

*Wittenberg 4K – 8th Grade
Handbook 2019-2020*



Message from the Principal

Dear Students and Parents,

Our school district has a vision for your education. “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.” That is the vision and the plan for you every day. You are the most important part of that vision! How will you strive for excellence this school year? Academics, physical fitness, social, and character building are ways you as a Wittenberg Elementary/Middle School student can strive for excellence.

Excellence means high performance and quality; working to become the best you can be. **Excellence does not mean perfection.** Excellence means not giving up, working hard, building skills and strength, and stretching to new heights. It is in each of you to do this. You need the help of parents, teachers, counselors and friends, but you **can** achieve these goals.

Here are some important hints to help you strive to excellence:

1. Work hard to build perseverance- don't give up!
2. Attendance matters! Be at school and on time every day.
3. Read at home every day – Parents - daily reading helps your child develop a love of reading and improve literacy skills.
4. Make sure homework is completed and returned. Being ready and prepared for your school day will make everything just a bit easier.
5. Parents - if there are any concerns, please contact your child's teacher. It is important to keep good communication between home and school.

Lastly, remember how important our PBIS message is:

Be respectful, Be responsible, Be safe and Be kind.

Welcome to the 2019-20 school year! Let's have fun and learn all we can!
Respectfully,

Mrs. Vicky Haas

Vicky Haas, Principal
Wittenberg Elementary and Middle School

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WITTENBERG ELEMENTARY/MIDDLE SCHOOL STAFF

TEACHING STAFF:

Mr. Alcantara	Grade 5
Mr. Balliett	6-8 Social Studies
Mrs. Berndt	Literacy Coordinator
Mr. Berndt	Elementary Dean of Students
Mrs. A. Block	Elementary Interventionist
Mrs. Brauer	Grade 2
Mrs. Easker	K-6 Phy Ed
Ms. Engelke	Art
Mrs. Gaedtke	Speech/Language
Mrs. Gauderman	6-7-8 Chorus
Mrs. Goerlinger	6-7-8 Special Ed (EBD/LD)
Mrs. Gretzlock	Early Childhood
Mrs. Hahn	5-6 Special Ed (LD)
Mrs. Huntington	Grade 3
Mrs. Jensen	Grade 1
Ms. Johnson	Pre-Kindergarten (4K)
Mr. Kallio	K-5 Music
Mrs. Kaufman	6-8 Science
Ms. Kekula	6-7-8 Band
Mrs. King	Grade 1
Mrs. Kitowski	6-7 Literature/Language Arts
Mrs. Larson	Elementary Special Ed (LD)
Mrs. Lehman	Grade 5
Mrs. Mallak	Grade 4
Mrs. Malluege	Library/Multi-Media Technology
Mrs. Moegenburg	7-8 Literature/Language Arts
Mr. Mrozinski	Intermediate Special Ed 4-6
Mrs. Muthig	Psychologist
Ms. Nillissen	Grade 2
Mrs. Novy	K-4 Special Ed (CD)
Mrs. Nueske	Elementary Interventionalist
Mr. Ostrowski	6-8 Phy Ed/6-8 Health
Mrs. Rades	Grade 4
Mr. Rieck	6-8 Math
Mrs. Schider	Counselor/8 Careers
Mrs. Shankland	6-8 MS Interventionalist
Mrs. Steigerwald	Kindergarten (5K)
Mrs. Swearingen	Grade 3
Mrs. Wanta	Pre-Kindergarten (4K) Headstart
Mrs. Yaeger	Kindergarten (5K)

OFFICE:

Mrs. Haas, Principal
Mrs. Flees, Secretary
Mrs. Osterbrink, Secretary
Mrs. Wendel, District Nurse

TEACHER ASSISTANTS:

Mrs. Fandrey
Mrs. Fleischman
Mrs. Groshek
Mrs. Hegewald
Mr. Holsey
Ms. Landwehr
Mrs. Martin-Library Assistant
Mrs. Meverden
Mrs. Mortensen
Mrs. Schmidt
Mrs. Schwalbach
Mrs. Wesolowski
To be hired

CUSTODIANS:

Mrs. Reynolds, Head Custodian
Mrs. Fischer
Mr. Johnson


COOKS:



Mrs. Natzke, Head Cook
Mrs. D. Block
Mrs. Kurszewski
Mrs. Smith



Wittenberg-Birnamwood School District

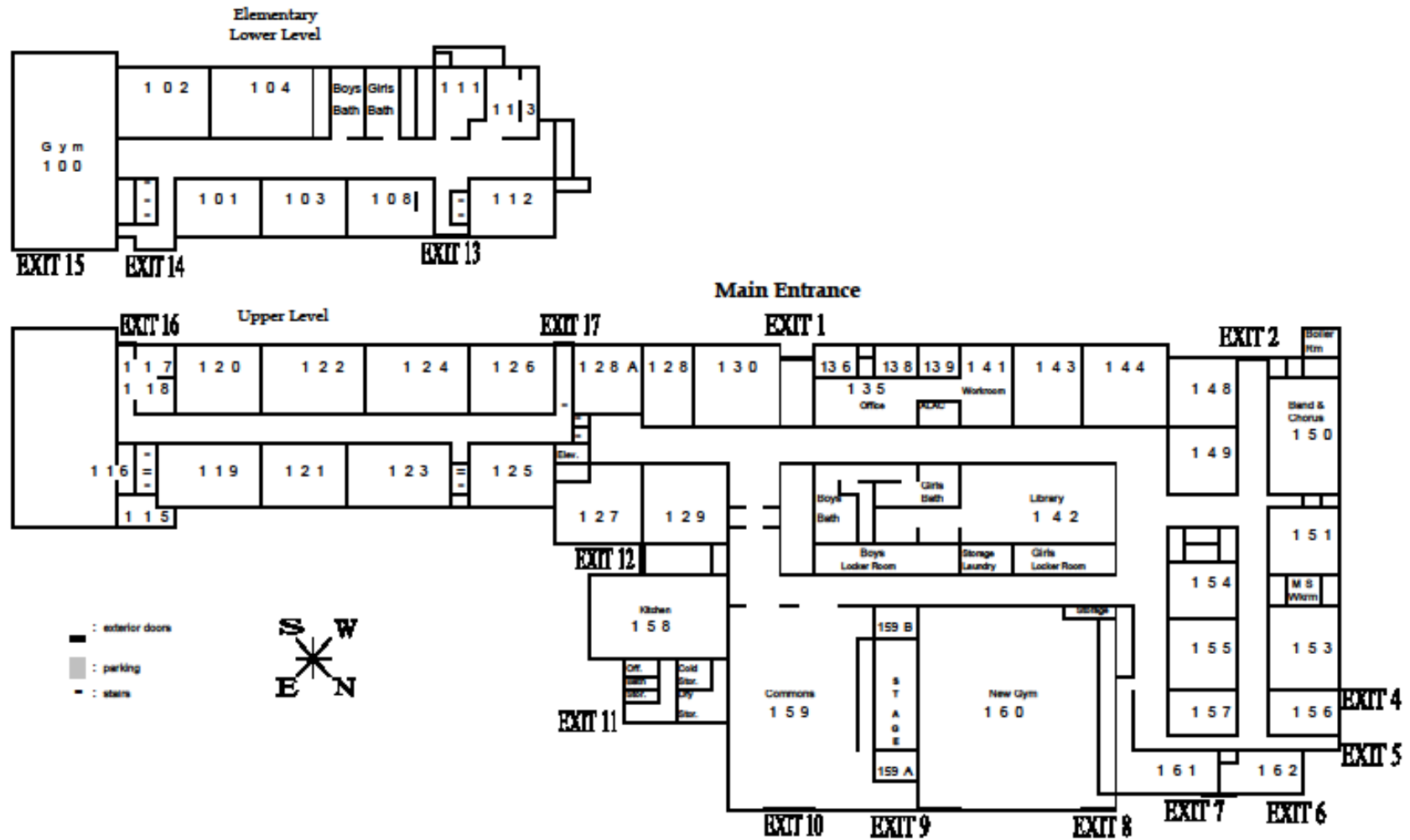
2019-2020 School Calendar

<div><div>JULY 2019</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table></div>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<div></div>	<div><div>JANUARY 2020</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table></div> <div><div>Happy New Year!</div><div>1 - New Year's Day - No School</div><div>16 - End of 1st Semester 6-12</div><div>17 - No School - Prof. Devo.</div></div>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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 (Underlined days) Student Attendance Days
 (Shaded days) Event Days
P-T Conference Times: 4:30pm - 8:00pm

BOE APPROVED 2-25-2019

Wittenberg Elementary/Middle School



ATTENDANCE

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

Students can be excused from school up to 10 illness days (5 per semester) and 10 personal days per year. Any length of absence during the day, whether it's one (1) hour or all day, is statutorily counted as one (1) day of absence. Please call the school at **715-253-2221 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/dentist please ask for a slip so your child will be excused.**

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

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

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

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

PLEASE DON'T FORGET TO CALL!!!

Partial day absences:

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

classroom. Students leaving school before dismissal time (**3:10 pm**) must have a parent/guardian meet them in the office and be signed out.

KINDERGARTEN ATTENDANCE

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

ANNOUNCEMENTS:

Announcements are read building-wide over the PA system each morning after the Pledge of Allegiance.

COUNSELING

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

STUDENT ASSISTANCE PROGRAM

The Middle School offers the opportunity for participation in a Student Assistance Program (commonly called SAP groups). These groups offer activities and discussion time for students in areas of self-improvement and coping skills.

Students who participate in SAP groups are usually referred by teachers, advisors, and parents. SAP groups are an excellent way for students to begin working on positive self-improvement.

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. It will be announced over the following stations:

Radio: WDEZ 101.9 FM
WSAU 99.9 FM
WIFC 95.5 FM

TV: WAOW Channel 9 Wausau
WSAW Channel 7 Wausau
WBAY Channel 2 Green Bay

STUDENT FEES

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

VISITORS

All visitors, guests, and parents are to enter by the main secure access entrance on Prouty Street and are required to check in at the office, receive a visitor pass to wear while in the building, and return to the office to check out upon leaving.

CHILD VISITORS

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

DOORS

Doors to the Wittenberg School will be locked during normal school hours except during the following time periods:

Prouty Street doors (by office)
7:45 am to 8:15 am/at 3:10 pm

Webb Street doors (Commons)
7:45 am to 8:15 am/at 3:10 pm

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.

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 form will be called. Parents will be notified of this if at all possible. The school will call for emergency service if the accident/illness is severe enough to warrant such service immediately.

It is important to keep the school informed of all current phone numbers, places of employment, and all temporary care givers.

SCHOOL NURSING SERVICES:

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

WISCONSIN STUDENT IMMUNIZATION LAW **(HSS 144.03)**

Students in grades Pre K - 8 must have the following minimum required immunizations. Students need the listed vaccinations by August 26, 2019.

Pre K: 4 DTP/DTaP/DT²; **3** Polio; **3** Hep B;

1 MMR⁵; **1** Varicella⁶

Kindergarten through Grade 5:

4 DTP/DTaP/DT/Td^{1,2}; **4** Polio⁴; **3** Hep B;

2 MMR²; **2** Varicella⁶

Grades 6 through 12:

4 DTP/DTaP/DT/Td²; **1** Tdap³; **4** Polio⁴;

3 Hep B; **2** MMR⁵; **2** Varicella⁶;

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 exclusion from school, court action, and/or forfeiture penalty.

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, 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.
- No jewelry or accessories should 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 on coat racks or 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 may result in disciplinary action.

In the winter, students (grades 4K-5) need caps, mittens, warm coats, snow pants and boots, or 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. Wittenberg Picture Dates are:

Picture Days: Tues., Sept. 10, 2019
Wed., Sept. 11, 2019 (M-W 4K)

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, e-cigarettes, alcohol, and/or drugs on school property or at school-sponsored activities is strictly prohibited and will be dealt with based on the severity of the issue.

TELEPHONE USAGE

Students will be allowed to use the phone only for reasons deemed necessary by the teacher and/or office staff, and with a written pass from the classroom teacher.

BICYCLES

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

FIELD TRIPS

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

FIRE DRILLS

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

TORNADO DRILLS

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

MEDICAL EMERGENCY DRILLS

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

INTRUDER DRILLS

Lock-Down and 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 semester for middle school and by trimesters for grades 4K-5. 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 2019-2020 school year are:

Grades 4K-5:

Thursday, November 21, 2019	4:30-8:00 pm
Tuesday, November 26, 2019	4:30-8:00 pm

Grades 6-8:

Thursday, October 24, 2019	4:30-8:00 pm
Tuesday, October 29, 2019	4:30-8:00 pm

Current middle school grades will be available in Skyward Family Access the end of each month. 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 Student 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.

HIGH HONORS/HONOR ROLL

Students who excel in their studies may become part of the quarterly High Honors/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 High Honors. GPA of 3.00-3.659 qualifies for the Honor Roll. (Middle school grade point may reflect differently due to the school software's numerical range). Middle School 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 or family emergency or administrative approved situations.)

6-8 GRADING SCALE

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

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



STUDENT ASSIGNMENT NOTEBOOK (SAN)

Students in grades K-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 teacher suggests. 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

A locker will be assigned for students in grades 4-8 for 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 making sure items do not stick outside the base framework. Close locker doors quietly. Any problems operating your locker should be reported to the office.

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

PASSES

All students in the school must carry a pass authorized by a teacher for the following:

Office~Hall~Rest Room~Library~Phone

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

LUNCH PROGRAM

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

AUTOMATED FOOD SERVICE

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

LUNCH ROOM EXPECTATIONS

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

LUNCH PRICES

Regular Lunch Price:

\$ 2.50 per lunch

Reduced Lunch Price:

\$.40 per lunch

Regular Breakfast Price:

\$1.30 per breakfast

Reduced Breakfast Price:

\$.30 per breakfast

Milk: .35 per carton

Adult Lunch Price:

\$3.45 per lunch

PRICES MAY BE SUBJECT TO CHANGE

RECESS

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

PLAYGROUND EXPECTATIONS

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

1. Dress for the weather.
2. Stay in designated areas
3. Return playground equipment; use line basics by the wall.
4. Pick up litter that you see.
5. Play fairly, safely, and 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:

- Only 4-Square, basketball, and funnel ball games are allowed on the blacktop area.
- 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 a supervisor.
- Jump ropes are to be used for jumping only on the blacktop area.
- Bringing toys from home is discouraged.

Winter Playground Rules:

- Snow pants and boots must be worn to play in the snow areas (4K-5th).

COMPUTER LABS

Admission to the computer room is by pass or as an entire class.

Computer Lab Expectations:

1. Voice level 0-1.
 2. Use your own headphones
 3. Use your assigned computer.
 4. Respect school property.
- Programs used must follow the district's Acceptable Use Policy.
 - In the middle school lab, sign in and indicate the computer used.



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 librarians' 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 classroom activity.
 - Books can be checked out for two weeks and renewed if not requested by another.
 - Magazines and audio-visual materials may be used in the library.
 - Overdue notices are printed weekly.

Students in the Wittenberg-Birnamwood School District are allowed to check out young adult literature beginning with the 2nd semester of their 5th grade year. Young adult literature is designed to help young adults cope with the time and culture in which they live. Sometimes the written

material is frank, dark, and presents issues that may be difficult to read about, or even think about. Teens want books that reflect reality. We encourage all parents to be aware of and be actively involved in what their child is reading, in the same way that you are involved with other media that they are exposed to, i.e. television, internet, social media, 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 0-2.
- 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 hands, 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 to or goes home from school, please notify the teacher or office in writing or via phone call. ***If the office has not received a written or phoned in change, we will follow the regular procedure.***

EXTRA CURRICULAR ACTIVITIES

The Middle School offers both academic and athletic activities after school. Students involved in activities should be in their designated area by 3:15. (No late bus services offered in the school district.)

FALL

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

LATE FALL

7-8th Grade Boys' Basketball

WINTER

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

SPRING

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

ADDITIONAL ACTIVITIES:

Student Council and Accelerated Reader



STUDENT COUNCIL

The Student Council is the student government of our Middle School. Each homeroom elects one room representative 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 ~ FUNDRAISERS ~ TRIPS ~

STUDENT COUNCIL OFFICERS

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

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

MS BAND/CHORUS PROCEDURES

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

If a music class does not contain enough students to warrant having the class, the 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. **A form signed by a parent or guardian is required for K-8 students to view G or PG 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 or guardians are to read, sign, and return the form to the school office. 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 at 715-253-2213.

PHOTO/VIDEO/WEB PERMISSION

Students are occasionally photographed, video-taped, and/or have their names and/or projects displayed as a part of classroom or school activities. Parents/Guardians **not wanting** photographs to be included in publication in the school newsletter and/or the local newspaper or school website **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 discuss 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.

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

(Positive Behavior Interventions & Supports)

PBIS is a decision making framework that guides selection, integration, and implementation of the best evidence-based practices for improving important academic and behavioral outcomes for all students. We believe that children can be guided and taught appropriate behaviors in all settings. In order to maintain a proper, effective, and efficient educational climate, Wittenberg Elementary and Middle School has implemented their PBIS framework. (See the appendix for more information)

Universal Expectations

Be Respectful, Be Responsible, Be Safe and Be Kind

Expectation matrices are included on pages 16-19 for specific expectations in the following areas:

- **Bathroom Behavior**
- **Hallway Behavior**
- **Lunchroom Behavior**
- **Playground Behavior**
- **Library and Computer Lab Behavior**
- **Bus Behavior**
- **Assembly Behavior**
- **Extracurricular Behavior**
- **Classroom and Specials Behavior**

PBIS PURPOSE STATEMENT

The purpose of implementing Positive Behavior Interventions and Supports at Wittenberg Elementary/Middle 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

General Rules:

- 1) Be considerate, courteous, and respectful of everyone.
- 2) Be responsible for your behavior.
- 3) Use proper language and kind words at all times.
- 4) Be in attendance, prepared to work, and in your assigned seat on time.
- 5) Respect school and personal property of others.
- 6) Keep hands, feet, and objects to yourself.
- 7) Walk orderly when going anywhere in the building.
- 8) Ask permission to leave the room to use the bathroom, unless you suddenly become ill or have a medical excuse.
- 9) Remain on school grounds at all times.

(Each classroom teacher may have additional rules that fit their needs.)

Specific Rules:

- 1) By law, possession of weapons, matches, lighters, alcohol, drugs, paraphernalia, or tobacco products, e-cigarettes, or other dangerous articles is prohibited.
- 2) Cell phones are not allowed in elementary school. Middle school students may use their phones before 7:55 and after 3:20. They must be turned off and kept in lockers during school hours. DSi systems, I-pods, boom boxes, tape recorders, cameras, electronic games, laser pointers, etc. should not be brought to school. (Exceptions may be made by the principal)
- 3) Students may be asked to reimburse the district for any damage done to school property due to vandalism.

CLASSROOM CODE OF CONDUCT

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

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

- 1) Violating the District’s policies justifying suspension and expulsion.
 - 2) Violating the behavioral rules and expectations in the school’s student handbook.
 - 3) Behaving in a manner, which is disruptive, dangerous, or unruly.
 - 4) Interfering with the ability of the teacher to teach effectively.
 - 5) Behaving in a manner inconsistent with class decorum and the ability of others to learn.
- (A copy of the Code of Conduct Policy may be picked up at any school office.)

PUPIL BULLYING POLICY INTRODUCTION

The Wittenberg-Birnamwood School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; or social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insults using the internet—also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to school administration immediately.

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

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. Adopted August 23, 2010.

SEXUAL HARASSMENT POLICY

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

If you suspect this is occurring or have questions, please contact your building principal or Garrett Rogowski, Superintendent at 715-253-2213.

GRIEVANCE PROCEDURE FOR TITLE IX AND SECTION 504 COMPLAINTS

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

Inquiries regarding compliance with Title IX may be directed to:

Mr. Garrett Rogowski, Superintendent
715-253-2213
400 W. Grand Ave, Wittenberg, WI 54499
or
Director of the Office for Civil Rights,
Depts. of Health, Education, and Welfare,
Washington, D.C.

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

SECTION 504

Section 504 of the Rehabilitation Act of 1973 states that "no otherwise qualified individual with a handicap, be excluded from the participation in, or denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance".

A "qualified handicapped individual" under 504 is any person who: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. A major life activity is described as: caring for one's self, performing manual tasks,

walking, seeing, hearing, speaking, breathing, learning and working.

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

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

NON-DISCRIMINATION POLICY

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

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

Garrett Rogowski, Superintendent
400 West Grand Avenue, Wittenberg, WI 54499
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.

PBIS-Positive Behavior Intervention System

Be Respectful	Be Responsible	Be Safe	Be Kind
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What is a Major? What is a minor?

A major is an office referral for a significant behavior infraction. Our school rules- Be respectful, be responsible, be safe are the foundation of our rules and discipline. When a serious behavior problem arises, the student will be referred to the office to discuss behavior and choices with the principal. A correction or consequence for the behavior will be determined to help student correct and change behavior. A phone call and/or written report will be sent to the parents.

A minor is a reminder to the student and communication to parents that the behavior or work habit the student is displaying is not what we are striving toward at school. A minor results in the teacher re-teaching the acceptable behavior or work habit so the student is successful. For Middle School Students: Work study is a requirement for any student with late or missing work. Participation in monthly activities is based on minors received for behavior or work habits.

***Parents will be notified through Skylert for behavioral and late work minors.**

Wittenberg School PBIS Some examples of Minors/Majors

Minors (Staff Managed Behaviors)	Majors (Administration Managed Behaviors)
<ul style="list-style-type: none">• Late work• SAN• Disrespect• Language (inappropriate for school)• Talking out of turn• Put downs - inappropriate comments• Tardy for class• Throwing objects• Tone/attitude• Lying• Electronics/toys• Refusal to work/comply with directive• Horseplay• Dress code	<ul style="list-style-type: none">• Abusive language• Fighting/Physical aggression• Threats/Harassment/Bullying• Weapons/Drugs/Alcohol• Inappropriate contact• Vandalism• Theft• Cheating/Lying• Throwing with intent to harm• Defiance/Disrespect• Chronic refusal to comply and/or complete work

Middle School Activity Criteria

Activity	Grade Level	Criteria	Alternative Activity
Monthly middle school activities: *team building, games, tournament play, movies, other local activities	6-8	Students will not be eligible to participate in the monthly activity if they meet any of the following criteria: 1. An F in any class on a list generated on the Friday of the week prior to the trip. 2. One major in the month of the activity. 3. Three or more minors in the month of the activity.	Students not participating will receive re-teaching of behavior expectations or work habit skills/help and time to complete work
Semester trips: Community building, enrichment and educational trips. Trips will rotate on a three year basis.	6-8	Students in good standing will be included (At the discretion of principal).	<i>Expectation is for all students to attend learning events. <u>This is not an optional activity. Students must be present.</u></i>
End of the year activity: Wisconsin Dells	6-8	Students in good standing will be included. (At the discretion of principal.)	Learning activities will be planned and taught
Dances/Student Council Sponsored Events	6-8	Students with 3 or less work and/or behavior minors in the four weeks prior to the dance. *A signed student council permission slip needs to be returned before the day of the event.	None

Student Incentive Activities

Each month a buddy activity time will be scheduled for all students. Older and younger students will be paired to build friendships, connections, and practice positive behavior and interpersonal skills.

Elementary Activities

Activities for elementary students may include dances, games, challenges, movies, swim outings, picnics, etc. The purpose of these activities is to build a sense of community, celebrate the success of working together to achieve a common goal (behavior improvement and positive character traits.)

Wittenberg Elementary School– Behavior Matrix

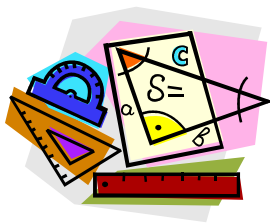
Expectations	Be Respectful	Be Responsible	Be Safe
All Settings (Universal)	*Respect property *Use manners	*Ask for help if you need it *Keep all areas clean	*Line basics *Body basics
Hallway Voice Level 0-1		*Keep locker organized *Put your belongings away *Go directly to destination	*Walk *Stay to the right
Classroom Voice level 0-3	*Follow directions from any adults *Be a problem solver *Stay on task	*Be prepared *Follow classroom routines/directions	*Walk *Ask for help (personal/social)
Bathroom Voice level 0-1		*Flush the toilet *Use bathroom in a timely manner	*Wash hands *Use toilets, sinks, & paper towels correctly
Cafeteria Voice level 0-2	*Follow lunch supervisors' directions *Eat your food only	*Return trays & dispose trash *Eat in a timely manner	*Walk *Sit with body basics until excused
Playground Voice level 0-4	*Follow recess supervisors' directions *Be fair & share	*Line up promptly when bell rings or whistle blows. *Return playground equipment *Be a problem solver	*Dress for weather conditions *Use playground equipment correctly *Stay in designated area
Assemblies Voice level 0	*Participate when the speaker asks	*Leave belongings in classroom *Sit with your class	
Bus Voice level 0-2	*Follow bus driver's directions & posted rules	*Take all personal belongings with you	*Stay seated, facing forward
Library Voice level 0-1	*Take care of books and materials *Follow directions of library staff	*Return books and materials on time *Be considerate of other library users *Properly use library furnishings and equipment	*Use appropriate library behavior
Computer Lab Voice level 0-1	*Use headphones *Use computers properly	*Use only your assigned computer *Always log off the computer *If you notice a problem, tell a teacher	*Don't enter the computer lab without a staff member

Wittenberg Middle School – Behavior Matrix

	<u>All Settings</u>	<u>Hallway</u>	<u>Classroom</u>	<u>Bathroom</u>	<u>Cafeteria</u>	<u>Playground</u>	<u>Extra-Curricular/ School Activities</u>	<u>Bus</u>
<u>Be Respectful</u>	*Appropriate dress, follow dress code *Use polite language *Maintain personal space *Respect other's property *Respect other's right to learn *Cell phone in locker/ turned off	*Maintain healthy personal space *Walk *Keep to your issues & business *Use manners *Respect property of others and school (keep hallways clean) *Follow flow of traffic allowing for efficient movement	*Be engaged and ready to learn *Be a good listener *Respect other's right to learn *Follow directions *Use appropriate language	*Practice appropriate personal hygiene *Keep bathroom clean *Give privacy to others	*Keep your area clean *Eat <u>your</u> food only *Follow supervisor's direction *Say please/ thank you	*Be fair *Use appropriate language *Follow directions	*Practice good sportsmanship and positive attitude *Be courteous *Represent your school	*Maintain personal space *Say thank you *Wait in line *Listen to driver *Use appropriate language

	<u>All Settings</u>	<u>Hallway</u>	<u>Classroom</u>	<u>Bathroom</u>	<u>Cafeteria</u>	<u>Playground</u>	<u>Extra-Curricular/ School Activities</u>	<u>Bus</u>
<u>Be Responsible</u>	*Be prepared for class and instruction *Clean up after yourself *Be a good citizen (honesty, integrity, accountability) *Be a positive role model *Take ownership of your choices *Notify responsible adult of unsafe behaviors	*Use low voices when occupying hall during class time *Keep lockers locked *Allow for efficient traffic flow *Go directly to your destination	*Be prepared *Clean up after yourself *Employ active listening *Take ownership of choices	*Be quick *Walk in/out quietly	*Return trays and trash *Pick up after yourself/keep your space clean *Use conversational voice tone	*Return playground equipment *Play by the rules *Line up promptly	*Clean-up after yourself *Welcome others – be friendly *Follow expectations for designated event	*Be on time *Use conservative voice *Clean up after yourself *Be a positive role model for peers *Stay seated – facing front

	<u>All Settings</u>	<u>Hallway</u>	<u>Classroom</u>	<u>Bathroom</u>	<u>Cafeteria</u>	<u>Playground</u>	<u>Extra-Curricular/ School Activities</u>	<u>Bus</u>
<u>Be Safe</u>	<ul style="list-style-type: none"> *Keep hands/feet to yourself *Be quiet and orderly *Be supportive of others 	<ul style="list-style-type: none"> *Focus on your own business *Manage passing time efficiently *Stay to right *Walk at all times *Line basics 	<ul style="list-style-type: none"> *Ask for help *Keep hands/feet to yourself *Notify adult of problems 	<ul style="list-style-type: none"> *Wash hands *Report problems 	<ul style="list-style-type: none"> *Line basics *Wait to be excused *Walk at all times *Ask for help if needed 	<ul style="list-style-type: none"> *Stay in designated area *Get help when needed *Keep hands/feet/body to yourself *Dress appropriately 	<ul style="list-style-type: none"> *Wait to be dismissed *Sit in designated area *Notify adult of problems 	<ul style="list-style-type: none"> *Notify bus driver or chaperone(s) of problems *Follow safety rules



4K-8 District Handbook Signature Form

The Wittenberg-Birnamwood School District 4K-8 Grade Handbook was created to help you and your children understand the schools' operations. This information is included in the Student Assignment Notebook (SAN) for grades Kindergarten through 8 and as a separate booklet for 4K.

The handbook contains information on the Positive Behavioral Interventions and Supports program (PBIS) utilized in our schools, including behavioral expectations, student incentive activities and criteria, and examples of minor/majors.

It is important that you review the booklet with your child, fill out and sign the form below and return to your child's classroom or homeroom teacher by **Friday, August 30, 2019.**

Thank you!

Return to classroom/homeroom teacher by **Friday, August 30, 2019**

Student Name: _____ Grade _____

I have read the 2019-2020 Wittenberg 4K-8th Grade Handbook with my child.

Parent/guardian signature: _____

Student signature: _____

Date: _____

Movie Permission for K-8th Grade Students

My child has permission to watch G or PG rated movies. I understand that permission slips will be handed out for special videos/DVDs that a teacher may want to share with students.

(PLEASE CHECK ONLY ONE)

☐ **YES**

☐ **NO**

