

**2023-2024**

**STUDENT / PARENT HANDBOOK**

**BRILLION ELEMENTARY SCHOOL**



**Brillion Area School District**

Website: [www.brillionsd.org](http://www.brillionsd.org)

Brillion Elementary School  
315 S. Main Street  
Brillion, WI 54110

Phone: 920-756-3624  
Fax: 920-756-3705

# Welcome Brillion Elementary Students and Families

Dear Parents,

Welcome to the 2023-2024 school year. This year will be filled with many opportunities for students to learn and grow. Brillion students are encouraged to strive for excellence, both in their academic work and in their behavioral choices. The school staff is committed to providing a nurturing learning environment that will enable all students to learn and grow. Collaboration between parents and teachers is essential to student success. Our learning community grows stronger with your involvement and support.

This handbook is designed to help acquaint you with our school, answer your questions, and for you to use as a resource guide. Please read over this handbook thoroughly. Do not hesitate to contact your child's teacher or the office if you have questions, concerns, or suggestions.

Sincerely,

Carrie Deiter  
Elementary Principal

## Brillion Elementary Staff

Principal: Carrie Deiter

Administrative Assistant: Brenda Bastian

Director of Pupil Services: Kendilyn Brockman

School Psychologist – Kim Post

Counselors: Colleen Hubley-Kedinger, Maggie Kilgas

Reading Specialist/Title 1: Laura Stahl

Math Interventionist: Nicole Fischer

Literacy Coach: Dawn Eijtjes

Library Staff: Jennifer Carlson, Julie Hartl

Technology Staff: Devin Baeten, Maria Maile

Custodial Staff: Mike Scharf

Food Service: Jody Schwarz / Becky Jandrey

|                                                                                                                                                  |                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4K:</b> Stacy Geiger<br>Kelly Wenzel<br><br><b>5K:</b> Denise Bovee<br>Michelle LaLuzerne<br>Kelly Wenzel                                     | <b>Early Childhood:</b> Cassandra Smith<br><br><b>Music Education:</b> Rebecca Rice<br><br><b>Art Education:</b> Monica Lee/Tara Smits                      |
| <b>First Grade:</b> Lacie Schuh<br>Amanda Spierings<br>Melissa Vranak                                                                            | <b>Phy Ed:</b> Tisha Reabe/Max Schauer<br><br><b>ELL:</b> Nicole Calaway/Leslie Mendoza                                                                     |
| <b>Second Grade:</b> Jaime Cousin<br>Aubrey DeVos<br>Jeanne Vickman                                                                              | <b>Speech/Language:</b> Andrea Kioski, Kim Corrigall<br><br><b>OT/PT:</b> Kaitlyn Owen                                                                      |
| <b>Third Grade:</b> Calista Brockman<br>Sara Matzdorf<br>Aleesha Yoshizumi                                                                       | <b>Special Education Staff:</b> Emily Bancroft<br>Laura Joseph<br>Krystal Lark<br>Anja Marker                                                               |
| <b>Fourth Grade:</b> Tracy Hause<br>Sarah Weber<br>Abigail Woeishofer<br><br><b>Fifth Grade:</b> Nathan Levash<br>Kathy Mielke<br>Tina Murkowski | <b>Support Staff:</b> Tera Brunner<br>Missy Gordiana<br>Jessica Hassemer<br>Cari Krepline<br>Hope Nesper<br>Shannon Nicklaus<br>Sarah Russart<br>Jodie Tamm |

## **Mission and Vision Statements**

### **Mission Statement:**

Brillion Public Schools ignites curiosity, fosters creativity, and celebrates innovation to ensure all learners are prepared to better our community and our world.

### **Vision Statement:**

Brillion Public Schools will lead in innovation, academic achievement, student care, and community partnerships. By 2026, we will realize these goals by providing our students:

- A rigorous, intentionally-designed, and forward-thinking curriculum;
- Transformative educational experiences within our building and our community;
- Constructive relationships built on respect, perseverance, and open-mindedness; and
- A staff committed to growth, the whole child, and collaboration.

## **Brillion Public School's Commitments**

### **Building Community**

How can our school be a place where people come together to be supported? A common identity and a common purpose are the foundations for an effective team. When we work together we can accomplish exponentially more than what we can accomplish on our own. When we build community, we focus on establishing an environment in which people know and understand each other and have a sense of purpose that is commonly shared.

- Create and maintain positive, supportive, caring relationships
- Success will be celebrated by students, staff, parents and community
- Walk in one another's shoes
- Focus on what people do right

### **Growth For All**

How can our school be a place where everyone learns? Learning is the critical attribute that defines a school. Central to the learning process is growth. Learning is growth. Our school will be a place where everyone will grow in a manner unique to their strengths and their interests, ensuring that everyone is engaged and focused on their learning.

- Mindset that it's never too late to learn
- High expectations and support for all
- Take ownership of your learning. Effort affects your success.
- Improvement is a journey and not a destination
- Take risks. Mistakes are essential for learning

### **Take Care**

How can our school be a place where everyone is valued for who they are? Care and compassion for others is essential in our school community. When we make mistakes, we must fix them with an eye on the feelings of others. Care and compassion will extend to all things - to each other, to our physical place, and to ourselves.

- Take care of each other.
- Take care of this place.
- Take care of yourself.
- Be part of the solution in every situation

- Restore relationships that are damaged
- Model responsible and ethical behavior.

### **Be Our Best**

How can our school be the best place to teach and learn? Ongoing pursuit of excellence means holding high expectations of yourself and others. Being our best is not about comparing ourselves to others. It is about figuring out what our best is, and then pursuing it relentlessly.

- Put your best foot forward.
- Expect the best from yourself and encourage the best from others
- Be your best today; be better tomorrow

### **General School Expectations**

- Be courteous, considerate and cooperative to EVERYONE at Brillion Elementary School.
- Be a good listener.
- Follow directions and complete work on time.
- Keep hands, feet, and objects to yourself.
- Use appropriate language and tone of voice.
- Walk down the halls in an orderly manner.
- Use appropriate manners and gestures at all times.
- No running or playing (water, towels) in bathrooms.
- Respect others' privacy (no peeking, pushing doors) in bathrooms.
- WASH hands with soap and water when using the bathrooms.

### **Playground Expectations**

- Respect and obey the adults on duty.
- Use basketballs and playground balls in designated areas only.
- Respect each other by not fighting or playing rough.
- Enjoy the snow and don't throw snowballs.
- Be responsible for personal property brought to school.
- Ask permission to leave the playground to get balls, etc.
- Dress appropriately for the weather.
- Line up quickly when the bell rings.
- Help keep the playground clean.

### **Bus Rules**

- Keep hands and feet to self at all times.
- Make good choices when speaking to others. Use kind words.
- Remain seated in assigned seat at all times.
- Respect the bus and all property on it.
- All food and drink must stay in backpacks.
- Follow the bus driver's directions.

| Expectation           | Classroom<br> | Hallway<br> | Lunchroom<br> | Bus<br> | Playground/Recess<br> | Bathroom<br> |
|-----------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Voice Level           | 0-2                                                                                            | 0                                                                                            | 0-2                                                                                            | 0-2                                                                                       | 0-4                                                                                                      | 0                                                                                               |
| <b>Be Respectful</b>  | Raise your hand                                                                                | Follow directions the first time given                                                       | Use kind words                                                                                 | Use kind words                                                                            | Use kind words                                                                                           | Respect others privacy                                                                          |
|                       | Listen to others                                                                               | Stay to the right                                                                            | Wait patiently                                                                                 | Listen to Bus Driver                                                                      | Share and take turns                                                                                     | Keep water in the sink                                                                          |
|                       | Follow directions the first time given                                                         | Walk in a straight line                                                                      | Follow directions the first time given                                                         | Wait patiently and quietly in line                                                        | Follow directions the first time given                                                                   | Place toilet paper in garbage or toilet                                                         |
| <b>Be Responsible</b> | Be ready to learn and try your best                                                            | Enjoy hallway displays with eyes only                                                        | Eat your own food                                                                              | Follow directions the first time given                                                    | Leave Nature alone                                                                                       | Keep the bathroom clean                                                                         |
|                       | Complete classroom homework                                                                    | Walk directly to your destination                                                            | Clean up after yourself                                                                        | Stay seated                                                                               | Keep food inside                                                                                         | Use only what you need                                                                          |
|                       | Follow directions and classroom procedures                                                     | Listen for instructions                                                                      | Use proper table manners                                                                       | Be responsible of your belongings                                                         | Take care of equipment                                                                                   | Exit promptly when finished                                                                     |
| <b>Be Safe</b>        | Ask before leaving                                                                             | Face forward                                                                                 | Stay in your seat                                                                              | Keep food in backpack                                                                     | Pay attention to your surroundings                                                                       | Wash your hands                                                                                 |
|                       | Walk                                                                                           | Walk                                                                                         | Walk                                                                                           | Walk to bus                                                                               | Use equipment properly                                                                                   | Walk                                                                                            |
|                       | Keep hands, feet, and objects to yourself                                                      | Keep hands, feet, and objects to yourself                                                    | Keep hands, feet, and objects to yourself                                                      | Keep hands, feet, and objects to yourself                                                 | Keep hands, feet, and objects to yourself                                                                | Keep feet on floor                                                                              |

### **Student Expectations**

Students will learn the appropriate expectations from school staff during the first month of school and will then review these behavioral expectations throughout the school year.

### **Assessments and Instructional Programs**

Our students are using a number of instructional programs/activities here at Brillion Elementary. Here is a list of those being used:

- ELA: EL Education-content based literacy, module lessons, foundational skills block (K-2), all block (3-5)
- Math: Math Expressions, teacher directed lessons, cooperative learning, hands on learning, independent activities
- STEM: Engineering is Elementary, STEMScopes, project based learning
- Social Studies: HMH Into Social Studies

4K – Literacy & Math Assessments

Kindergarten – Fountas and Pinnell, STAR

First Grade – Fountas and Pinnell, STAR

Second Grade – Fountas and Pinnell, STAR

Third Grade – Fountas and Pinnell, STAR, Forward exam

Fourth Grade – Fountas and Pinnell, STAR, Forward exam

Fifth Grade – Fountas and Pinnell, STAR, Forward exam

**Programs at Brillion Elementary**

**Title 1** - Kindergarten through Grade 5 students are referred based on assessment data and receive intervention to boost reading skills in a 1:1 or small group setting.

**Special Education** - Preschool through Grade 5 students are referred by a teacher assistance team or parent due to a suspected disability and then if they qualify for special education, participate in the regular education classes with support and receive extra instruction with a specialist in the areas of speech/language, OT/PT, math, reading, writing, or behavior.

**4K** - Half day sessions are offered to all district students who are 4 years old by September 1, 2023. These students meet Monday, Tuesday, Thursday and Friday. The child’s needs, academic, behavioral, emotional, social, and motor are met through play based instruction. Students are assessed using formal and informal assessment. The students are measured using Wisconsin Model Early Learning Standards.

**General Information**

**Daily Schedules**

|                                                 |                      |
|-------------------------------------------------|----------------------|
| School Day (Monday, Tuesday, Thursday & Friday) | 8:00 A.M.-3:05 P.M.  |
| A.M. 4 year old Kindergarten                    | 7:55 A.M-11:05 A.M.  |
| P.M. 4 year old Kindergarten                    | 11:55-P.M.-3:05 P.M. |
| 5K-5th Grade School Day (Wednesday)             | 8:00 A.M.-1:30 P.M   |

Attendance is recorded using the following times:

|              |                                  |
|--------------|----------------------------------|
| A.M. Tardy   | 1-30 minutes past starting time  |
| A.M. Absence | 31 minutes or more past start    |
| P.M. Tardy   | 1-30 minutes past starting time  |
| P.M. Absence | 31 minutes or more past start of |

**Students are not allowed in the building before 7:30 A.M.**

**Please call the office (756-3624) if your child is absent by 8:15 A.M.**

**PHONE CALLS** - Teachers will not be called to the telephone during school hours except in an emergency. Parents may leave a message to have the teacher call back as soon as possible.

## **Attendance Information and Procedures**

**School Attendance Procedures – (Policy 431)** The staff at Brillion Elementary School believes that regular school attendance is necessary for the maximum educational development of children. Success in school depends on several factors, but the prime factor is regular attendance. Days missed can never be made up completely since the value of class discussion is lost forever. **Parents may excuse their children for a total of 10 days in a school year (this includes all types of absences) before a student is considered truant.**

We kindly remind parents that school begins at 8:00am daily. Students who are not in their seats at 8:00 am will be considered tardy. Excessive tardiness may result in disciplinary action.

The responsibility for regular school attendance of a child rests upon the child's parent or guardian. All excused absences require parent/guardian/legal custodian written or verbal verification, which is to be submitted to the principal or school secretary in advance or prior to re-admittance to school.

**Reporting an Absence** - Students who are absent should have a parent or guardian call the office at 756-3624 on the day of the absence to provide an explanation for the absence before 8:15 am. Failure to contact the office on the day of an absence will result in an unexcused absence. Our Skylert system will alert parents if students are unexcused. Five or more unexcused absences are considered habitual truant under state law.

Written excuses for student absences should be presented to the school office the day the student returns to school. Students not having a call-in must bring a note from a parent/guardian explaining the absence to the school office.

**Leaving School Early - If your child is leaving school early, call the office at least 2 hours ahead of time or send a note with your child in the morning.** This limits disruptions to the classroom. When picking up your child who is leaving early, you can call the office when you arrive and we'll send your child out or you can come into the office and get your child. Students will not be allowed to leave the school until a designated adult comes to school.

**Excused Absences - Parents may only excuse 10 days per school year.**

Students may be excused from school for the following reasons:

- Illness of student
- Medical, dental, chiropractic, optometry, or other valid professional appointments. We STRONGLY ENCOURAGE parents to schedule appointments outside of the school day when at all possible.
- A death in the immediate family or funerals for close relatives.
- A court appearance or other legal procedure which requires the attendance of the student.
- Family trips that can only be taken during the normal school year. Please avoid family trips while school is in session if at all possible.

**Unexcused Absences** - Unexcused absences will occur when school is not notified of the student's absence. Any absences after the 10 allowable excused absences will be considered unexcused UNLESS a medical excuse stating the child is excused from school is provided within 24 hours of the absence. Unexcused absences will result in disciplinary action and count toward the state mandated filing of truancy.

**Truancy** - Truancy is an UNEXCUSED absence for an entire day, a portion of a day, or a class period. School administration may require a physician's confirmation of any continuing medical problem that causes habitual absence from school. Students who are truant may be referred to the police liaison officer and a citation may be issued.

**Prearranged Absence** - If a student has prior knowledge of an absence, permission should be obtained at least 3 days in advance if possible. The student must present a note to the office indicating the day(s) and reason for the absence.

**8 Absences** - When students reach a point where they have 8 excused absences, regardless of the nature of the absences, parents will generally be contacted via letter making them aware that their child is reaching a level of absences that requires them to have a doctor's excuse for illnesses. As stated below, students may be excused from school for a maximum of 10 days per school year by Wisconsin law.

### **Changes To Student Dismissal Routines**

Changes to student's dismissal routines after school should be kept to a minimum. Students should know each morning when they come to school if they are riding the school bus, being picked up and by whom, or walking home. Frequent changes to a child's dismissal routine creates a safety issue for the child as it can be very difficult for staff to manage the many different and changing schedules of the students. The office must be notified by 2:00 pm to ensure that messages will get to the child and teachers. Notifications of a dismissal change after 2:00 pm may not get to your child before the school day ends.

### **Local School Trips**

The Brillion School District believes local field trips and after school programs make an important contribution to students' educational experience. Local school trips may include the Brillion High School, the Brillion Nature Center, local Brillion businesses, all walking school trips and any other trips within the Brillion School District.

### **Bicycles**

1. Bicycles should be **walked** through the crosswalk areas.
2. As a school, we recommend **helmets** to ensure the safety of our students.
3. Bicycles should be placed in the bicycle racks and locked.
4. The school assumes no responsibility for loss or damage occurring to bicycles that children ride to school.
5. Students who do not follow proper bike safety may lose the privilege of bringing their bike to school.

### **Buses – Unloading and Loading**

Bus students will be dropped off in the back of school in the morning. At the end of the school day buses will load behind school.

### **Bus Passes**

Send a note to school if your child will be riding a bus other than his/her regular bus. **You must also call Kobussen Busses at (920)875-7800.** If you call the office to change your child's transportation needs, **you must do so before 2:00.** This allows us ample time to notify your child's teacher and be assured that your child will be in the right place at the right time. Notifications after 2:00 pm may not be granted.

### **Student Conduct on School Buses**

Safety is of prime importance for our students as we transport them to and from school and for school-sponsored activities. Safety requires the cooperation of students, parents/guardians and school personnel.

Parents/guardians should review and discuss the school bus rules with their children in an effort to help him/her understand and assume responsibility for good school bus conduct. Students are charged with the responsibility of conduct which will result in safe transportation, respect for school and bus personnel and respect for other students. Failure to abide by the school bus rules, show proper respect to others, and comply with requests of school personnel may result in a student being issued a School Bus Incident Report, assigned seat on the bus, and/or subsequent suspension or denial of bus transportation.

Listed below are some specific rules that guide students toward good conduct. These rules are intended to help students become aware of their responsibility and guide discussion. This is not an all-inclusive list, but it is representative of the types of behavior that will be expected.

1. Students shall observe the same conduct as they do in the classroom.
2. Students shall be respectful to all persons and property on the bus.
3. Students shall not eat or drink while riding on the bus.
4. Students shall keep the bus clean.
5. Students shall cooperate with the bus driver.
6. Students shall not smoke, use tobacco products, illegal drugs, or alcohol.
7. Students shall remain seated and keep their head, hands, and feet to themselves and inside the bus.
8. The bus driver is authorized to maintain order students and assign seats as necessary.

### **Crossing Guard**

1. A crossing guard is provided in front of the elementary school and back parking lot for the safety of your child. The crossing guard is on duty before and after school.
2. Children are expected to cooperate with the designated crossing guards.

### **Drop Off/Pick Up Procedures**

**Drop Off Before School**-All vehicle drop off traffic will be in the back of the school. Cars should enter the back parking lot using the west entrance. From there, parents can choose to pull into a parking spot or to drive up along the curbed drop off area (median). This curbed drop off area is to be used by families where the driver stays in the vehicle. This area is not for standing or parked cars, as our intent is to keep drop off traffic moving at an efficient pace. Drivers who need to get out of their car to let their children out should pull into a parking stall and then walk their children to the median. Students will use the median to reach the crosswalk and will be crossed by a crossing guard.

**Pick Up After School**-All vehicle pick up traffic will be in the back of the school. Cars should enter the back parking lot using the west entrance and pull into parking stalls. Parents may wait in their cars or exit their parked car to wait for their children. We ask that all parents wait for their children in the parking area by their cars and not on the median.

**Walkers/Bike Riders**-Elementary students who walk to school or ride their bikes should enter from the back of school.

**Pick up/Drop off During School Hours**-Students being dropped off or picked up during school hours will need to use the front entrance, as the back doors will be locked when school is in session. Please use the parking stalls in the front of the school, for pick up/drop off during school hours.

**Please keep pets at home during drop off and pick up.**

## **Birthdays and Other Special Occasions**

Students should not hand out birthday party or other invitations at school, unless ALL classmates are invited. If all classmates are not invited, invitations should be MAILED. Occasionally a delivery will be made to school for a student for a special occasion. Please be advised that the student's classroom teacher will be notified of the delivery and s/he will use his/her discretion as to when the child will receive the delivery. This means that some items may not be given to the student until the END of the day. If having a large item sent to school, consider if your child rides the bus, as it could be awkward taking the item home.

## **Birthday Treats/Classroom Snacks**

Teachers and students are encouraged to distribute or serve healthy snacks and treats for student birthday celebrations, classroom parties, and other classroom events. A healthy snack list that is based on sound nutrition facts and principles will be developed and maintained under the coordination of the building principal and disseminated to parents and staff. (See [Policy 458](#)) This list may include, but is not limited to, items such as the following:

Fresh fruit or fruit cups  
Trail/cereal mixes (no candy included)  
Fresh vegetables and low-fat dip  
Yogurt  
Dried fruits  
Other low-fat crackers

Pretzels  
String cheese/cheese cubes  
Popcorn  
Whole grain crackers  
Low-fat muffins

## **Appropriate Dress**

The administration and staff at Brillion Elementary School feel that dress and grooming influences the attitude and behavior of the students. Good personal hygiene and cleanliness of dress are vital not only to the individual but also to those with whom the student shares a classroom. Students should maintain high dress and hygienic standards at all times. An individual's dress and personal appearance, like his/her behavior, should reflect a sensitivity to and respect for others. The school and parent/guardian should continuously encourage the students to dress in a manner that reflects good taste and a style appropriate for the school day. Dress and grooming standards are established so that the educational processes will not be interrupted by extremes in appearance or cleanliness and should reflect good taste and style appropriate for a school day. Certain attire will not be allowed in the school building. These are the guidelines we follow:

Clothing may not:

- Depict, imply, advertise, or advocate illegal, violent, or lewd conduct, or the use of alcohol, tobacco, or other controlled substances
- Depict or imply nudity or sexual content
- State, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification
- Display or imply vulgar, discriminatory, or obscene language or images.
- Headgear including hats, hoods, and caps are not allowed unless approved for religious, medical, or other reason by a school administrator.
- Spray-on hair color (temporary) or face paint/marker are not allowed unless the student has advance permission from a teacher due to a special project or circumstance (such as a class presentation or the talent show)

- Clothing and accessories that endanger student or staff safety or cause wear or damage to school property may not be worn.
- Shorts, shirts, and skirts must be of an acceptable length. A good rule of thumb is that shorts and skirts should fall below the tips of the fingers when the arms are hanging straight at the student's sides.
- Low-cut tops, see-through clothing, shirts that show the stomach and/or back, off the shoulder shirts, and shirts that show bra straps are examples of styles that are considered unacceptable for students at school.
- Pants must be worn at waist level and undergarments must not be showing.
- Shoes must be worn at all times and should be safe for the school environment.
- Flags may not be worn as clothing of any type (ex. skirt, cape, headdress, belt, scarf, etc...).

Administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will be expected to change before returning to class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. Please note there may be special school events or activities in which a temporary change of dress code expectations is approved by building administration.

### **Four Year Kindergarten Snack**

Students in 4 year old kindergarten are provided a snack time each day. The cost of the snack and milk is \$60 for the year/\$0.43 per day. The snack fee can be paid through E-funds, the district's fee collection system or a check/cash can be sent. Checks can be made out to Brillion Public Schools. Snack fee due by Friday, September 18.

### **Elementary Breakfast**

Breakfast will be available daily to all students. Students do not have to participate in the breakfast program, but are highly encouraged. Research says that students who begin their day with a balanced breakfast experience more school success. It can increase body energy, improve mood, reduce early morning fatigue, and help students improve their mathematical testing and matching activities. Students who opt to eat the school breakfast will have the payment deducted from their lunch accounts daily. Breakfast includes a choice of Milk, Fruit/Juice, and Grain/Protein items.

**Breakfast for students in 5K-5<sup>th</sup> grade will begin at 7:30 am and end at 7:50 am. Students should enter the back of the building at 7:30 am and proceed to the commons. All students will be offered breakfast.**

### **Lunch Program**

**Lunch:** The goal of Brillion Public Schools is to provide all students with nutritious meals while contributing to the overall physical and mental well-being of each student. We will continue to promote a healthy school environment through providing wholesome and appetizing school meals. We participate in the National School Lunch Program. All menus are planned following standards of the National School Lunch Program as governed by the US Department of Agriculture. Current menus can be viewed on the district website. (See [Policy 458](#))

Students may bring a lunch from home. Students may purchase a half-pint of milk for \$.40.

### **Meal Pricing:**

K-5<sup>th</sup> Grade Breakfast: \$1.40

K-3<sup>rd</sup> Grade Lunch: \$2.60

4-5<sup>th</sup> Grade Lunch: \$2.75

K-5<sup>th</sup> Grade Lunch: Reduced/Free: Free

Current monthly menus and additional information regarding ala carte options are available on the Food Service webpage.

**Free and Reduced Applications:** New applications must be submitted each year. Application forms are available in the District Office and on the Brillion Public Schools website. Applications **MUST BE COMPLETED** (all information must be filled in and all household income reported) by the parent or guardian. You may update the application at any time during the school year if circumstances change. If qualified, free or reduced price meals are provided upon receipt and approval of the application.

If your student qualifies for free or reduced lunch, he/she will also qualify for free or reduced breakfast.

**Payments / Deposits:** Payments made after the start of the school day may not be entered into the system until after the lunch hour or the next day. Any balance (positive or negative) remaining in your family account at the end of the school year will automatically transfer to the next school year.

**eFunds: (preferred method) Pre-pay with eFunds!** – The web link to eFunds at the top right of the district web homepage, [www.brillionsd.org](http://www.brillionsd.org). Eliminate the worry that your student could lose cash or checks.

- Simple, one-time registration—only one account needed per family!
- Make payments using checking account or credit/debit cards 24/7
- Parents/guardians may pay or view account history and check account balances 24/7
- Option to have automated payments--prevent your breakfast/lunch account from being short of funds
- Receive deposit confirmations directly to your email account
- Pay for other school fees with eFunds

**Check or Cash:** You may send checks or cash to be put in your family's account. Please send a check (made out to 'Brillion Public Schools') or cash in a sealed envelope with their name, teacher's name and any special instructions you may have. **ALL MONEY RECEIVED WILL BE DEPOSITED. NO CHANGE WILL BE GIVEN TO ANYONE IN THE LUNCH LINE.** A \$10 fee will be charged for any returned checks.

**Account Notices:** Every student is assigned a food service account in which funds for school food service purchases are deposited. Funds are withdrawn each day that items are purchased. Parents/guardians can verify the account balance by contacting the school office or viewing it online through Skyward Family Access on the Brillion Public Schools website.

You may receive an electronic notification of balances that fall **below \$-0.01** through Family Access. Low balance automatic calls/emails will take place on Sunday and Wednesday evenings when the family account reaches a negative balance. You may also receive a personal call or letter from the Food Service Department requesting payment.

**Negative Balances:** Charges are discouraged for any student. However, in the event that your family's food service account has a negative balance, the following plan will be implemented:

- 1) Notes, emails and phone calls to parents/guardians will be made until the account is replenished.
- 2) If availability or distance prohibits a parent or guardian from bringing a lunch or payment to school, a credit extension will be offered to the student. (Charging is never allowed for a la carte or milk purchases. Charging is never allowed for Adult Meals.)
- 3) After a credit extension up to \$20 has been extended and payment to the account has not been received, the student will be offered an alternate meal at a charge to the account.

If your family is experiencing a change in financial circumstances, please do not hesitate to contact the school office to learn about your eligibility for the free or reduced meals.

**Parental Control Options & Information:** Students are not allowed to share or purchase items for anyone other than themselves. This includes family members. Any parent/guardian who feels their student misunderstands or is abusing their privileges has the right to limit their purchases. It is strongly suggested that you monitor account purchases in Family Access. Printouts of account purchases are available upon request. If you would like to manage your student's choices more closely, please contact the Food Service Director, Jody Schwarz [920-756-9238](tel:920-756-9238) ext. 3149, [jschwarz@brillionsd.org](mailto:jschwarz@brillionsd.org)-or- Food Service Assistant, Becky Jandrey [920-756-3624](tel:920-756-3624) ext. 4004, [bjandrey@brillionsd.org](mailto:bjandrey@brillionsd.org)

### **Emergency Procedures**

Students will routinely practice drills for emergency situations. These drills will be held at different times and in several ways to ensure all students practice.

### **Homework**

In order to ensure that our students at Brillion Elementary School have a positive educational experience we have set some homework guidelines. These guidelines promote literacy, math, and test preparation. At Brillion Elementary School we want to ensure that the homework we send home enhances each student's learning, so they can achieve at higher levels.

At Brillion Elementary School we strongly believe that students who read every night will achieve at higher levels; therefore, we have designed our homework guidelines to include 20 minutes of reading every night for all students. The reading time can include just the student reading, partner reading between a student and adult, or even an adult reading to the student.

Homework will only be assigned Monday through Thursday, to allow families to spend quality time together on the weekends.

Below you will see the guidelines we will be following:

**Kindergarten** 20 min. of reading + a maximum of 10 min. of test preparation= 30 total minutes

**1<sup>st</sup> Grade** 20 min. of reading + a maximum of 10 min. of test preparation= 30 total minutes

**2<sup>nd</sup> Grade** 20 min. of reading + a maximum of 20 min. of test preparation= 50 total minutes

**3<sup>rd</sup> Grade** 20 min. of reading + a maximum of 20 min. of test preparation= 50 total minutes

**4<sup>th</sup> Grade** 20 min. of reading + a maximum of 40 min. of test preparation= 60 total minutes

**5<sup>th</sup> Grade** 20 min. of reading + a maximum of 40 min. of test preparation= 60 total minutes

(Examples of test preparation might include: word activities, study guides, review activities, flash cards, spelling games, etc.)

### **Homework Requests**

If you want teachers to prepare homework for a child that is absent, please let us know **right away in the morning**. Then teachers will have time to prepare homework during the day, rather than interrupting class time. We appreciate your cooperation.

When requests for homework are made prior to a planned absence, teachers will honor those requests as best they can. However, lesson plans can change daily and it may be difficult to provide all work prior to the absence. Students may need to complete missed work upon their return if they are not given prior assignments.

### **Lost and Found**

Lost and found items are located by the main office. Please check periodically for items that may belong to your child(ren). Items not claimed will be donated to the local second hand store during the winter and summer breaks.

### **Medical Necessities**

**Yearly Update:** Each child needs to have emergency information on file in Skyward Family Access. This should provide us with the necessary information to reach you or an alternate (who is close by and available) to contact in case of an emergency or if your child becomes sick at school.

**If there are changes during the school year** in any of the following areas regarding your child, please go back in Skyward and make the necessary changes: address/phone numbers (home and work); emergency contact; health status; immunizations; medications needed at school.

**Dispensing Medication:** If your child needs medication administered at school, you must complete a permission form and give it to the school secretary. Forms are available in the office or on our website under Parent Information and Forms. At no time should students take medications themselves. Only school personnel must dispense it. **Medication should be sent in the original containers.**

**Head Lice:** Students who have head lice need to be treated before they return to school. Parents should treat their child a second time one week after the first treatment.

**Earaches, Colds, Flu:** Keep your child home while acutely ill and until their temperature has returned to normal.

**Strep Throat:** Keep your child home for 24 hours after the start of antibiotics and are fever and pain free. Please call the school office and leave a message about your child's diagnosis so we can be aware in the event other students develop symptoms.

**Ringworm, Pink Eye:** Your child may return to school after prescription medication has been started.

## **Student Immunization Law Age / Grade Requirements for 2023-24 School Year**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, please contact your doctor or local health department.

| <b>Age / Grade</b>        | <b>Number of Doses</b>                         |
|---------------------------|------------------------------------------------|
| Pre K (2 years through 4) | 4 DTP/DtaP/DT, 3 Polio, 3 Hep B, 1 MMR, 1 Var  |
| Grades K through 12       | 4 DTP/DtaP/DT, 4 Polio, 3, Hep B, 2 MMR, 2 Var |

**MMR vaccine for all students:** The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is acceptable).

**DTP/DtaP/DT vaccine for children entering Kindergarten:** Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is acceptable).

**DTP/DtaP/DT/Td vaccine for students entering grades 1 through 12:** Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is acceptable).

**Polio vaccine for students entering grades Kindergarten through 12:** Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is acceptable).

**Var means Varicella (chickenpox) vaccine.** Chickenpox disease history is also acceptable. Call the Calumet County Health Nurses at 849-1432 or 989-2700, if you have any further questions on the immunization requirements or clinic dates and times.

## **Parent Conferences**

A successful school experience is a result of school and home working together. Conferences are scheduled for the week of October 23 and January 15. They will be offered in an in-person and/or virtual format. **Due to a growing number of split families, we are only able to schedule one-time slot per student.** We ask that the child's family works together to find a time when both parents can attend.

## **Parent Teacher Communication**

It is important to communicate with your child's teacher because together you are a team and together we can work to help your child be successful. When there are questions or concerns about your child's education, your first point of contact should be with the classroom teacher. Since the teacher is busy with students during the day, the easiest, fastest, and most efficient way to reach any teacher is e-mail or SeeSaw Messenger. This communication should be to the point and include your issues and questions, along with your preferred method of contact. If you would like to meet with the teacher, please include some dates and times for which you are available. Other ways to find out information is the ROAR, district website, Facebook page, newsletters, and your child. When questioning your child, it is best to use open ended questions, such as "Tell me what happened first." "And then what happened?" "Where did this happen?" "When did this happen?" "How many times has this happened?"

## **Recess Policy**

1. Children are to play outside during recess unless weather conditions are such that it would be detrimental to their health.
2. If your child needs to stay in for recess because of illness, a note is required. If it is necessary for your child to stay in two or more days because of special health problems, a doctor's excuse may be needed.
3. In Spring we ask that students wear coats until the weather is above 60 degrees.

## **Severe Weather**

1. Should severe weather require the closing of school or make it impossible for buses to operate, School Messenger/Skylert will call, email, or send a text. The following radio and TV stations will also have the school closing between 6:30 and 7:30 a.m.:

|                    |               |                   |
|--------------------|---------------|-------------------|
| WBAY-TV Channel 2  | WCUB 980 AM   | WPKR/WPCK 99.5 FM |
| WFRV-TV Channel 5  | WNAM 1280 AM  | WOSH 1490 AM      |
| WLUK-TV Channel 11 | WHBY 1150 AM  | WVBO 103.9FM      |
| NBC 26 & UPN 32    | WGEE 1360 AM  | WNCY 100.3 FM     |
| KFIZ 107 FM        | WGOB 103.1 FM | WNFL 1440 AM      |
| WAPL 105.7 FM      | WIXX 101.1 FM | WLTU 92.1 FM      |

If school is **dismissed early** due to emergency conditions we will notify:

**- Ariens Company      Endries, Inc./Professional Plating**

2. We ask that you **NOT** call school during emergency closing times.
3. It is a good idea to have an "emergency plan" established with your children as to what they should do if school is dismissed early. This is especially important if you are a working parent not home earlier in the day.

## **Bullying**

The staff at Brillion Elementary School takes accusations of bullying very seriously. Bullying can take many forms such as: verbal, physical, and/or social. It is an act that is repeated and is on purpose. Below are some steps you can take as a parent to help your child.

If you feel that your child is being bullied:

- Stay calm.
- Get as much information as you can and log what, who, when, and where.
- Ask your child if he/she has tried to resolve the problem.
- Contact your child's teacher, principal, or counselor as soon as possible.
- Reassure your child.
- Encourage your child to keep telling you and other adults.

If you have been told your child is bullying others:

- Talk with your child calmly and make it clear that bullying is not an acceptable behavior.
- Talk with the school, get the facts, and keep yourself informed.
- Apply reasonable, age appropriate consequences (such as suspending privileges or time outs), don't threaten, hit, or withhold affection.
- Encourage your child's effort to change, reinforce rules, set limits, and seek counseling if needed.
- Reassure your child of your love, work together, and never give up.

For more information (see [Policy 411.1](#)) Student Bullying and Harassment.

### **In-School Suspension**

Students serving an in-school suspension are expected to do school work. Teachers will provide appropriate assignments. Reasons for an in-school suspension include, but are not limited to, the following:

- Continued harassment/sexual harassment
- Disruptive behavior in or out of class
- Leaving school without permission
- Physical aggression towards others

### **Out-of-School Suspension**

Violations which are sufficiently severe enough to warrant an out-of-school suspension by the principal may include, but not be limited to, the following:

- possession, use or being under the influence of any unauthorized drug at a school-sponsored event;
- possession or use of tobacco products while on school premises or at a school-sponsored function;
- possession or use of fireworks or other explosive devices while on school premises or at a school function;
- possession or use of weapons on school premises or at school functions;
- malicious damage to or theft of school or personal property on school premises;
- actions which jeopardize the health, safety or general welfare of students or adults on the school premises or at a school-sponsored function;
- continuous behavior which seriously interferes with the orderly conduct of the school and/or prohibits a teacher and other students from learning. The out-of-school suspension in this instance will be used only after other alternatives such as detention, teacher-student-principal conferences, in-school suspension during the class period and parent-teacher-student-principal conferences.

Students will be allowed to make up missed work at the convenience of the teacher(s).

### **Special Classes and Programs**

**Art** - All students work with a variety of materials, familiar and unfamiliar, in art class. Children create art by looking, building, inventing and experimenting with these materials. Students will express what they have created which stretches their imagination and offers them a feeling of accomplishment. All of this helps to build sensitivity to their environment and the world in which they live. Students will also apply their knowledge of the arts to the study of history, social studies, science, technology, engineering and mathematics in an innovative approach to learning.

**Classroom Guidance Lessons** - Students K-5 are involved in classroom guidance on a weekly basis. Through classroom guidance, students learn important skills and knowledge to directly support their personal/social, academic, and career development. Topics include conflict resolution skills, self-awareness, emotion regulation, social skills, character education, goal-setting, decision making, and career awareness.

**Small Group Counseling** - Students sharing similar issues or concerns work together in a small group to learn skills and strategies to address a specific need. Groups typically are 20-30 minutes and last 6-8 weeks. Topics

are based on the needs of students. Topics may include social skills, friendship, self-control, anger management, worry/anxiety, new students, changing families, self-esteem.

Individual Counseling - The counselor works with students individually to address issues that may affect a student's ability to do their best in the school environment. Issues may include, but not limited to social skills, behavior management, grief/loss, conflict resolution, worry/anxiety, problem solving, self-esteem, changing families.

Library Media Center (LMC) - Students are encouraged to use our library both through the classroom and on an individual basis. They have time weekly for book exchange.

Luv2Run - Luv2Run is a fun program to get kids in grades 2nd-5th active in running club. This program is designed to gradually train students to run the distance of a 5K or 10K distance. It teaches kids about living a healthy lifestyle as well as the importance of being active. Participants will also learn overall good running etiquette.

Physical Education - All students are involved in organized physical activity. Through these activities we try to give your children the skills and understanding they need to live healthy lifestyles now and in the future. Grades 5K-2 focus on basic fundamental movement skills, and in grades 3-5 we take those skills and use them in activities that teach and reinforce health-related fitness concepts, skill-related fitness concepts, and sport strategies. Classes are 30 minutes, three times a week.

Student Council - Student Council consists of two student representatives from each fourth and fifth grade classrooms. Representatives are elected by their peers. Student Council gives students in fourth and fifth grade the opportunity to be positive leaders and make a difference in the school and community. Students come up with ideas to make the school a great place to learn. Activities that student council have organized or helped with in the past include Spirit Week, PBIS Incentives, Fox Valley Humane Society Collection, Coins for Cancer.

Technology - Starting in kindergarten all students are given technology instruction. By the end of 5th grade students are able to create, communicate, gather and display what they have learned. Students begin with basic computer operations and progress toward word processing, data collection, presentation and 3D modeling software along with uploading and downloading. Students then use cloud computing and many other forms of collaboration in addition to social media. They finish elementary school with innovative projects and are taught computer programming and critical thinking skills. Students also are taught how to be good stewards of digital citizenship.

Vocal Music - Music, under the direction of a music teacher, starts in kindergarten with the students being taught to recognize and respond to various rhythms and melodies as well as singing rote tunes. This continues through Grade 5. Starting in Grade 2 students are taught the basic fundamentals of music notation and this knowledge is then built upon through Grade 5. By the end of Grade 5 students should be able to read simple melodies at sight.

### **Valuables, Electronics, Cell Phones, Toys**

1. Cell phones, if needed before or after school, must be turned off and kept in the student's backpack throughout the school day. If the cell phone is out of the backpack, it will be held by the teacher and parents will be contacted.
2. Personal items are brought to school at your own risk. The teachers are not responsible for lost or stolen items.

3. Scooters, bikes, and skateboards must be walked or carried on school property and cannot be used at school. They must also be placed in the bike rack and we encourage students to lock them.
4. Students may not sell personal items or accept money.

### **Visiting Our School**

The safety of our students is of utmost importance. For this reason, visitors must sign in at the office and show a photo ID. Visitors will then be issued a visitor badge that must be worn at all times. A visitor is anyone that is not a Brillion School District employee.

At the end of the day, if you come to pick up your child, please wait in the back of school. This will assist us in allowing the teachers to dismiss students in an orderly fashion from their classrooms, as well as ensure that strangers are not wandering the building.

### **Parent Rights and District Programs/Activities (see [Policy 333](#))**

Parents/guardians may inspect, upon request, any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may request program or curriculum modifications or deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

1. Request that their child be provided with program or curriculum modifications, including but not limited to: (a) modification within the student's current academic program, (b) a school work training or work study program, (c) enrollment in an alternative public school or program located in the District, (d) enrollment in any nonsectarian private school or program located in the District, (e) home study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the student is enrolled and (f) enrollment in any public educational program located outside the District.

### **Education for Employment/Academic and Career Planning PI 26 (see [Policy 341.2](#))**

The Board of Education shall provide an education for employment/academic and career planning program for students in grades K-12. This program shall be provided in accordance with Education for Employment statutory requirements as well as the Wisconsin Academic and Career Planning requirements for students in grades 6-12.

### **Human Growth and Development (see [Policy 341.31](#))**

The Brillion Public School District believes that human growth and development is the responsibility of every individual and requires the understanding of the structure and function of the human body and patterns of health and growth.

The Board of Education directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2) Wis. Stats, to include the following:

- A. Medically accurate and age-appropriate instruction in the following topics:
  - a. the importance of communication about sexuality between the student and the student's parents or guardians

- b. reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation
  - c. puberty, pregnancy, parenting, body image, and gender stereotypes
  - d. the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life, including how to refrain from making inappropriate verbal, physical, and sexual advances and how to recognize, rebuff, and report any unwanted or inappropriate verbal, physical, and sexual behaviors
  - e. the benefits of and reasons for abstaining from sexual activity
    - i. Instruction under this subdivision shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections and shall identify the skills necessary to remain abstinent
  - f. the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug Administration to prevent sexually transmitted Infections
  - g. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress
  - h. how alcohol and drug use affect responsible decision making
  - i. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality
  - j. adoption resources, prenatal care, and postnatal supports
  - k. the nature and treatment of sexually transmitted infections
- B. use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities
- C. address self-esteem, personal responsibility, healthy relationships, and positive interpersonal skills, with an emphasis on healthy relationships
- D. identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships

### **Notice of Special Needs Scholarship Program (see [Policy 342.1](#))**

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. Under this scholarship program and as further specified in state law, a child with a disability who has been denied the opportunity to attend a nonresident school district under the full-time open enrollment program may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school in Wisconsin that is participating in the Special Needs Scholarship Program.

This is a state-administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI.

The Special Needs Scholarship Program is further defined under section 115.7915 of the state statutes.

However, special eligibility requirements not found in that statute exist for program scholarships that are awarded for private school attendance that initially begins in the 2016-17 school year. Additional information about the program should be available on the website of the Wisconsin Department of Public Instruction: <https://dpi.wi.gov/sms/special-needs-scholarship>.

### **Student Assessment (see [Policy 346](#))**

Balanced, ongoing assessment is essential to the District's mission of providing an education appropriate to each student. Systematic collection, interpretation and application of assessment data are necessary to determine student learning and progress, to allow for accountability in teaching and learning, and to facilitate appropriate program review.

In addition to standardized achievement tests, District assessment plans and procedures may involve the use of a variety of formal and informal assessment techniques. These may include approaches such as teacher-designed assessments, direct observations of student performance, instruments supplied by book companies, diagnostic assessments, tests of learning aptitude, career awareness and career aptitude/attitude assessments, portfolios, and any assessments required by state and federal laws.

### **Student Records (see [Policy 347](#))**

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student's right of privacy under Federal and State law mandates careful custodianship and restrict access to students' personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District.

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.

### **Student Directory Data (see [Policy 347.1](#))**

In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

The District designates the following data elements from student records as "directory data":

- Student's name
- Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- Student's school/grade level
- Degrees and awards received by the student
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- The name of the school most recently previously attended by the student
- Student's dates of attendance (not including daily attendance records)
- Student's date of birth

The District's designation and use of directory data is further defined and limited as follows:

1. Pursuant to a state law requirement, unless the student's parent or guardian (or adult student) has notified the District of his/her objection to such a disclosure of the student's directory data, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.
2. Although a student's address and telephone number are not designated as student directory data under this District policy, the District is nonetheless required by law to release a high school student's name, home address, and telephone number to military recruiters and institutions of higher education, upon their request, unless the student or the student's parent or guardian has notified the District that such information shall not be released without prior consent. The District shall notify parents or guardians of their right to opt out of such disclosures. Requests for student contact information under this paragraph include requests from any technical college district for the contact information of students who may be graduating from high school in the current school year.
3. Pursuant to federal law, the District may not disclose or confirm a student's directory data without obtaining the written consent of a parent or guardian if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

### **Acceptable Use of the Internet by Students (see [Policy 367](#))**

The Brillion Board of Education supports student use of the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and informational needs. Information available to students via the Internet is constantly changing, therefore it is impossible to predict with certainty what information students might locate. The district staff has the right to restrict or terminate Internet access. The district further has the right to monitor Internet activity in any form that it sees fit to maintain the integrity of the network.

### **Public Notification of Nondiscrimination (see [Policy 411](#))**

The right of the student to be admitted to school and to participate fully in curricular, co curricular, student services, recreational or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification or characteristic that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification examples of unlawful and discriminatory acts include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular,

- student services, recreational or other program/activity;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs;
  4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally protected classification or characteristic.

### **Student Use and Possession of Electronic Communication Devices (see [Policy 443.5](#))**

This policy is intended to apply to students when they are at school, participating in any school-sponsored activity, and at all other times when the student is subject to the authority and supervision of District officials. At such times and under the conditions established in this policy, students may possess an electronic communication device such as a cellular telephone or other personal electronic device with communications functions or with recording, photographic, or video-imaging capabilities. Students may use such devices only with school permission that has been granted pursuant to this policy.

Building principals are authorized to establish school rules and acceptable use guidelines for students' limited and non-disruptive use of electronic devices for educational, safety, medical, vocational, or other legitimate reasons.

### **Use/Possession of Weapons (see [Policy 443.6](#))**

The Board of Education 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 without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

### **Bullying, Cyber-bullying, and Hazing (see [Policy 443.7](#))**

I. The Brillion School District is committed to providing a safe positive learning environment for all students. The expectation is that everyone will treat each other with respect and consideration. Actions such as bullying, cyber-bullying, or hazing create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, all types of bullying and hazing are prohibited.

II. Bullying, cyber-bullying, hazing, and/or harassment of any student are expressly prohibited in the following settings and/or circumstances:

- A. During any educational program or activity conducted by or sponsored in whole or in part by the school or school district.
- B. While being transported on a district provided bus or any other district vehicle.
- C. Accessed, created, expressed, or communicated using any district-owned computer, digital technology, or system network.
- D. Sent or passed on through any type of non-district owned technology or personal electronic device while on school grounds, at any school related or sponsored activity, or on district provided transportation.
- E. Any type of threat indicated to be carried out in a school setting. This includes threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on district provided transportation.
- F. While the District cannot assume liability for incidents that occur at times or locations not defined above, a student or witness may file a complaint against a student and the school will provide assistance and intervention as deemed appropriate, which may include parent contact and/or referral to law enforcement.

### **Student Lockers and Searches (see [Policy 446](#))**

Although student lockers are considered property of the Brillion Public School District, the district expects students to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without student consent and without a search warrant. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, or their designee.

Unless emergency circumstances require otherwise, the administrator shall be in the company of the police liaison officer and /or a staff member. School officials may seize any items that are dangerous or are illegal during the search. Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any items that are seized during the search will be safeguarded until determination has been made by the appropriate authorities for disposition of the items. The search will be documented by school officials. The adult student or the parent(s)/guardian of a minor student shall be notified of items removed.

An administrator accompanied by a staff member and/or the police liaison officer may conduct a search of a students' person, purse, duffel bag or similar articles if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has dangerous or illegal items or substance in his/her possession. School authorities should remain sensitive so as not to invade the privacy of students any more than necessary to achieve the purpose of the search. The results of the search will be documented by school officials. The adult student or the parent(s)/guardian of a minor student shall be notified of items removed.

Strip searches are illegal and will not be condoned by the school district at any time. If the nature of the problem is so serious or severe that this type of search is to be considered, law enforcement agencies will be contacted immediately.

The District may search student-operated vehicles parked on school premises when there is reasonable suspicion of a violation of the law, Board policies or school rules or the student has given consent to the search of the vehicle.

## **Management of Sport-Related Head Concussions (Education, Removal and Return to Play) (see [Policy 453.5](#))**

### **1. Definitions**

A “concussion” is a brain injury that is caused by a bump or blow to the head or body. It can also result from a fall or from athletes colliding with each other or with obstacles, such as a goalpost. Concussions can occur during practices or games in any sport or athletic activity, although the potential for concussions is greatest in athletic environments where collisions are common (for example, football, ice hockey, soccer, basketball, wrestling, and softball). All concussions are serious. An athlete does not have to lose consciousness (“be knocked-out”) to suffer a concussion. If an athlete is allowed to continue to participate in an athletic or physical activity with a concussion, or return to play too quickly following a concussion, he/she will be at risk of further injury or long-term health problems, and even death.

## **Children of Divorced/Separated Parents and Parents not Sharing the Same Household (see [Policy 491](#))**

The District recognizes the importance of parent participation and involvement in the education of their children. When parents are involved in a legal action affecting the family such as divorce or legal separation, it is important for the District to have the information necessary to make appropriate decisions regarding their child(ren)’s educational program and parent involvement in the schools.

The District shall maintain neutrality between parents who are or have been involved in a legal action affecting the family, unless otherwise directed by a court order or other legally binding document. It is the responsibility of a student’s parent(s) to notify the building principal of any court document restricting a parent’s rights. Upon receipt of such document, the building principal shall inform classroom teachers and other staff, as appropriate, of any restrictions placed on a parent’s access to a student, access to a student’s school records, or participation in school-related activities.

## **Animals In Schools (see [Policy 737.1](#))**

The District recognizes that animals have educational value in the school setting, but only under conditions that insure safety and well being of the students, staff, and the animal. Live animals may be brought into the classroom as part of a written curriculum with approval of the building principal and providing the provisions of this policy are met. Adherence to guidelines must be followed with respect to having animals present in the school building. The teacher or caretaker must handle and maintain the animal(s) according to recommendations of the Wisconsin Division of Health.

Dissection of animals or animal parts is limited to students at the High School level as defined in the curriculum. Animals trained or being trained to assist individuals with disabilities will be allowed in the school buildings provided the health, safety and welfare of students, staff and the animal are not compromised and as long as animal waste guidelines are followed. Modifications may be required to provide for the health, safety, and welfare of all students.

## **Free and Reduced-Price Benefits In School Food Service Programs (see [Policy 761](#))**

The District participates in the National School Lunch Program, the federal School Breakfast Program, and the federal Special Milk Program. In these programs, the District follows state and federal requirements regarding a child's or household's eligibility for free or reduced-price meals or free milk, including the applicable income eligibility guidelines and all applicable nondiscrimination requirements. The primary means of establishing eligibility for free or reduced-price meals or free milk are: 1. Through the annual submission of an application for the free or reduced-price benefits; or 2. Through direct certification, which is based on a match to state-provided data that confirms an individual child's status as a child in foster care or that confirms a household's participation in a qualifying means-tested benefit program, including Wisconsin's version of the Supplemental Nutrition Assistance Program (SNAP, also called FoodShare) and Wisconsin Works (also called W-2) cash assistance.

## **School Meal Account Charges and Collections (see [Policy 763](#))**

In accordance with requirements established by federal and state oversight agencies, the School Board will adopt, and approve any proposed revisions to, a written rule on the subject of meal charges and the collection of funds within the District's food service program. The District Administrator, Food Service Director, and Business Administrator shall have primary administrative responsibility for overseeing the consistent implementation of the rule that accompanies this policy, including all of the following:

1. Ensuring that the rule is clearly communicated to school families and to District employees who have responsibility for the application and enforcement of the rule.
2. Monitoring the nutritional, fiscal, and operational impacts of the District's approach to meal charges and collections, and, at their own initiative or upon the request of the Board, providing the Board with reports and recommendations for changes and improvements.
3. Coordinating the implementation and enforcement of the rule with food service staff.

In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items through the food service program are not permitted to charge items that would result in a negative balance.