



2017-2018

OLGA BRENER INTERMEDIATE SCHOOL

PARENT-STUDENT HANDBOOK

Olga Brener Intermediate School

Mrs. Terri Schultz, Principal

Mr. Matt Peterson, Dean of Students

1300 S. Union Street

Shawano, WI 54166

Telephone (715) 524-2131

Fax (715) 524-9899

Olga Brener Mission Statement

Olga Brener Intermediate School, in cooperation with its families and community, will prepare students academically and socially to their fullest potential; therefore, becoming life-long learners and responsible citizens.

Olga Brener Vision

Believe Achieve Succeed

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Office Staff

Mrs. Terri Schultz, Principal	ext. 8400
Mr. Matt Peterson, Dean of Students	ext. 4102
Mrs. Theresa Pluger, Administrative Assistant	ext. 8401
Mrs. Wendy Retzlaff, Food Service Coordinator, Secretary	ext. 8402
Report Attendance Absence	Press #
Ms. Amary Pierce, Home School Coordinator	ext. 8404
School Nurse	ext. 4104

School Hours: 8:20 a.m. – 3:20 p.m.

Grades: 3 - 5

TEACHING STAFF

<u>Name</u>	<u>Grade</u>	<u>Room #</u>	<u>Voice Mail Ext.</u>
Mrs. Elaine Buerman-Raatz	grade 3	152	4152
Miss. Lucy Burr	grade 3	126	4126
Mrs. Debbie DeFere	grade 3	125	4125
Mrs. Donna Hodkiewicz	grade 3	127	4127
Mr. Alex LeRoy	grade 3	149	4149
Mrs. Stacey Popp	grade 3	141	4141
Ms. Mellissa Reed	grade 3	154	4154
Mrs. Elisha Wagenson	grade 3	154	4154
Miss Tara Behnke	grade 3	147	4147
Mrs. Erica Williams	grade 3	139	4139
Mrs. Karen Braun	grade 4	217	4217
Mrs. Amanda Pevonka	grade 4	219	4219
Mrs. Jackie Gueths	grade 4	207	4207
Mrs. Jessica DeMott	grade 4	213	4213
Mrs. Jennifer Konkell	grade 4	218	4218
Mrs. Jenny Mailahn	grade 4	205	4205
Mrs. Katie Roberts	grade 4	204	4204
Miss Taylor Seliger	grade 4	212	4212
Miss Allison Bissing	grade 5	236	4236
Mr. Andrew Brooks	grade 5	239	4239
Miss Brittany Knueppel	grade 5	223	4223
Mrs. Carrie Ninham	grade 5	234	4234
Miss Elizabeth Pellegrini	grade 5	225	4225
Mrs. Karen Preston	grade 5	240	4240
Mrs. Jennifer Sperberg	grade 5	227	4227
Mrs. Lynn Trochil	grade 5	226	4226

Mr. Rob Wolff	Phy. Ed.	133	8424
Mrs. Jessica Cumberland	Phy. Ed.	133	4133
Mr. James Arneson	Art	222	4222
Ms. Lynn Johnson	Music	231	4231
Mrs. Rachel Theis	Sp Education	232	4232
Mrs. Noelle Lammers	Sp Education	220	4220
Mrs. Leah Werch	Sp Education	215	4215
Ms. Krista Schroeder	Sp Education	128	4128
Mrs. Judy Tuma	Sp Education	145	4145
Mrs. Alexa Leitner	Sp Education	214	4214
Mr. Jason Kuehl	District Assessment Data	106	4106
Mrs. Rebecca Dillenburg	The ZONE	158	4158
Mrs. Joanne Edwards	Instructional Coach	148	4148
Mrs. Brittney Firari	Instructional Coach	151	4151
Mrs. Aggie Engel	ELL	161	4161
Mr. Kyle VandenHeiden	School Counselor	109	4109
Mrs. Rhonda Uelmen	School Counselor	110	4110
Mrs. Dee Dee Koehler	Speech	159	4159
Ms. Becka Hanson	Speech	160	4160
Mrs. Gail Sweeney	OT	124	8426
Mrs. Terry Wiley	OT/PT Aide	124	5210
Mr. Lamont Houston	Psychologist	107	4107
Mr. Dan Mead	Interventionist	121	4121
Mrs. Shannon Neumann-Sleeper	Title VII/Intervention	215	4215
Mr. Joe Zuniga	Interventionist	130	4130
Mrs. Jennifer Tonn	Media Center	200	4200
Mrs. Erica Davel	Technology	155	4155

Welcome to Olga Brener Intermediate School

We welcome you to Olga Brener Intermediate School. We want you to feel welcome to visit anytime. It is our aim to eliminate any barriers or hesitancy the public may have about visiting your schools. Please come to the main office to sign in and obtain a visitor's pass before going to your child's classroom. Before leaving, all visitors must return to the office and sign out. Breakfast and noon lunches are available at adult prices, please feel free to eat with us. Remember to please stop in the office and let us know you are visiting.

This handbook is intended to be a reference manual that helps you become more familiar with how things are done at Olga Brener School. You will find handbook information, expectations, procedures, policies, and rules that should help make attending Olga Brener School an excellent educational experience.

In addition to the information in this handbook, the Board of Education of the Shawano School District has developed district policies for the efficient operations of the district. Copies of the Board of Education policies can be found on the District Web Site. In addition to the schools, a copy of the Shawano School District Policy Book is in the Shawano City-County Library.

Agendas and Wednesday folders

Olga Brener students and staff utilize daily agendas as well as Wednesday take home folders. Student agendas are to be filled out each day by the students and taken home. We ask that parents sign the agenda nightly and help their child remember to return them to school on a daily basis. The Brener PTO purchases these agendas as a means of increased communication between the home and school. Brener School staff also utilize Wednesday take home folders. These folders will hold lunch acct. information, handouts, communication notices and student work. Students should return folders each Thursday.

Supportive Service

Olga Brener operates within the inclusive education model regarding students with disabilities. This means that all students with a disability are included with their peers, with support for both the student and the teacher from the educational specialist whenever possible. The classroom teacher is responsible for all students in their classroom, regular education students as well as those with disabilities.

The primary emphasis of the educational specialist will be in reading, language, and math, but they will be available for consultation in all other curricular areas. The specialist will help teachers understand special needs of individuals, different learning styles, and modifications in curricular materials in order to provide successful experiences for the students. As always, our primary focus needs to be a successful learning experience for the students.

Within Brener School, we also have the building based Student Services Team which meets to discuss students with needs and plan appropriate programs to meet the needs of those students. Teachers will be requested to supply information regarding progress on a regular basis. If you wish to refer a student to the Consultation Team, see the school administrator, school counselor, school social worker, or school psychologist for the necessary procedure forms. Please contact your school counselor if you believe your child may need alternative education options.

Students in the Shawano School District have opportunities during the school year to become involved in individual and/or group counseling. The school Student Services personnel include the school counselor, school social worker, school nurse, or school psychologist. The individual and group sessions may focus on many issues but are not limited to: academic progress, personal growth, behavioral concerns, and/or developmental issues. Such meetings with the student(s) may be a one-time session or multiple sessions, depending on the particular need/issue. Students who meet with Student Service personnel could miss class time. Students may refer themselves or be referred by school staff or parents. Student Services personnel are not mandated to seek parent permission to see the student. For counseling groups, a parental notification will be sent to you. If you do not wish your child to meet with Student Services personnel, please notify your student's building principal at the beginning of each school year.

Policy of Student Attendance

It is the policy of the Board of Education to encourage and require regular and punctual attendance of all pupils in the schools of the Shawano School District during full period and hours in which the school is in session.

The superintendent of schools has authorized each principal to act as the truant officer for all pupils under that principal's jurisdiction. In the discharge of this responsibility, the principal shall keep adequate permanent records on the attendance of each child registered in school, shall make periodic checks of the

attendance register to determine if there is excessive absenteeism by any student under that principal's supervision, shall maintain a continuous program of encouraging and requiring pupils to be in regular and punctual attendance as well as, to personally or through some person whom the principal has delegated, on each case of absenteeism which occurs. Olga Brener School Day starts promptly at 8:20 a.m. and concludes at 3:20 p.m. We strongly suggest that students remain for the entire school day.

All absences must be called in to the school prior to 9:20 a.m. If not your student will be considered unexcused until contact is made with the parent/guardian. Once an absence is ruled unexcused it can be overruled with a Doctor's excuse. Medical Documents can be dropped off at Olga Brener Main Office or faxed to Olga Brener School Attendance Officer 715-524-9899. Please call the school and leave a message for Home/School Coordinator at Ext. 4161.

CLASSIFICATION AND DISPOSITION OF PUPIL ABSENCES SHALL BE AS FOLLOWS:

1. EXCUSED ABSENCES:

DEFINITION: the school, not the parents, determines excused absences from school. The following reasons are classified as excused absences.

- a. Personal illness
- b. Impassable road or inclement weather
- c. Accidents or illness in your family for which you are required at home.
- d. Funerals or marriage in the immediate family, or close family relationship.
- e. Other absences for which arrangements are made in advance with the principal. Pre-arranged absences will require a student passport, which can be picked up in the office. This should be completed and returned at least three days prior to the absence.

The following reasons will be classified as excused:

1. Observance of religious holidays or activities within reasonable limit.
2. Family being "out of town" and unable to make arrangements for the proper care of children at home. Parent/guardian should fill out a "Pre-Excused planned absence form" before going "out of town" and turn it into the office.
3. Educational travel as determined by the principal, to allow the opportunity for a student to travel or camp in the company of a parent or legal guardian. The parent or legal guardian must make a written request at the proper office of the school the child is attending. The student should have a good record of attendance, good conduct and scholastic accomplishment.
4. Other times, where in the judgment of the administrator, it is within the best interest of the student to be absent from school, the following reasons may apply:
 - a. Legal obligations.
 - b. Healthcare: medical, dental, optical or other specified health care.
 - c. Absences for other reasons will be judged on the merits of each individual case.
 - d. In cases of excessive illness or doctor appointments, the school may request a doctor's note.

DISPOSITION: Students away from school for any excused absence will be expected to make up a reasonable amount of the work missed and no other penalty shall be assessed against the pupil. It is the expectation that make-up work will be completed within one week of returning to school unless other agreements are reached with the classroom teacher.

Students who have their absence excused by the principal or person designated by the principal will be permitted to take any examinations missed during their absence. The principal will establish a procedure that will insure the student a fair and unbiased opportunity to take any examination missed within one week of returning to school.

2. UNEXCUSED ABSENCES

DEFINITION: Absence from school for all or part of one day for reasons other than those listed under excused absences above.

DISPOSITION: The administrator or person designated by the administrator will deal directly with the student absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. The administrator may use any or all of the following methods in dealing with pupils or parents who have unexcused absence:

- a. Conference and counseling with student.
- b. Make up of lost time.
- c. Make up of lost work with or without credit being extended for the work.
- d. Required parent conference.
- e. Suspension from school not to exceed three days.
- f. Referral to the legal authorities or to a court of law.
- g. Recommendation to the Board of Education for expulsion from school.

3. TRUANCY

Shawano County has enacted an ordinance prohibiting a child from being a habitual truant. The Shawano School District will make every effort to work with students and parents in promoting student attendance in school. However, habitual truants will be referred to the courts.

PROCEDURES

1. After (3) three unexcused absences a warning letter will be sent to the parent/guardian of the student. This is only a warning and should alert parent/guardian of attendance concerns. The student will not be considered truant at this time.
2. When a student has (5) five unexcused absences, the student will be considered truant from school. A letter will be sent to the parent/guardian indicating truancy and a meeting will be scheduled to discuss this matter with the administrator or designee. A copy of this letter will also be sent to the school liaison officer. This letter will serve as a final warning prior to intervention from social services and law enforcement.
3. When the student reaches their tenth (10) unexcused absence, a letter will be sent to the parent/guardian indicating that the student is considered to be habitual truant. A copy of this letter will also be sent to Social Services and the school liaison officer. A fine MAY be issued by the police and court costs may be assessed. Social Services and the school liaison officer will then determine what actions their Department will take and when that action will take place for the truant student's parent/guardian. This letter may come from their office at this time.
4. When the student reaches their fifteen (15) unexcused absence, a letter will be sent to the parent/guardian and a meeting will be scheduled with the administrator or designee to discuss the matter. A copy of this letter will also be sent to Social Services and the school liaison officer. A fine MAY be issued by the police and court costs may be assessed to parent/guardian. Social Services and the school liaison officer will then determine what actions their Department will take and when that action will take place for the truant student's parent/guardian. This letter may come from their office at this time.

5. When the student reaches their **twenty (20)** unexcused absences, a letter will be sent to the parent/guardian and a meeting will be scheduled to discuss this matter with the administrator or designee. A copy of this letter will also be sent to Social Services and the school liaison officer. A fine **MAY** be issued by the police and court costs may be assessed to parent/guardian. Social Services and the school liaison officer will then determine what actions their Department will take and when that action will take place for the truant student's parent/guardian. This letter may come from their office at the time

These procedures may change at the discretion of the building administrator or designee.

4. TARDINESS

SCHOOL WILL BEGIN AT 8:20 a.m.

One of the habits we need to strive to develop in our children is to be on time. To be at school on time is as important as being on time in the world of work. Students are to be in their seats and ready to work when the bell sounds. Tardiness is very disruptive to the school program; to the child's classroom, teacher, and the child's own academic progress. A student who is tardy more than three times during a marking period will receive a mark of – Improvement needed in the Learner Responsibilities section of the report card. When a student is tardy and no notice of reason is presented to the office, the school will contact parents at home or in their workplace to identify the cause.

PROCEDURES

1. When a student receives five (5) tardies in one semester a letter will be sent to the parent/guardian of the student. The student will also meet with the school counselor to determine reasons for tardiness. The purpose is to remind parents of the importance of being at school on time everyday.
2. If a student receives ten (10) tardies in the same semester. A letter will be sent to the parent/guardian and a meeting will be scheduled to discuss this matter with the administrator or designee. To determine what the school can do to help get the student to school on a time daily.
3. When a student receives fifteen (15) tardies in same semester a letter will be sent to the parent/guardian of the student. The family may will receive a home visit from one or more of the following people; the school nurse, building administrator, school counselor or home school coordinator.
4. When a student receives twenty (20) tardies in same semester a letter will be sent to the parent/guardian of the student. The family may receive a home visit from one or more of the following people; the school nurse, building administrator, school counselor or home school coordinator.

5. EXCESSIVE EXCUSED ABSENCES

It is vitally important for the student's success to be at school every day. All students will become from time to time and miss school. It is important that we work together to keep this number as low as it possibly can for the success of the student at school.

Definition: Excessive excused absence will include all excused absences in a school year. When a student has (10) ten or more of these absences in a school year they will be considered excessive. This number may change based on each individual circumstance.

PROCEDURE

1. When a student has been absent from school for five (5) days in a school year a letter will be sent to the parent/guardian warning of excessive absences. A copy will be sent

the school nurse and guidance counselor. The student will be asked to meet with the school counselor at this step.

2. If a student is absent from school for ten (10) days in the school year a letter will be sent to the parent/guardian and a meeting will be scheduled to discuss this matter with the administrator or designee.
3. Any Excused absences after 10 without doctor's note will be marked as an unexcused absence.

6. OPEN ENROLLMENT STUDENTS WITH TRUANCY ISSUES

Students who attend the Shawano School District through the Open Enrollment process must adhere to the district's truancy policy. Students with excessive tardies or absences may have their open enrollment rights suspended. This would result in them returning to their home district.

These procedures may change at the discretion of the building principal or designee. At any time during the process the school may request a doctor's note from the student.

PRIVATE MUSIC AND DANCING LESSONS

Pupils enrolled in Shawano schools will not be excused from school for private music lessons, either vocal or instrumental, or for private dancing lessons. This shall be interpreted to mean that pupils will not be dismissed regularly "a few minutes early" in the afternoon or be allowed to come "a few minutes late" so as to enable the child to participate in private lessons.

BUS REGULATIONS

The Shawano School District contracts bus service through Johnson Bus Company. Questions related to bussing can be directed to their office at 715-526-6430. The school bus driver is recognized as a member of the school staff having the same jurisdiction over the children while in route to school as an instructor in the classroom. Thereafter, the driver shall maintain order among the children at all times when they are being transported to and from school. Bus riders shall conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil.

When it becomes necessary to refuse pupil transportation due to misconduct, the school administrator shall make the decision and shall notify the parents of such refusal with a full explanation for this action. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied.

Students who come to school on the bus should return home on the bus unless they have a note from the parents.

Only regularly scheduled bus students are to ride the buses. If non-regular bus students are to ride the bus, we need a note from the parents for that request, which will be given to the bus driver upon boarding the bus. **DO NOT EXPECT THE CHILD TO MAKE THIS REQUEST.**

We need notes from parents in regard to any changes in the routine pattern established. Although many students are dependable, some are not. We have found that the best practice is that, **WITHOUT A NOTE OR A PHONE CALL, WE HAVE THE STUDENT FOLLOW THE PROCEDURE IN PRACTICE.**

PREVIOUS TO LOADING (AT HOME OR AT SCHOOL)

- 1. Arrive at bus stop before the bus.**
- 2. Stay off the roads at all times while waiting for the bus. Riders conduct themselves in a safe manner while waiting.**
- 3. Wait until the bus comes to a complete stop before attempting to enter.**
- 3. Be careful in approaching bus stops.**
- 4. Riders are not to move toward a bus at school loading zones until it has come to a complete stop.**

WHILE ON THE BUS

- 1. Riders will have a seat assigned to them and will then stay in that seat unless given permission to move by the driver. The rider assigned to a seat will be responsible for damage done to it.**
- 2. Riders must not extend their hands, arms, heads, or bodies through the windows. All riders shall remain seated while the bus is in motion.**
- 3. Riders will be permitted to converse in normal tone, but loud, profane or obscene language is prohibited. Unnecessary conversation with the driver will not be allowed.**
- 4. Windows will not be opened or closed without the driver's permission.**
- 5. Riders must cooperate in keeping the bus clean.**
- 6. Riders must be courteous to the driver, fellow riders and passers-by.**
- 7. Riders are not permitted to leave their seats while the bus is in motion.**
- 8. The aisles of the buses must be kept clear of all articles.**
- 9. Horseplay is not permitted around or on the school bus.**
- 10. Riders are to remain absolutely quiet when approaching a railroad crossing stop, or other dangerous areas.**
- 11. In case of road emergency, riders are to remain in the bus and follow the driver's instructions.**

AFTER LEAVING THE BUS

- 1. Riders who cross the highway to reach their destination shall cross in front of the stopped bus after the driver has verified that the warning lamps are operating and has told them it is safe to cross. Riders are to cross not less than 10 feet in front of the bus.**
- 2. Be alert to danger signals from the driver.**
- 3. Help look after the safety and comfort of smaller children.**

Bus Discipline

The following progressive discipline plan will be followed if a student receives a bus infraction.

- 1st offense – warning, parents are notified**
- 2nd offense – may result in a three day suspension from riding the bus**
- 3rd offense – may result in a five day suspension from riding the bus**
- 4th offense – may result in a 10 day suspension from riding the bus**
- 5th offense – may result in bus suspension for the rest of the school year**

SHAWANO SCHOOL DISTRICT Policy 411.1 Student Harassment

The Shawano School District seeks to provide a learning environment free of any form of harassment or intimidation towards and between students. Therefore, the District will not tolerate harassment in any form.

and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interferes with the recipient's academic performance.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur.

Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. If the alleged harasser is the person designated to receive complaints, the student shall report the matter to the next higher authority listed in the procedures or to another staff member who shall report the matter accordingly. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

**LEGAL REF.: Section 118.13 Wisconsin Statutes P19, Wisconsin Administrative Code
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990**

**CROSS REF.: Policy 411, Equal Educational Opportunities
Procedure 411, Student Discrimination Complaint Procedures
Exhibit 411, Discrimination Complaint Form
Policy 724, Anti-Violence**

**APPROVED: May 19, 1997
REVISED: January 7, 2002**

(SEE APPENDIX A FOR FORM, pg. 23)

NON-DISCRIMINATION POLICY

NON-DISCRIMINATORY STATEMENT

In compliance with federal and state law and Department of Public Instruction Rule PI 9, the policy of the Shawano School District shall read as follows:

It is the policy of the Shawano School District that no person may be denied admission to any public school in this district, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Ch. 118.13, Wisconsin State Statutes.

All administrative procedures regarding employment, pupil services admissions, discipline, instruction, counseling, transportation, testing, facilities, athletics and other extra-curricular activities shall be free of any discrimination as previously mentioned in this section.

The Shawano School District does not discriminate in the acceptance of, or the awarding of gifts, bequeaths and scholarships. In the Shawano Hot Lunch Program, all children are treated the same regardless of ability to pay. In the operation of the programs, no child will be discriminated against based on the above criteria.

Every effort will be made to insure that all curriculum and instructional materials are nondiscriminatory.

The District has an established procedure to resolve all complaints alleging any discrimination prohibited by law. Upon receiving a written complaint, the District Administrator shall immediately undertake an investigation of the suspected infraction. For information regarding the complaint procedures contact any building principal or Superintendent's office.

DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, resident, non-resident, or employee of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.
2. The district administrator, upon receiving such written complaint shall immediately undertake an investigation of the suspected infraction. The building principal, or other appropriate persons, will gather the facts comprising the alleged discrimination. Within 15 days after receiving the complaint the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievance.
3. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the board. The board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The board shall make its decision in writing within 15 days of the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
4. If the grievant is dissatisfied with the board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

Copies of these complaint procedures shall be included in staff and student handbooks.

LEGAL REF: Section 118.13 Wisconsin Statutes
PI9, Wisconsin Administrative Code
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973

CROSS REF: Equal Educational Opportunities
Special Education handbooks

DIRECTORY INFORMATION

The Shawano School District designates the following personally identifiable information contained in a student's education record as "directory information" and may disclose that information without prior written consent.

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's date and place of birth
5. The student's participation in officially recognized activities and sports
6. The student's date of attendance

7. The student's photograph
8. The student's degrees and awards
9. The name of the school most recently previously attended by the student

Individuals objecting to a release of this information are directed to District Policy 10.11 available in all district libraries and offices.

ASBESTOS

The Olga Brener Intermediate School, to the best of our knowledge, does not contain any asbestos-containing material.

TEXTBOOK REGULATIONS

The district furnishes textbooks and workbooks. They are to be kept clean and handled carefully. Parents are responsible for the cost of library books and textbooks lost or damaged beyond ordinary repair.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If students should happen to damage something in an accident, they should report it to a teacher or the school office immediately.

FIRE, SECURITY AND TORNADO DRILLS

Fire, security and tornado drills are held at regular intervals throughout the school year.

1. The teacher will, at the beginning of the school year, discuss with the class the procedure in case of a tornado warning, security alert or school fire.
2. WALK. No talking. Move quickly and quietly to the designated area.

STORMS

The storm alert for students and staff will be the siren or an announcement over our P.A. system. Instructions are listed in each classroom. All shelter areas are on the first floor. The classroom teacher identifies the route to the area.

PROCEDURE FOR REACHING A DECISION CONCERNING SCHOOL OPERATIONS ON BAD WEATHER DAYS

1. A call is received at 4:30 a.m. from the Sheriff's office with information on impending bad weather and road conditions. This information is gathered from the three county officer patrol throughout the night, and from the County Highway Dept.
2. Calls are made to three school district residents, at the following outlying areas for their reports on weather conditions.
 - a. Southwest corner of district
 - b. West edge of district

- c. Northwest corner of district
- 3. The Superintendent is called by 6:00 a.m., and based on the information gathered, one of the following decisions is made:
 - a. Open school on time
 - b. Delay start of buses and school
 - c. Close school
 - d. When the temperature at WTCH radio station is below minus 20 degrees, buses will leave one hour late
 - e. When the temperature is below minus 30 degrees, school will be closed.
- 4. In extremely inclement weather, listen to radio station WTCH (960 AM) or WIXX (101.1) for school delay closing news. WLUK Fox-11 television station will announce decision of school operations between 6:15 a.m. and 8:00 a.m.

When school is dismissed early because of bad weather, the announcement will indicate that school will dismiss one hour early, two hours early, or whatever the situation may be. For your convenience, the following are the regular times that the various schools dismiss:

Hillcrest Primary/Leads Charter School	3:10 p.m.
Olga Brener Intermediate School	3:20 p.m.
Shawano Comm. High School	2:39 p.m.
Shawano Comm. Middle School	2:40 p.m.
St. James Lutheran School	3:07 p.m.
Sacred Heart School	3:20 p.m.

To determine when your child will leave, subtract the early dismissal from the regular time. Please do not call WTCH regarding school closing. Frequent announcements will be made, so there should be no need to call the station. Olga Brener will utilize the school messenger paging system to notify staff and families of weather related closings or updates.

STAYING IN AT RECESS AND NOON

Children are expected to go outside for noon and recess each day when weather permits. However, many children just don't want to go out and will think of excuses to stay in. Generally, if children are well enough to be in school, they should be well enough to go outside for short periods of time. Teachers work with students who need special help during part of the noon hour. Children are not required to go outside when it is zero degrees or below, or according to the Weather Channel website the feel-like temperature is zero. We also make an attempt to have them stay in or come in when it is visibly raining outside. If there is a special reason for your child to remain in on a particular day, please send a note to his/her teacher.

MEDICATIONS

Our policy for taking medication at school is as follows:

1. All medications must be brought to the office in the *original* bottle.
2. There is a form in the office, which must be filled out and signed by a parent/guardian and physician for prescribed medications. These forms can be sent along to an appointment for the physician to sign immediately. We can fax it to the physician for signature if necessary (or if out-of-town physician) once the parent/guardian has filled out the form and signed it. We will, however, need to be provided with the fax number.

3. There is a separate form in the office for over-the-counter medications. This form requires a parent/guardian signature only.
4. There is also a form in the office for students who need to use an inhaler. This form requires a parent/guardian signature and physician signature. If necessary the students are now allowed to carry the inhaler on them or we will store it in the office if they prefer. Students using an inhaler will meet with the school nurse so she can ensure the student is clear on proper use of the inhaler.
5. At no time is a student allowed to carry any medication on them.

The office staff uses discretion to provide the student with as much privacy as possible.

MEDIA CENTER

The Media Center is computerized and books will be checked out by computer. Students in all grades come to the Media Center once a week to check out books.

Primary grade students check out books for a one-week period and intermediate grade students check out books for a two-week period. There will be a charge for any lost book not returned. No checks please.

The Media Center offers a variety of services, which include audiovisual instruction, and literature appreciation.

Our goal is to create an atmosphere of enjoyable reading and learning for all students.

LOST & FOUND

Please mark your child's clothing with your child's name or initials so lost articles can be returned. The "lost & found" contains many valuable articles of clothing, which cannot be returned to the owner. Please check this area regularly because we will be packing it up each month and sending it to a place in need of these articles if they are unclaimed.

DRESS & GYM CLOTHING

Gym shoes should be available to be used for Physical Education classes. We expect that tennis shoes have non-marking soles as they leave black marks on the school floors.

Our school district does not have a specific dress policy, however, we still encourage children to dress neatly and avoid wearing clothing that can be a safety hazard. Clothing advertising alcoholic beverages, drugs or those with obscene or questionable printing on them will not be permitted.

No short shorts, spaghetti strap tops, belly shirts, WWF (wrestling) shirts or baggy pants allowed at school. For child's safety, pants may not drag on the floor. Students will be given one warning and then a behavior form will be sent home.

HATS

No student will wear caps or hats upon entrance to the building. Only winter caps and headwear will be allowed in preparation for leaving the building.

DISCIPLINE

The Olga Brener School in support of District Policy, believes that the rights of individual students be protected and each student shall be expected to respect the person and rights of all other students, teachers and other school personnel.

All employees are held responsible for the behavior of the students while legally under the supervision of the school. The Board of Education expects employees of the district to be concerned with student behavior, and whenever unacceptable behavior occurs, take action, which is most appropriate.

The administration and staff at Brener School will use progressive discipline while working with the students. We further believe, the student should understand that discipline requires that the child develop a sense of responsibility to society and/or those harmed by his/her actions. We believe that all students and staff should have expectations and live up to those expectations.

As a result, Brener School will need your support as a parent in helping the school and your child develop a plan for discipline. Whenever a discipline requires parent notification, a Discipline Referral form will be completed with a student plan for corrective action. Parent will be contacted through phone and/or email to ask that you visit with your child, assisting them in understanding the procedure, the correcting action and consequences.

Minor infractions will be handled progressively within the classroom setting. When the student reaches a point that warrants another level of discipline because of repetition, the student will be sent to the office. We will, as always, communicate to parents and guardians our concerns and actions when necessary. A student receiving a suspension from school will not be allowed to participate in any scheduled after school events on the suspension date(s). Following a suspension, a conference must take place between the student, parent and Principal prior to returning to school.

SCHOOL CONDUCT

A. CLASSROOM

A parent can do much to help a child have the correct attitude toward school and learning. The teacher can do very little for a pupil who does not want to learn. If your child does not cooperate with the teacher in learning, you will be asked to come for a conference in order to help solve the problem. Take time to look at your children's work and listen to them read. If you are interested in their work, they will also be interested in yours.

B. HALLWAYS

Students will walk in hallways at all times. All playground equipment will be carried to the playground. Students will maintain an acceptable level of noise when passing in the hallway.

Students will enter the building quietly and in single file.

C. PLAYGROUND RULES

These rules are explained to all students.

During recess and noon hour the playgrounds will be supervised. Weather permitting, all pupils will dress and go outside for some fresh air and exercise. This time will be limited on extremely cold days.

Students will alert the Playground Supervisors if they need entry to the building for emergency, first-aid, restrooms and trips to the office.

PLAYGROUND RULES

1. NO FOOD ALLOWED ON PLAYGROUND.

NO CANDY, GUM, SUCKERS, SNACKS, DRINKS, ETC.

2. ONLY APPROVED SPORTS EQUIPMENT.

YES - playground balls, footballs, basketballs, softballs, super balls, jump ropes, soccer balls, small sand toys.

NO – wood/metal bats, Frisbees, school supplies, or expensive electronic toys, cell phones, remote controlled vehicles, etc.

3. TALK AND ACT RESPECTFULLY.

4. NO PLAYING OR TALKING IN A ROUGH WAY.

YES – flag football

NO – “king of the hill”, tackle football, “play” wrestling, pushing, shoving, kicking, name-calling, swearing, threatening, bullying, throwing wood chips, sticks, sand, etc.

5. NO THROWING OR KICKING BALLS AGAINST THE BUILDING

CONSEQUENCES FOR RULE BREAKING

<u>RULES</u>	<u>CONSEQUENCE</u>
1. No food allowed on playground	Food taken away
2. Only approved sports equipment	Item/equipment taken to office for parent to pick-up
3. Talk and act respectfully	
4. No playing or talking in a rough way	
5. No throwing or kicking balls against the building	1st offense -warning by supervisor, reteach expectation 2nd offense -reteach expectation, problem solve with supervisor other choices for behavior, time-out or redirection to another area of the playground 3rd offense –student removed from playground for rest of period, Playground Supervisor reports incident to the classroom teacher. Possible discipline referral form completed.

USE OF TELEPHONE

Pupils may use a telephone ONLY in case of urgent business. Calls for permission to visit a friend’s home, for example, are not permitted. Calls after school to tell parents to come and pick them up are not necessarily emergencies. Parents should be aware of what time school is out and make arrangements to pick up their child at school at the proper time.

ELECTRONIC DEVICES

All electronic devices are prohibited at school unless prior permission from classroom teacher or principal is given. Electronic devices are to include game systems, cell phones, music devices, but not limited to these items. Anything that needs to be plugged in or uses batteries will be included in this list. Students who bring these items to school will have them confiscated and they will be kept in the office for the duration of the first offense. If a second offense occurs, they will be returned to a parent/guardian only.

BICYCLES

All bicycles must be placed in the racks or area provided. They are not to be parked against the building or in the open. No one is to ride a bike on the school grounds at recess or noon hour. No one is to borrow or tamper with another pupil's bike. For your protection, be sure your bike is locked.

STUDENT INSURANCE

The school does not provide students insurance coverage.

TECHNOLOGY

In our district, we pride ourselves in the fact that we have provided the most up to date technology possible for our children.

Because our children have the privilege of working with the most current technology, they have responsibilities to follow the district guidelines for use. Any violations of the district technology policies result in disciplinary action and include costs for damaged technology.

ARRIVALS/DEPARTURES

Beginning at 7:05 a.m. the before school computer lab and library is open for students. Breakfast is served from 7:30 a.m. until 8:10 a.m. *Parents and students are asked not to enter the halls until the 8:10 bell rings. Staff members are busy preparing for the day as well as attending meetings prior to the first bell.

School is dismissed at 3:20. Parents and siblings are asked to wait in the foyer until the 3:20 bell rings.

SAFE KEEPING OF VALUABLE ARTICLES

Our school has all the material and equipment, which is ordinarily necessary for the school's academic program. Children should not bring toys, games or electronic devices. Olga Brener School will not be responsible for any articles of value, which are brought to school by pupils.

On rare occasions when a pupil inadvertently, or because of some unusual circumstance, has in his/her possession an article of value, he/she may use the school offices as a depository for the temporary safekeeping of such articles.

CLOSED CAMPUS

Students are not permitted to leave the school grounds at lunchtime unless she/he has presented to the office a request slip signed by a parent and approved by the principal.

Students need to sign out in the office if leaving before 3:20 p.m.

PARENT-TEACHER CONFERENCES

PURPOSE: The goal of Olga Brener Intermediate School is to have 100% participation in Parent-Teacher conferences. We feel communication between the home and school is essential. This bond further strengthens your child's attitudes toward school, learning and the completion of tasks. Parent/Teacher conferences will be held in November. Spring conferences will be held at the discretion of the teacher.

2017-2018 Conference dates: Thursday, November 2, Tuesday, November 7, 2016 and Thursday, and February 8, 2018.

GIFTS

In fairness to all children, we discourage pupils from presenting teachers with gifts, whether individually or as a group project.

Kudos

Kudos for Kids is sponsored by the Brener PTO (Parent Teacher Organization). Classrooms are awarded Kudos on a regular basis for making good choices or helping others.

SHAWANO DOLLARS FOR SCHOLARS MOST IMPROVED STUDENTS

Dollars for Scholars is a nationally recognized, community-based program which honors and supports local students and expands their access to higher education. One of their functions is to provide academic support to students. One of the ways this is accomplished is by honoring the "Most Improved Student" of each grading period.

Students in grades three – five are eligible for this award. To qualify, a student must have demonstrated a significant effort to improve academically, behaviorally, or in a combination of these areas. Their classroom teachers select students.

The purpose of this award is to recognize not only achievement, but also the will and determination of students to strive to become the "best they can be".

Report Cards

Olga Brener Intermediate School utilizes Standards Based Report Cards. This type of report card lists the skills the children are expected to learn. Report cards will be sent out two times per year, mid-year and the end of the year.

School Meal Program

Brener School serves breakfast and lunch to students. Breakfast runs from 7:30 a.m. – 8:10 a.m. for all students'. Students are not allowed to bring soda to drink during school breakfast and lunch.

Please note that recess milk is optional and is not part of the free and reduced lunch program. Account balances are checked the last day of the school week to ensure that there are enough funds for the following week.

Website

The Olga Brener website is available through the district's homepage at www.shawanoschools.com. To locate the school page click on 'our schools', then 'Olga Brener Intermediate'. Here you will find our staff, important dates, happenings, and other resources.

CHAPERONE EXPECTATIONS

Prior to the trip, we will talk with the students to make them aware of our behavior expectations for the trip. Basically, we expect that students will:

- 1. Act like ladies and gentlemen and be on their best behavior. They are representing not only themselves, but also Olga Brener School and the community of Shawano.**
- 2. Enjoy themselves as well as learn and follow the directions of the chaperones.**
- 3. Eat no candy, food or drinks on the bus. This has too great a potential for a mess, which could ruin the trip for everyone.**

Since you will be a role model for our students while you are chaperoning, we ask that you:

- 1. Refrain from smoking and the use of alcohol while on the trip.**
- 2. Refrain from spending money on the students.**
- 3. Remain with the group for the entire field trip.**
- 4. Encourage the students to use quiet voices on the bus so the driver is not disturbed.**
- 5. All students must be treated equally while chaperoning. Please don't make exceptions for your child.**
- 6. Due to space restrictions and out of courtesy to others, only chaperones may accompany the trip. Other family members are not allowed.**

In volunteering to chaperone, you may be asked by the Shawano School District to allow us to conduct a background search. If you have issues in your past that will be divulged in a background check, you may want to reconsider chaperoning.

SHAWANO SCHOOL DISTRICT

443.10

BULLYING

The Shawano School District believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior.

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.

Bullying can include, but is not limited to these actions:

- Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name-calling or making threats.
- Social alienation, exclusion and isolation such as shunning or spreading rumors.
- Extortion
- Written notes, phone calls or electronic messages that are offensive, hurtful, slanderous, threatening, intimidating, insulting or degrading.
- Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, intimidating, insulting or degrading.
- Any act, attempted act or threat of physical aggression such as assaults on a student or attacks on a student property.
- Cyber-bullying through the misuse of technology
 - Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
 - In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of A school In addition, such conduct must be in violation of publicized school policy. Such conduct includes but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a district employee or school board member.

This policy applies to individuals on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at a designated school bus stop and at school-sponsored activities whether on or off campus.

Any student who believes that he/she has been the subject of bullying or any parent or guardian who believes that their student has been subjected to bullying should report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

Reporting Procedure

- A. Any person who believes he or she has been the victim of bullying or any person with Knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident, This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal.
- B. Any employee that receives a report of, observes, or has Knowledge or belief of conduct that may constitute bullying, is required to report to the building principal/ or designee in a timely manner.

- C. The reporting party or complainant shall use the Bullying Incident Report form, which is available in each school building's office. Oral complaints shall be documented with a Bullying Incident Report form. Anonymous complaints will be investigated but the school district's ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future grades, work assignments, educational or employment environment.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

School District Action

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate –steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an Investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, pre-expulsion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the state statutes, school district policies, and other regulations.

The district will provide activities to educate students on the harmful effects of bullying behavior, how to intervene or report if students see others bullying, how to get someone who is bullying them to stop, and the consequences for bullying. Some of the leadership to prevent bullying and to educate students about bullying will be planned and provided by student leadership in the district.

The principals will review the anti-bullying policy yearly with both students and staff. Records will be kept of all reports of bullying behavior, what investigation indicated, and what consequences if any were applied.

Biannually, a survey regarding bullying shall be done and the results shall be used to help develop future anti-bullying programming. The progress or lack of it, as demonstrated on the survey and other records, shall be reported to the school board.

See the Shawano School District Bullying Incident Report Form Exhibit 443.10 included in this handbook.

BULLYING INCIDENT REPORT

For use when reporting bullying incidents at school! It may be used by school and police officials when investigating this or other related incidents.

Report Made By: _____ Date: _____

Exact location/s of Incident: _____

Date of Incident: _____ Approximate time of Incident: _____

Check those that apply:

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> kicking | <input type="checkbox"/> teasing | <input type="checkbox"/> exclusion from game/activity |
| <input type="checkbox"/> hitting | <input type="checkbox"/> embarrassment | <input type="checkbox"/> name calling |
| <input type="checkbox"/> pushing | <input type="checkbox"/> tripping | <input type="checkbox"/> rude gestures |
| <input type="checkbox"/> spitting | <input type="checkbox"/> hate notes | <input type="checkbox"/> spreading rumors |
| <input type="checkbox"/> insulting | <input type="checkbox"/> discrimination | <input type="checkbox"/> cyber-bullying |
| <input type="checkbox"/> hazing | <input type="checkbox"/> put downs | <input type="checkbox"/> intimidation |

other/s _____

Please describe in detail exactly what occurred, anyone who was involved, possible witnesses. Details are very important.

Continue report on the back!

I certify that all statement made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities (if applicable).

Signature

Date Submitted



