any other activities determined by staff.

Grades K-2 Trimester Celebrations - Students earn time (field trips, game days, movies, etc.) by following the Charger Way. If a student has three or more majors, the student will not be eligible to participate. Once a student accrues two majors in a given trimester, efforts will be made to contact the parent to create a plan to help the student from receiving a third major.

3rd & 4th Grade Trimester Incentives - Criteria to participate in work skills trimester activities is on page 25.

MIDDLE SCHOOL WORK SKILLS (EMPLOYABILITY) TRIMESTER INCENTIVES

Activities MAY include roller skating, Weston Lanes, classroom movie, water park, Brewer game, Sylvan Hills, Silver Birch Ranch, YMCA, Funset Blvd., and other activities deemed appropriate by school staff.

*Criteria to participate in work skills trimester activities is on page 26.

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

GRADES 3 & 4 WORK SKILLS (employability)
TRIMESTER REWARDS

Students will be eligible if they fulfill all of the following criteria:

Attendance A student is expected to have good attendance.	Classwork Completion of classwork and assignments is an expected behavior of students	Discipline Good behavior is expected of all students
Less than 3 Unexcused Absences <i>(Shows up to work)</i> (Student must have the absence excused within 1 week of being absent to be eligible for trip.)	Hand in 85% of all completed assignments in a timely manner <i>(Complete tasks on time)</i>	Less than 8 Discipline Points (See point schedule below) <i>(Work well with co-workers)</i> <i>(Follow policies and procedures of employer)</i>
Less than 10 tardies <i>(Shows up to work on time)</i>	Pass all classes <i>(Understanding knowledge for career)</i>	
	<ul style="list-style-type: none"> ● Complete and hand in all large projects and research papers <i>(Demonstrates ability to persevere and follow through on long-term projects)</i> 	

Discipline Point Schedule

Majors = Four points

Minors = One or two points as noted on referral sheet

*All students will start each trimester with a clean record (zero points)

**If a student is consistently in violation of the above attendance/homework/discipline policies they may be excluded from activities away from the school including culminating year end activities/trips based on administrative decision with input from grades 3-4 school staff.

MIDDLE SCHOOL (Grades 5-8) WORK SKILLS (employability)
TRIMESTER REWARDS

Students will automatically be eligible if they fulfill all of the following criteria:

Attendance A student is expected to have good attendance.	Classwork Completion of classwork and assignments is an expected behavior of students	Discipline Good behavior is expected of all students
Less than 3 Unexcused Absences <i>(Shows up to work)</i> (Student must have the absence excused within 1 week of being absent to be eligible for trip.)	Hand in 85% of all completed assignments in a timely manner <i>(Complete tasks on time)</i>	Less than 8 Discipline Points (See point schedule below) <i>(Work well with co-workers)</i> <i>(Follow policies and procedures of employer)</i>
Less than 10 tardies <i>(Shows up to work on time)</i>	Pass all classes <i>(Understanding knowledge for career)</i>	
	<ul style="list-style-type: none"> ● Complete and hand in all large projects and research papers ● Art projects must be turned in and completed to the best of a student's ability ● Band/Music class syllabus must be met <i>(Demonstrates ability to persevere, follow through on long-term projects and meet pre-established performance criteria)</i> 	

Discipline Point Schedule

Majors = Four points

Minors = One or two points as noted on referral sheet

*All Middle School students will start with a clean record (zero points) after each Work Skills trip.

**If a student is consistently in violation of the above attendance/homework/discipline policies they may be excluded from activities away from the school including culminating year end activities/trips based on administrative decision with input from the middle school staff

ACADEMIC DISHONESTY

Academic dishonesty is defined as any type of cheating that occurs in relation to a formal academic exercise, including plagiarism. Plagiarism is the adoption or reproduction of ideas, words, or statements of another person without due acknowledgment.

We see academic dishonesty as a behavior and believe that it is our responsibility to help change that behavior so that each and every student can make responsible choices for him/herself independently over time. Therefore, the following procedure will be followed upon learning about or witnessing an event that reflects academic dishonesty.

- The staff member will immediately address the behavior with all parties involved.
- If deemed factual, a behavior referral will be completed and sent to the office as record of the incident.
- The teacher may choose to represent the grade with a “zero” at the time of the incident.
- The teacher will communicate with the family via phone call or face to face, if at all possible.
- The teacher, student, and principal will meet to discuss the following:
 - Review evidence and determine cause.
 - Establish a timeline for redoing the exercise.
 - The student will be held accountable for completing the exercise independently under staff supervision during a time that may be outside of the regularly scheduled school day.
 - A reasonable timeline will be created during the meeting.
 - The academic grade will be replaced upon completion of the redo.

A student will only be allowed to make up one incident identified as academic dishonesty in any given school year.

To Parents/Guardians:

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

Please review the booklet with your child, fill out and sign the form below and return to your child's classroom teacher by Friday, September 9, 2022.

Thank you!

Return to classroom/homeroom teacher

Student Name: _____

I have read the 2022-23 Birnamwood 4K-8th Grade Handbook with my child.

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

(Please circle one choice from above)

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

Parent/guardian signature: _____

Student signature: _____

Date: _____

