

***Wittenberg 4K – 8th Grade  
Handbook 2024-2025***



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# WITTENBERG ELEMENTARY/MIDDLE SCHOOL STAFF

## TEACHING STAFF

Mr. Balliett 6-8 Social Studies  
Mrs. Belongia Intermediate Special Ed 4-6  
Ms. Blenker K-4 Special Ed (CD)  
Mrs. A. Block Elementary Interventionist  
Mrs. Brauer Grade 2  
Ms. Conradt Kindergarten (5K)  
Ms. Dayton Grade 3  
Mrs. Depies Grade 1  
Mrs. Diels 6-7-8 Special Ed (EBD/LD)  
Mrs. Gaedtke Speech/Language  
Mrs. Gretzlock Early Childhood  
Mrs. Groshek Interventionist  
Mrs. Hahn 5-6 Special Ed (LD)  
Mrs. Hedtke Grade 5  
Mr. Helmueller Art  
Mrs. K. Jolitz Kindergarten (5K)  
Mrs. King Grade 1  
Mrs. Kitowski 6-7 Literature/Language Arts  
Mrs. Larson Elementary Special Ed (LD)  
Mrs. Mallak EL Teacher  
Mrs. Moegenburg 7-8 Literature/Language Arts  
Mrs. Muthig Psychologist  
Mrs. Nier Dean of Students  
Ms. Nillissen Grade 2  
Mrs. C. Nueske Elementary Interventionist  
Mrs. J. Nueske 6-7-8 Band  
Mrs. Opper 6-8 Science  
Mr. Ostrowski K-8 Phy Ed/6-8 Health  
Ms. Pope K-5 Music/6-7-8 Chorus  
Mrs. Rades Grade 4  
Mr. Rieck 6-8 Math  
Mrs. Schider Counselor/8 Careers  
Ms. Schwalbach Grade 1  
Mrs. Schwalbach 4-5 Interventionist  
Mrs. Stank Kindergarten (5K)  
Mrs. Steigerwald Literacy Coordinator  
Mr. Stelk Grade 4  
Mr. Streckenbach Grade 3  
Mrs. Swearingen Grade 3  
Mrs. Wanta Pre-Kindergarten (4K)  
Ms. Williams Grade 5

## OFFICE:

Mr. Firari, Principal  
Mrs. Cherek, Secretary  
Mrs. Osterbrink, Secretary  
Mrs. M. Meverden, District Nurse

## TEACHER ASSISTANTS:

Mrs. D. Block/ELL  
Mrs. Hegewald  
Ms. Landwehr  
Mrs. Malueg  
Mrs. Martin-Library Assistant  
Mrs. Matteson  
Mrs. A. Meverden  
Mrs. Schmidt  
Ms. Stewart  
Mrs. Wesolowski  
Mr. Benishek  
Ms. Torres-Lopez  
Mrs. Cummings  
Mrs. Henaman

## CUSTODIANS:

Mrs. Reynolds, Head Custodian  
Mrs. Smith  
Ms. Timm

## KITCHEN STAFF:

Mrs. V. Jolitz, Head Cook  
Mrs. Selle  
Ms. Groh  
Mrs. Alfsen



# Wittenberg-Birnamwood School District

## 2024-2025 School Calendar

JULY 2024						
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			



JANUARY 2025						
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	

**Happy New Year!**  
 1- New Year's Day- No School  
 23 - P.M. Family Conferences 9-12  
 30 - P.M. Family Conferences 9-12

AUGUST 2024						
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

19-22 - New Teacher Day  
 26-28 - Pre-Service Day  
 29 - Pre-Service/4K-8 Open House  
 30- Pre-Service Day

FEBRUARY 2025						
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	

**28- End of 2nd Trimester K-12 (57)**

SEPTEMBER 2024						
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					

2 - Labor Day - No School  
 3 - 1st Day of School

MARCH 2025						
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					

3- No School- Staff PD/Grading  
 March 24 - 28 Spring Break

OCTOBER 2024						
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		

17 - P.M. Family Conferences PK-8  
 24 - P.M. Family Conferences PK-8

APRIL 2025						
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			

18-21 - No School  
**20- Happy Easter!**

NOVEMBER 2024						
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

1- Staff PD - No School  
**22 - End of 1st Trimester K-12 (58)**  
 25 - AM Staff Grading/Reporting  
 25-29 - Thanksgiving Break- No School

MAY 2025						
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

23 - Graduation Day (7:00PM)  
 26 - No School - Memorial Day

DECEMBER 2024						
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				

**Merry Christmas!**  
 23-31 - Winter Break

JUNE 2025						
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					

**6 - End of 3rd Trimester K-12 (61)**  
 9 - Staff Post-Service Day AM

School Day Starts for PK-8 at 7:55am and for high school at 8:00am

(Underlined days) Student Attendance Days

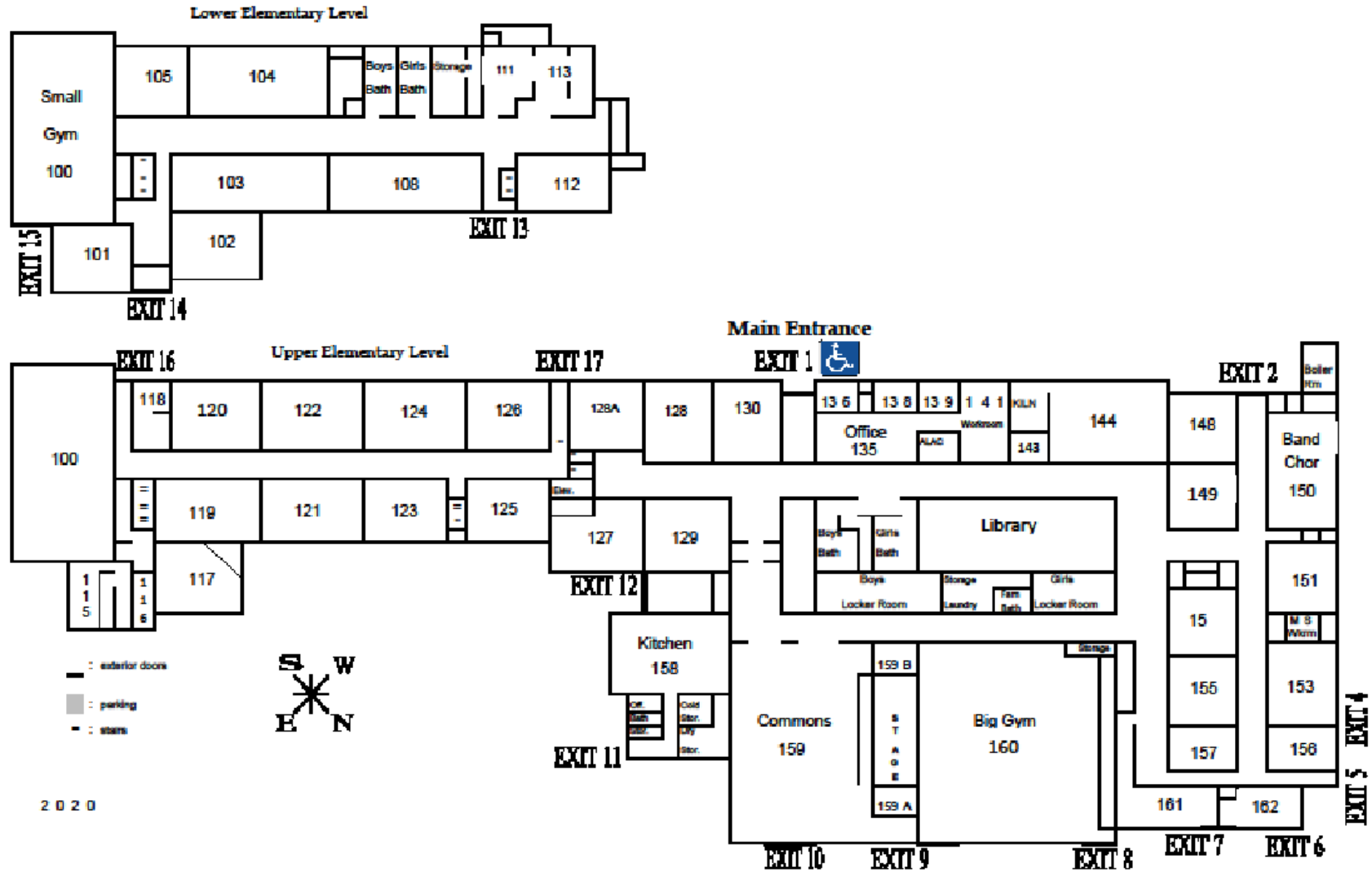
(Shaded days) Event Days

Family Conference Times: 4:30pm - 8:00pm

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

BOE APPROVED 1/22/2024

# Wittenberg Elementary/Middle School



## **ATTENDANCE**

**School hours are 7:55-3:10 Monday thru Thursday and 7:55-2:25 on Fridays.**

Students should plan their arrival at school no sooner than 7:45 a.m. Students arriving prior to this, will need to remain outside near the entrance. Please call the school at **715-253-2221** before 9:00 a.m. to report any absence. A verbal, written or electronic notification should be provided to the office within two school days if you did not call the school the day of the absence.

All absences not reported within two school days will be considered unexcused.

### **ABSENCE TYPES**

#### **Parent Request**

According to Wisconsin's Compulsory School Attendance laws, parents are allowed to excuse their child from school a maximum of 10 days per school year. Absences not accompanied by a verbal, written or electronic notification will be charged towards the allotted Parent Request days.

#### **Excused Illness**

WBSD will allow a parent to excuse their child from school for illnesses five days per semester. Illness days beyond five days in a semester will require a doctor's note to be counted as excused.

#### **Doctor's Excuse**

Any time a student misses school due to a medical appointment, signed documentation from the medical provider is required to count the absence as excused. Dr notes must show provider/ clinic information..ie appointment reminders, texts, or after visit summaries.

#### **Unexcused Absence**

Once a student accumulates five unexcused absences (all or part of a day) in a semester, a truancy warning letter will be sent home requesting a meeting to discuss the student's absences. Unexcused absences beyond 5 days in a semester may result in a truancy referral to law enforcement. Absences not accompanied by a verbal, written or electronic notification will be charged towards the allotted Parent Request days. Students arriving after 8:10 will be marked unexcused.

#### **Tardy**

Students arriving between 7:55 and 8:10 will be marked Tardy. Students who accumulate 15 tardies in a trimester will also be subject to a truancy citation.

#### **Partial Day Absence**

Students who are returning from appointments need to stop in the office before returning to the classroom. Students leaving school before dismissal time, at the end of the day, must have a parent/guardian meet them in the office and be signed out.

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.
- 4) Students picked up at 2:45 or later on Monday through Thursday or 2:00 on Friday will not be marked as Unexcused or a Parent Request.

***PLEASE DON'T FORGET TO CALL!!!***

### **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.

### **ATTENDANCE – Policy 5200**

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

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

such statements and to investigate the cause of each single absence; or prolonged absence.

### **SCHOOL DAY – Policy 8220**

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

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

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

### **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.***

### **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

### **VIRTUAL SNOW DAY POLICY**

Students are expected to complete their assigned work on a Virtual Snow Day. Students who do not complete this work could face academic and attendance consequences.

### **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 7:55 am/3:10 pm - M-Th  
7:45 am to 7:55 am/2:25 pm - Fridays

**Webb Street doors** (Commons)  
7:45 am to 7:55 am/3:15 pm - M-Th  
7:45 am to 7:55 am for bus arrival/2:30 pm - Fri

### **ANNOUNCEMENTS:**

Announcements are read building-wide over the PA system each morning after the Pledge of Allegiance. Announcements are also posted on the office bulletin board.

### **STUDENT FEES/FINES**

There will be a **required** registration fee of \$10.00 per student in grades 4K-8. Students who have not paid their fees or fines may not be able to attend Incentive Trips or Events.

### **SCHOOL PICTURES**

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

**Tue, Sept 17, 2024**  
**Wed, Sept 18, 2024**

### **STUDENT DROP OFF/PICK UP**

Parents dropping students off at school should use the Prouty Street entrance in the morning and the Webb Street entrance after school to allow safe conditions for students and bus/car traffic.

### **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.

### **SCHOOL VISITORS - Policy 9150**

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue

undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines. In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

### **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.

### **COUNSELING**

A school counselor is 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.

### **SUSPENSION AND EXPULSION** **Policy 5610**

**SUSPENSION:** The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive

school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

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

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

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



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

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

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

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

## **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 100.4 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 healthcare 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. A new medication consent form must be filled out each school year.**

In the event of an emergency, such as illness or accident, the school will attempt to contact the **parent/guardian** immediately. If we are unable to reach a parent or guardian, the name(s) **listed as emergency contact in Skyward**, will be called. ~~Parents will be notified of this if at all possible.~~ The school will **immediately call 911/emergency services** if the accident/illness is severe enough to warrant such service. **immediately.** It is important to keep the school informed of all current phone numbers, places of employment, and all temporary caregivers.

Please see Administration of Medication/Emergency Care policy number 5330 located on the Wittenberg-Birnamwood School District website for more information regarding medication in school and emergency care.

### **SCHOOL NURSING SERVICES:**

A school nurse is available to assist students with health/medical needs. Please notify the school nurse if your child has school health needs related to epilepsy, diabetes, asthma, severe allergies, etc. and update in Skyward Family Access. The School Nurse travels between all three schools. School Secretaries are available to help with needs and medications.

## **ADMINISTRATION OF MEDICATION/EMERGENCY CARE — Policy 5330**

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

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

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

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

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

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

Students in grades Pre K - 12 must have the following minimum required immunizations. Students need the listed vaccinations by the 30<sup>th</sup> day of school.

**Pre K:** 4 DTP/DTaP/DT<sup>2</sup>; 3 Polio; 3 Hep B;

1 MMR<sup>5</sup>; 1 Varicella<sup>6</sup>

**Kindergarten through Grade 6:**

4 DTP/DTaP/DT/Td<sup>1,2</sup>; 4 Polio<sup>4</sup>; 3 Hep B;

2 MMR<sup>2</sup>; 2 Varicella<sup>6</sup>

**Grades 7 through 12:**

4 DTP/DTaP/DT/Td<sup>2</sup>; 1 Tdap<sup>3</sup>; 4 Polio<sup>4</sup>;

3 Hep B; 2 MMR<sup>5</sup>; 2 Varicella<sup>6</sup>, 1-MenACWY (this is part of a 2 dose series) the second dose is needed before starting 12th grade.

**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. fines from the district attorney's office.

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

## **STUDENT DRESS CODE**

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, sports bras, 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, weapons, gang related symbols or wording, etc.) or pictures/slogans, which are suggestive, obscene, violent, 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.

### **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 or other vaping devices, 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.

### **DRUG PREVENTION - Policy 5530**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean: all dangerous controlled substances as so designated and prohibited by Wisconsin statute; all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; "look-alikes or synthetics"; anabolic steroids; any other illegal substance so designated and prohibited by law.

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

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

## **USE OF TOBACCO BY STUDENTS** **- Policy 5512**

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

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

### **CELL PHONES & ELECTRONIC DEVICES**

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

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

- **First offense: Device will be turned into the office and students will pick up the device after school.**

- Second and subsequent offenses: Parents or guardians must pick the device up.
- Refusal to give up a device to a staff member could result in further disciplinary consequences.
- A student device may be searched for illegal usage at school property at any time by administration.
- Any electronic devices used as harassing tools against another student or staff member will be turned over to the local law enforcement agencies for discipline measures.

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

### **PERSONAL COMMUNICATION DEVICES – Policy 5136**

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

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

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

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

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

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

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

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

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

### **TELEPHONE USAGE**

Students will be allowed to use the phone in the office 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 including safe riding at/near the school. 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.

### **SNOWMOBILE EXPECTATIONS AND GUIDELINES**

The following are the expectations for students wishing to bring their snowmobiles to school. Students riding a snowmobile must register in the office with the make and model of the snowmobile along with evidence of a snowmobile safety certificate. Parking is available on the

southwest side of the middle school playground. Arrangements should be made with your first hour or homeroom teacher to store helmets and equipment. Snowmobile trails must be open in order for students to ride to school and students must stay on the marked trail at all times. There is no riding on school property other than designated parking areas. Students should not be near their parked snowmobiles unless they are arriving or departing on their machines. Four-wheelers are not allowed.

### **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 processed by trimesters. All 4K-8 report cards will be available in Skyward Family Access 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 2025-2026 school year are:

### **Grades 4K-8:**

Thursday, October 17, 2024 4:30-8:00 pm  
Thursday, October 24, 2024 4:30-8:00 pm

Current middle school grades will be available in Skyward Family Access at 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 home-work, 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.

### **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

### **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 trimesters will have two weeks from the date of the end of the trimester to make-up the work. (*Incompletes may be given for medical or family emergency or administrative approved situations.*)

## STUDENT ASSESSMENT

### Policy 2623

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

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

### PASSES

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

**Office~Hall~Restroom~Library~Phone  
Usage~Nurse**

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.

### 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.**

## 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.

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## 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:

\$4.10 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 are not safe activities).
- 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 not allowed.

**Winter Playground Rules:**

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

**COMPUTER USAGE**

Students in grades K-5 will have access to a computer during instruction in the classroom when needed. Students in grades 6-8 will be issued a Chromebook for educational use. Please refer to the Acceptable Use Policy, which must be signed by students and parents prior to computer access.

**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 2<sup>nd</sup> semester of their 5<sup>th</sup> 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.

## 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. During student online registration, students and parents/guardians are to read and electronically sign the form. Parents wanting copies of the District Website Content Policy, please contact Jill Resch 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** photo-graphs to be included in publication in the school newsletter and/or the local newspaper or school website **must** indicate their choice during student online registration and electronically sign the form.

## 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. Any changes to a student's music schedule **MUST** occur within the first three weeks of the school year.

If a music class does not contain enough students to warrant having the class, 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. Dr notes are needed in order for a student to not participate in Phy Ed.

## 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.

## 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



7-8<sup>th</sup> Grade Volleyball  
7-8<sup>th</sup> Grade Football  
6-8<sup>th</sup> Grade Cross Country

### LATE FALL

7-8<sup>th</sup> Grade Boys' Basketball

### WINTER

7-8<sup>th</sup> Grade Forensics  
7-8<sup>th</sup> Grade Girls' Basketball  
6-8<sup>th</sup> Grade Wrestling



### SPRING

6-8<sup>th</sup> Grade Track  
6-8<sup>th</sup> Grade Golf  
7-8<sup>th</sup> Grade Girls' Softball  
8<sup>th</sup> Grade Boys Baseball

## 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!***

## **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 objects 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) Students must remain on the bus until reaching the 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.



## **TRANSPORTATION** **Policy 8600**

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

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

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

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

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

allowed if it does not call for an alteration of a route. Children may ride buses other than their own only at the convenience of the School District and in accordance with bus safety regulations. A written request must be submitted by the parent to the School Principal of the School for his/her approval each time a child is to take a bus other than his/her regular one.

## **WITTENBERG** **ELEMENTARY/MIDDLE SCHOOL** **POSITIVE BEHAVIOR** **INTERVENTION & SUPPORT**

## **(PBIS)**

(Positive Behavior Intervention & 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

### **PBIS 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.
- 10) No toys, collector cards (i.e. Pokémon®, baseball cards) or sports equipment should be brought to school without prior teacher or principal permission.

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

### **PBIS Specific Rules:**

- 1) By law, possession of weapons, matches, lighters, alcohol, drugs, paraphernalia, or tobacco products, vaping materials, 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 7:45 and after 3:20. They must be turned off and kept in lockers during school hours. All other electronic/bluetooth devices should not be brought to school. This includes game systems, smart watches, Fitbits, and other devices.
- 3) Students may be asked to reimburse the district for any damage done to school property due to vandalism.

### **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.

**STUDENT CODE OF  
CLASS-ROOM CONDUCT - Policy  
5500**

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

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

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

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

**NON-DISCRIMINATION/EQUAL  
EDUCATION OPPORTUNITY  
Policy #2260**

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student

program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities.

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

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

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**STUDENT ANTI-HARRASSMENT  
Policy 5517**

**Prohibited Harassment**

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

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

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

group of students that substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment.

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

**Bullying** Bullying is prohibited by **Board Policy 5517.01** – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being.

#### **District Compliance Officers**

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

#### **Megan Marcks, Director of Pupil Services**

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

#### **Complaint Procedure**

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

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

#### **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be

guaranteed, however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

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

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

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

#### **District Compliance Officer**

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

#### **Megan Marcks, Director of Pupil Services**

400 W. Grand Ave. Wittenberg, WI 54499

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

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

**STUDENT RECORDS -**  
**Policy 8330**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

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

**Directory Information**

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

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the

District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete a release form, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extracurricular activities.

**ENGLISH LANGUAGE**  
**PROFICIENCY – Policy 2260.02**

The Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

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

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**HOMELESS STUDENTS –**  
**Policy 5111.01**

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

**ASSIGNMENT WITHIN**  
**DISTRICT – Policy 5120**

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

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

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

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

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

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

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

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

The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

### **SEARCH AND SEIZURE – Policy 5771**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school

principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places. The Board directs that the searches may be conducted by the: District Administrator; building principals; Dean of Students; School Resource Office.

### **WEAPONS – Policy 5772**

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

### **SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS – Policy 5722**

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

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

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically

review and, if necessary, restrict the style and/or content of all school-sponsored student publications and

productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may **further** prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

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

### **SCHOOL DISTRICT VISION**

Prepare every student to excel and achieve at 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 commit to the purpose of ensuring that all students learn at high levels by actively engaging in the PLC process.
2. We will work collaboratively and take collective responsibility for the academic and social-emotional success of each student.
3. We will focus on results and evidence of student learning to inform and improve professional practice and respond to individual students who need intervention or enrichment.
4. We will be influencers of understanding, hope, support and positivity for all in the school community.
5. We will make measurable commitments to culturally responsive practices throughout the district.

# ***PBIS-Positive Behavior Intervention System***

**Be Respectful      Be Responsible      Be Safe      Be Kind**

## **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, be kind 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 or Dean of Students. 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.

## **Wittenberg School PBIS Some examples of Minors/Majors**

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



## Middle School Activity Criteria

Activity	Grade Level	Criteria	Alternative Activity
<b>Middle School Team Time:</b> *team building, games, tournament play, movies, other local activities	6-8	Students will be eligible to participate in the activity unless 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 activity. 2. Less than 8 referral points.	Students not participating will receive re-teaching of behavior expectations or work habit skills/help and time to complete work
<b>Community building, enrichment and educational trips.</b>	6-8	Students in good standing will be included (At the discretion of principal).	<b><u>Expectation is for all students to attend learning events. This is not an optional activity. Students must be present. Parent/Guardian may be required to chaperone if deemed necessary by administration and teachers.</u></b>
<b>End of the year activity:</b> Wisconsin Dells Bay Beach	6-8	Students in good standing will be included. (At the discretion of the principal.)	Learning activities will be planned and taught
<b>Dances/Student Council Sponsored Events</b>	6-8	Students in good standing will be included. (At the discretion of the principal). <i>A signed student council permission slip needs to be returned before the day of the event.</i>	None

❖ Other elementary grade levels may follow the above criteria for the 2nd and 3rd trimesters.

### 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).

#### **Referral Point Schedule**

Majors = Four points

Minors = One point

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

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

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