



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Family-Student Handbook 2022-2023



Arboretum Elementary
608-849-1800



Heritage Elementary
608-849-2030



Prairie Elementary
608-849-2200



Intermediate
608-849-2176



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

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Welcome

Dear Families and Students,

Welcome! We are proud to be a part of a strong tradition of excellence that has been established throughout the Waunakee Community School District. These are your community schools and we want them to be places for both students and families to be successful. Our staff are eager to create and maintain an environment that is welcoming, safe, inclusionary of all abilities, races, genders, cultural beliefs, and nationalities and encourages continual academic, social and personal growth.

You are invited to be an active participant in your child's education. Families play an important role in every student's success and are encouraged to be involved in your child's school. Please keep in touch with your child's teacher(s), especially when questions arise. Please consider getting involved with your school's Parent/Family Teacher Organization (PTO/FTO) in its efforts to support school programs and serve the school community. Most importantly, we urge you to take every opportunity to work with your child in everyday learning situations, to encourage reading, and to discuss with your child what they are learning at school. There is no substitute for a combined home and school partnership in providing children educational excellence.

This handbook will help students and families understand our high expectations and provide basic information on how our schools operate. Please keep it as a ready reference. Although we attempt to cover an extensive amount of information, we realize information on specific situations may not be included. Please feel free to contact us if you are unable to find answers to your question.

Arboretum Elementary School - Sheila Weihert, Principal & Miranda Moe, Associate Principal
Heritage Elementary School - Dan Carter, Principal & Danielle Dawson, Associate Principal
Prairie Elementary School - Dean Kaminski, Principal & Katie Schmuck, Associate Principal
Intermediate School - Tim Mommaerts, Principal & Lisa Jondle, Associate Principal

Americans with Disabilities Statement of Accommodation

The Americans with Disabilities Act requires public institutions to provide accommodations for individuals with disabilities. Individuals requiring the assistance of auxiliary aids or special accommodations because of a disability are asked to contact the sponsoring group or school office at least 24 hours prior to the event to arrange for appropriate accommodations.

ADA Accommodations for Individuals with Disabilities

Any person who has a qualifying disability by the Americans with Disabilities Act who requires assistance with access or materials should contact us at least 24 hours prior to the school event so that necessary arrangements can be made to accommodate the request.

Contact information:

Tiffany Loken, Director of Special Education: 608-849-2000 Ext. 8268 or tiffanyloken@waunakee.k12.wi.us
Brian Grabarski, Director of Human Resources: 608-849-2000 Ext. 8167 or briangrabarski@waunakee.k12.wi.us

Equal Education Opportunities

The right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of student sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Please see contact information above located under ADA Accommodations.

Discrimination

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Please see contact information above located under ADA Accommodations.

Statement of Non-Discrimination

The Waunakee Community School District is committed to a policy of non-discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state or nonuse of lawful products off the employer's premises during non-working hours or any other factor provided for by state and federal laws and regulations. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business.

In keeping with state and federal law, the Waunakee Community School District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in

educational opportunities and services offered students, in their assignment to schools and classes and in their discipline; in the location and use of facilities; and, in educational offerings and materials.

WCSD has designated Chris Mand, Director of Student Services and Brian Grabarski, Director of Human Resources as Title IX Coordinators for the District. Staff related concerns should be directed to Brian Grabarski, Director of Human Resources. Student related concerns should be directed to Chris Mand, Director of Student Services. Please see contact information above located under ADA Accommodations.

Academic Honesty Policy

The Waunakee Community School District regards academic honesty as a cornerstone of its educational mission. It is expected that all school work submitted for the purpose of meeting class requirements represents the original efforts of the individual student. BOE policy is referenced below.

Legal Ref: Section 943.70 Wis Statutes Public Law 94.553, Title 17 of the U.S. Code
Policy 312 Adopted by the BOE: August 2008.

After School Child Care

WI Youth Company offers an after-school program at Arboretum, Heritage, and Prairie Elementary Schools each day school is in session. Families should call WI Youth Company's office at 608-276-9782 for more information.

Families seeking financial support or need help signing up for After School Child Care please contact Student Services at your child's building:

- Arboretum - School Social Worker - Mona Jean Harley, monajeanmarley@waunakee.k12.wi.us or 608-849-1800 Ext. 4043.
- Heritage - School Social Worker - Kristin Meyer, kristinmeyer@waunakee.k12.wi.us or 608-849-2030 Ext. 5004.
- Prairie - School Social Worker - Rebecca Biddick, rebeccabiddick@waunakee.k12.wi.us or 608-849-2200 Ext. 5002.
- Intermediate School - School Social Worker - Mona Jean Harley, monajeanmarley@waunakee.k12.wi.us or 608-849-2176 Ext. 4043.
- Translation - Angela Ramos, translation_request@waunakee.k12.wi.us or 608-219-6542.

Arrival and Dismissal From School

The elementary school day begins at 7:40 a.m. Students should not arrive on school grounds before 7:15 a.m. Students who arrive before 7:15 a.m. will be unsupervised; we are always concerned for student safety and would appreciate your cooperation in this matter. Upon arrival to school, students should place backpacks in lockers or cubbies, then quietly walk to the cafeteria for breakfast or to the playground and remain outside until the first bell rings at 7:35 a.m. Students are not to be in the halls/classrooms unsupervised.

The Intermediate school day begins at 8:18 a.m. The first bell rings at 8:10 a.m. The second bell and announcements are at 8:18 a.m. Students should not arrive before 7:45 a.m. Students are to go directly outside to the playground or, in cold/wet weather, to the cafe/gym. Bus students go straight to the playground. Walkers, bikers and students dropped off by families/guardians, will enter the front door and go to the playground. No students are allowed in the halls without a pass. If a student needs to see a teacher, the student must go to the office for a pass.

Late Arrivals to School

School doors are locked shortly after the final morning bell rings. Students who arrive late to school should call the office using the buzz-in system, then go directly to the main office for a pass. Intermediate students must sign in at the office. Families should sign in K-4 elementary students. See attendance section for attendance coding of tardy students.

End of Day Pick-Up

It is the expectation that families will pick up students promptly at the end of the school day. Students should be picked up at 2:40 p.m. at the elementary schools and at 3:35 p.m. at the Intermediate School.

End of Day Pick-Up Changes

If normal after school pick up arrangements have changed, please call the office or email the school's attendance email by 1:00 p.m. This gives office staff time to notify the teacher because teachers may not be able to check their emails.

Attendance

Approved Legal Excuses

The compulsory school attendance law requires any person having a school-age child under their responsibility to have the child attend school regularly. Attendance is the responsibility of families/guardians. School authorities must enforce the law as cited in state statute 118.15 and School Board policy 431. School Board policy requires a written note, phone call, or email upon their return after an absence. This note is to be signed by the parent/guardian, dated, and stating the reason for the absence. This must be an acceptable excuse according to School Board policy. Board of Education Policy Section 430-Rule (3) states students may be excused from school attendance for the reasons listed below. **According to state statute, a child may be excused by the parent for not more than 10 days in the school year. All absences are included unless a medical/legal excuse is provided to school from a professional.**

- Evidence that the student is not in proper physical and/or mental condition to attend school or an educational program. Below are the Health Guidelines for Attendance and a student should remain at home/will be sent home if:
 - There have been episodes of vomiting or diarrhea in the last 24 hours and the student is not yet tolerating a regular diet.
 - The student's temperature is not normal (approximately 100 degrees or higher) and the student feels ill. **Students need to be fever free without fever reducing medication for 24 hours before returning to school.**
 - The student has pain, body aches or fatigue severe enough to hinder participation in class and school activities.

- The student has an uncontrollable cough or runny nose that they cannot care for in a sanitary manner.
- The student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24 hours of treatment.
- The student has a possible untreated contagious disease (impetigo, scabies, strep, lice, etc.).
- An illness in the immediate family which requires the absence of the student because of family responsibilities.
- Medical, dental, chiropractic, optometric, or other valid professional appointments. Families/Guardians are encouraged to make appointments during non-school hours.
- A death in the family or funerals for close relatives/friends.
- Religious holidays.
- Family trips that can be taken only during the normal school term. See School Board Policy Number 430-Rule (3) for more information
- A court appearance or other legal procedure which requires the attendance of the student.
- A quarantine as imposed by a public health officer.
- Attendance at special events of educational value as approved by the principal.
- Approved school activities during class time.
- Special circumstance showing good cause approved in advance by the principal.

If student absences become excessive or questionable, (more than 5 days in the semester or 10 days in a school year) the school principal may require the parent to obtain a statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses must be in writing and shall state the time period for which the excuse is valid, not to exceed 30 days.

Calling or Emailing Your Child's Absence

If a student is to be absent from school, families/guardians must call the school attendance line or email the attendance email address below before 8:30 a.m. for K-4 students and 9:00 a.m. for 5-6 students the morning of the absence.

The school attendance administrative assistant will contact the parent/guardian if a call is not received by the time noted above. If no communication is received by parents/guardians, the child will be marked unexcused absence. Families/Guardians may call these numbers to leave a message on voicemail or email the attendance line. Please provide the following information: your name, name of student, reason for absence, and whether or not you would like classwork collected.

Arboretum	849-1800 Ext. 1	arboretum_attendance@waunakee.k12.wi.us
Heritage	849-2030 Ext. 1	heritage_attendance@waunakee.k12.wi.us
Prairie	849-2200 Ext. 1	prairie_attendance@waunakee.k12.wi.us
Intermediate	849-2176 Ext. 1	intermediate_attendance@waunakee.k12.wi.us

If families would like classwork, we ask that they indicate this request when reporting the absence. Families who request work for their child may pick it up at the designated pick up location after school is over.

Leaving During the Day

Although we encourage families to make appointments after school hours, we know that occasionally this is not possible. When it is time for the child to leave the building, K-4 families are expected to meet the student in the main office and sign the child out. If an elementary student returns to school later in the day, families are asked to walk the student to the office and sign their child in. Intermediate students are allowed to sign themselves out and back in if a parent has contacted the office prior to the student leaving. Students will be given a pass so they may return to class. Partial day absences may result in your child being marked for a half-day absence.

Tardiness to Class

Students are marked tardy if they arrive prior to 9:40 a.m. at the elementary schools and prior to 10:30 a.m. at the Intermediate School. Students will be marked as half day absent if they arrive after 9:40 a.m. at the elementary schools or after 10:30 a.m. at the Intermediate School.

Truancy

State statute 118.15 states, "Truancy means any absence of part or all of one or more days from school during which the school attendance officer has not been notified of legal cause of such absence by the parent or guardian of the absent pupil." Tardiness can be considered truancy. If a student is truant, families/guardians will be notified, informed and receive information on the severity of the situation from administration. If the situation is repeated, a parent/guardian meeting will be requested. If efforts to reduce truancy are ineffective, the issue will be referred to local law enforcement agencies and Dane County Human Services. Families/Guardians will be kept well informed of the situation through phone calls, emails, and letters.

Co-Curricular Event Attendance

Attending co-curricular events is a privilege. Appropriate behavior is expected of our students and families at both home and away events.

K-4 students must sit with families at all events. The rules of the event attended must be followed.

5th & 6th grade students may sit with their peers during home football games in the bleachers by the scoreboard. All K-6 grade students are to stay seated until the end of the quarter before going to the concession stand or restroom.

Respect and good sportsmanship should be present at all times. Students who are unable to abide by these rules may be asked to leave the event and many have their privileges to attend co-curricular events restricted.

2022-2023 SCHOOL CALENDAR

SEPTEMBER 2022			
Students Report		September 1	
No School - Labor Day		September 5	
OCTOBER 2022			
Parent Teacher Conferences Grades 7-12		October 10	
Parent Teacher Conferences Grades 5-6		October 11	
Parent Teacher Conferences Grades K-4		October 13	
No School - Parent Teacher Conferences (Grades K-12 a.m. only)		October 14	
No School - Fall Break		October 27	
No School - Fall Break		October 28	
NOVEMBER 2022			
No School		November 23-25	
DECEMBER 2022			
No School - Winter Break		December 22-January 2	
JANUARY 2023			
No School - Staff Development Day		January 16	
PTO Family Fun Fitness at Waunakee High School		January 20	
No School - Staff Work Day		January 23	
FEBRUARY 2023			
No School		February 24	
MARCH 2023			
Parent Teacher Conferences Grades 7-12		March 13	
Parent Teacher Conferences Grades 5-6		March 14	
Parent Teacher Conferences for Grades K-4		March 16	
No School - Parent Teacher Conferences (Grades K-12 a.m. only)		March 17	
No School - Spring Break		March 20-24	
APRIL 2023			
No School		April 7	
MAY 2023			
No School		May 22	
No School - Memorial Day		May 29	
JUNE 2023			
Last Day for Students		June 8	
Possible Snow Make Up Day		June 9	
MARKING PERIODS			
First Trimester Ends	November 30, 2022	Second Trimester Ends	March 3, 2023
First Semester Ends	January 20, 2023	Second Semester/Third Trimester Ends	June 8, 2023

- Dates are subject to change.

Classroom Code of Conduct

We are committed to maintaining an educational atmosphere of inclusion and excellence. Teachers are expected to create a positive classroom environment conducive to all aspects of learning. Students are expected to behave in a manner based on respect and consideration for self and others.

For more information on code of conduct procedures, see BOE Policy 443.

Communication

Invitation Distribution

All K-6 schools prohibit the distribution of invitations to private events (i.e. birthday parties, play dates, etc.) at school. *This includes families handing them out or putting them into backpacks in lockers or cubbies. Thank you for your understanding.*

School to Home Communication

Your child's school may issue a *Thursday Folder* to serve as a communication path. To save on printing and paper costs, weekly Office communication will be sent home via a *Thursday Folder Email* with links to online documents via the Infinite Campus Messenger (parent newsletter, calendars, etc.). Please be sure to check your spam folder to make sure you do not miss any important parent communication. Families have an option to request paper copies of this communication if they prefer.

District Homepage

The Waunakee Community School District Homepage Internet site can be located at <http://www.waunakee.k12.wi.us>. While visiting the homepage, families can access teacher email or other staff contact information using the **School's** drop down tab at the top of the page.

Telephone Messages/Usage

Please make and review arrangements for after-school activities with your child **prior** to the beginning of the school day. We strongly encourage you to notify teachers and the office via a note, phone call, or email of any change in your child's normal pick up time or after school routine. In cases of urgency, a school staff member will call families.

Office personnel attempt to deliver all telephone messages to students and teachers. ***Emergency or last-minute messages to students should be called into the office at least one hour before school is dismissed. We cannot guarantee messages will be delivered if under an hour before dismissal.***

Process for Sharing Concerns and Questions

We value your thoughts. Please share your ideas with us. If you are concerned about a situation in your child's education, please address the situation in the following order:

1. Teacher (your first contact)
2. Principal
3. Director of Elementary Curriculum & Instruction
4. District Administrator

Court Orders

Guardians must supply the school with a signed copy of any type of court order which may affect a student (i.e. who may pick up the child, who may have access to student records). The order will be maintained in the school office. If any changes take place during the year which alter the court order, the school must be notified. School officials are not responsible for enforcing court orders and can only notify authorities.

Daily Schedule

Arboretum, Heritage & Prairie Elementary 7:40 a.m. - 2:40 p.m.

Intermediate School 8:18 a.m. - 3:35 p.m.

PLEASE DO NOT DROP CHILDREN OFF BEFORE THESE TIMES:

7:15 a.m. at Arboretum, Heritage & Prairie Elementary Schools
7:45 a.m. at Intermediate School

PLEASE PICK UP YOUR CHILDREN BY THESE TIMES:

2:40 p.m. at Arboretum, Heritage & Prairie Elementary Schools
3:45 p.m. at Intermediate School

Emergency Defibrillator

An important part of the emergency response plan includes the use of defibrillation via semi automatic external defibrillators, commonly known as automated external defibrillators (AEDs).

AEDs are located in the hallway outside the gym (doors closest to the café) and on the second floor by the center stairways in the Intermediate, outside of the gym at Arboretum, in the front entryway to the Heritage office and outside the gym, and inside the cafeteria and outside the gym at Prairie.

Field Trips

Field trips are planned to enrich the school curriculum. You will be notified by your classroom teacher(s) of all field trips (walking and bus) in advance. State guidelines require us to obtain a signed permission slip from the family or guardian before permitting a student to attend a field

trip. Students without a signed permission slip will not be allowed to attend the trip. If you choose not to have your child attend a field trip, you must notify the teacher in advance to make arrangements for your child to complete an alternative activity at school OR be supervised that day.

Field Trip Procedures

- Students are to ride to and from a field trip location in school district provided vehicles. The only exception to this policy could be a family/guardian providing a written request to transport their own child **from** a field trip. *These requests must be made prior to the field trip. A 24-hour notice is preferred.*
- Only chaperones may ride on school provided vehicles in addition to staff members and the students involved with the trip.
- Chaperones **may not** bring other children on school sponsored trips. Chaperones are expected to assist with supervision of the students on the trip and caring for other children can interfere with that responsibility.
- Chaperones may drive their own vehicles to and from school trips if sufficient supervision is provided on the district provided vehicles. Chaperones may carpool with other chaperones.
- Only students, staff, and designated chaperones are part of the official field trip/cocurricular group. Others attending the same event on their own initiative are not part of the official group (i.e., parent with younger siblings cannot “meet you there.”)
- All chaperones need to be approved through our human resources department by the completion of an online School Volunteer Application form. Please use the following link: <http://www.waunakee.k12.wi.us/families/volunteering.cfm>. **Please understand that applications take 5-10 business days to be processed.** Last minute applications may not be processed in time. Once approved, applications are valid for three school years.

Food Service

Food Service/ Milk System

The Waunakee School District does not participate in the USDA meals program. By opting out of this program we save on food waste and can offer an expanded menu to our students. Every meal will include an entrée, sides, fresh fruit and veggies of their choice, and either milk or bottled water. At the elementary level there are two entrée choices offered daily.

Morning Milk Service

Milk service is offered during morning snack time at all our elementary schools. *Morning milk service is optional.* The cost is \$36.00 per semester for daily milk. All K-6 students who qualify for free meals will also qualify for free morning milk service. All K-6 students that qualify for reduced meals will have a reduced rate of \$8.00 per semester. If you have questions, you may contact the Food Service office at (608)849-2185. The office is open during the school year from 8:00 a.m. to 3:00 p.m. and is located at 101 School Dr., Waunakee.

Food Service/Milk Accounting System

Waunakee Food Service utilizes a computerized system in Infinite Campus. This accounting system operates as pre-paid, with a declining balance. Families/Guardians may view their students' activity and make payments online through the Parent Portal.

At the Intermediate School, each student uses their ID badge or enters their unique student ID at the registers when purchasing lunch or ala carte items. At elementary schools, students will use an ID badge that is scanned as they go through the end of the lunch line. The system deducts all charges and updates the current balance. Guests, such as families/guardians, may charge to their student lunch account provided there are sufficient funds.

We encourage all payments to be made online via the Parent Portal. Families/Guardians may also mail or drop off payment to the Food Service Office at: 101 School Dr. There is a locked drop box outside the door for your convenience. Please be sure to include your student's name with your payment. Checks are to be made payable to Waunakee Community Schools. **Please be aware that payments are no longer accepted at each individual school.** Families/Guardians are encouraged to check their lunch account balances regularly to avoid a negative balance. If a balance reaches **\$15.00** or less, an email will be sent to the family/guardian to remind them their balance is getting low. If the account reaches a negative balance, the automated system generates a call. Any questions regarding student lunch accounts and/or food service in general should be referred to the Food Service Office at 608-849-2185.

Free & Reduced Lunch/Milk

Waunakee School District offers a Free and Reduced Meals program for those that qualify. Information and an application packet may be obtained in the school office, the Food Service office or online at the Waunakee School District website at www.waunakee.k12.wi.us under Food Service. **Please be aware that families must apply every year after August 1st. If a household has not been approved by the first day of school students must bring a sack lunch or pay for their meals until the application has been approved. Any questions please contact the Food Service Office at 608-849-2185.**

Menus

Monthly elementary menus, nutritional & allergen information are available online under Families, Food Service or on the Taher Food 4Life App.

Lunch Schedules

Arboretum and Prairie students have a 40-45 minute break to eat lunch and play on the playground. Students are encouraged to eat lunch at a slow pace and therefore are required to spend the first 15 minutes of their lunch break in the cafeteria.

Heritage students have a 30 minute recess prior to a 15 minute lunch break in the cafeteria.

Intermediate students have 41 minutes for lunch and recess.

Family/Guardian Visits for Lunch

Families/Guardians are invited to join their child for lunch at school. Families/Guardians are requested to call the school office or send a note by 9:00 a.m. to notify food service if they are intending on getting a school lunch so it is included in the lunch count. Families/Guardians are encouraged to purchase lunch with available funds in their student's lunch account but may pay with cash. Families must sign in at the main office.

Grade Reporting

Report Cards

Our focus is to create an atmosphere which encourages students to become lifelong learners with a growth mindset. Each grade level has a curriculum which provides the overall structure for the learning process. The purpose of our standards-based report card is to communicate with families about their child(ren)'s progress toward meeting grade-level standards. Student grades on the report card are based on a variety of daily activities, individual and group assessments and teacher judgment. A variety of factors are considered when teachers evaluate the progress students make within the curriculum. Students are challenged through a curriculum that focuses on knowledge, skill, and development in the following areas:

Basic Skills: reading, writing, spelling, listening, mathematical problem solving and computation

Content Areas: science, world language, social studies

Related Arts: music, art, physical education and technology

Personal Development: social-emotional learning/skills

Grades provide a common language for understanding and communicating with your child's teacher(s) about their strengths and areas for growth. Within each subject, there are several specific standards that teachers assess to give a comprehensive picture of students' performance in that area. Rather than providing an overall grade in a specific area, various sub skills receive a mark summarizing student performance on a four-point scale (1=Below Basic, 2=Basic, 3=Proficient, 4=Advanced).

Classroom teachers mark report cards three times per year, after each trimester of the school year. Related Arts/Encore teachers mark report cards twice per year, after each semester of the school year.

Report cards are available for viewing on Infinite Campus. Directions will be shared on how to access the report cards each marking period.

Harassment/Intimidation/Bullying

We are committed to a safe and civil educational environment for all students, free from harassment, intimidation or bullying. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. This can take place online as well as at school. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Please see PI 9.02(9), Wis. Administrative Code.

Counseling, corrective discipline, restorative practices and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and

others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violation of this policy.

Sexual Harassment

It is the policy of the Waunakee Community School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of Section G of the Policies of the Board of Education for students to harass other students through conduct or communication of a sexual nature.

Procedures for Dealing with Harassing Behavior

Families/guardians of students may report an incident of harassment using the district discrimination and harassment form (https://www.waunakee.k12.wi.us/newsfile17842_1.pdf) if they feel their child has been the victim of sexual harassment (sex discrimination). Students who harass others may be referred to the police.

Students who feel they are being harassed by another student should do the following:

- Respond assertively (tell harasser to stop, or walk away)
- Document the situation (write down the date, time and location where and when the situation happened. Write down other people who saw/heard it. Write down your assertive response.) Keep this document.
- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in charge, or your homeroom teacher and tell him/her about the situation.
- If you are afraid to speak to your teachers alone, take a friend along to help you.
- Your teacher may involve others (school counselor, principal).
- Teachers will keep families informed of more serious situations of harassment.
- Severe situations will be referred to administration.

Anti-Bullying (Waunakee School Board Policy #443.9)

Introduction

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

Definition

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

Bullying behavior can be:

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

Prohibition

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

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal or designee. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The school principals or designee have been identified as the investigator.

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

Procedure for investigating reports of bullying

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

Sanctions and Supports

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

Disclosure and Public Reporting (<https://speakup.widj.gov/>)

The policy will be distributed annually to all students enrolled in the school district, their families and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the

policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Health Concerns

Accidents and Illness

The parent/guardian of a student who appears significantly ill or injured will be notified by phone to come to school to pick up the child in order to insure the child receives appropriate care.

Students need to be fever free without fever reducing medication for 24 hours before returning to school. Students experiencing episodes of vomiting or diarrhea in the last 24 hours or not yet tolerating a regular diet should also remain at home.

Immunizations & Health Records

State law requires that all students in grades Kindergarten through 12 have at least minimum protection against certain communicable diseases; current immunization cards must be maintained on all students. Health records are kept by the school health nurse and are updated annually. Please supply the school with any updated information on immunizations or special health concerns.

Medication

Whenever possible, we encourage families to administer medication to children at home. Please check with your child's health care provider to see if prescribed medication can be given outside the school day and thereby eliminate bringing medication to school.

Prescription Medication:

Written consent and instruction from families/guardians and a licensed health care provider must be submitted to the office on a "Medication Consent" form (see appendix H) prior to office personnel dispensing any prescription medication to a student. Medication must arrive in the original container with the child's name, name of drug and dosage method, time and quantity to be given, physician's name and duration of treatment on the container's label.

Over the counter/Non-prescription medication:

Over the counter, non-prescription medication to be administered at school should be brought to the office by the student's parent/guardian in the original container. Prior to dispensing any over the counter medication, families/guardians are required to complete a "Medication Consent" form (see appendix H) stating time and quantity of medication to be administered.

Under no circumstances will a student be given medication or allowed to take medication themselves, prescription or non-prescription, without written notification from families to the school.

Independent Practice

Independent practice which contributes to the growth and development of the student is valuable.

Independent practice will be assigned to:

- supplement, support, and extend learning
- reinforce classroom instruction by providing practice, integration, and application
- help students become resourceful and work independently

The Board of Education recognizes the professional judgment of the classroom teacher to determine the appropriate amount and relevance of independent practice. Students in grades K-4 should expect 5-40 minutes of Independent practice three or more times per week. Students in grades 5-6 should expect 30-60 minutes. The amount of time needed will vary according to the individual student's age, needs, capabilities, and motivation.

In partnership with families, we recognize that students should assume the major responsibility for completing homework assignments. Families should be encouraged to take an active interest in students' homework by:

- promoting a positive attitude toward homework
- providing a consistent time and suitable place for study
- making resource materials available whenever possible
- communicating special circumstances which may affect the student's ability to complete assignments to the teacher

Lockers/Cubbies

Lockers/cubbies are provided by the school for the students' convenience. The locker/cubby is used solely for storage of outerwear and school related materials. The locker/cubby is NOT student property and is assigned with the understanding that school officials have the right to open and inspect the locker or cubby at any time. Lockers and cubbies should be treated with care. Issues with the locker or locker damage will be discussed with the teacher or building principal.

Lost & Found

A lost and found area is maintained at each school. Each year many very good items of clothing are unclaimed. Please label your child's clothing so items may be returned if lost. The lost and found area is cleaned out at the end of each trimester. Unclaimed items are given to local charities.

Family/Guardian Involvement

FTO (Family Teacher Organization)

Every family/guardian of a K-6 student is automatically a member of FTO. The FTO is very active and organizes many projects aimed at serving our students.

Families/Guardians Visiting School

Families/legal guardians are encouraged to visit their children in the classrooms. Advanced arrangements should be made with the teacher. During school hours, when students are present, all doors in the schools are locked. All elementary schools and the Intermediate school have a buzz in security systems. Please press the call button once to contact the office, then identify yourself and the purpose of your visit when the office staff responds. When you enter the school, check in using the Raptor Visitor Management System. **Please be prepared to give office staff your driver's license to be scanned. A personalized name badge will be printed and must be worn while in the school.**

Fall and Spring Conference Dates for 2022-23

Arboretum, Heritage, Prairie

October 13th p.m.

October 14th a.m.

March 16th p.m.

March 17th a.m.

Intermediate

October 11th p.m.

October 14th a.m.

March 14th p.m.

March 17th a.m.

Families/Guardians Volunteering

Volunteers are an important part of our school program. We are eager to involve community volunteers (families/guardians, grandfamilies, etc.) in our educational family. Volunteers provide a needed service in a variety of ways: chaperoning field trips, supervising children during assemblies, helping with parties, tutoring, reading, cutting and pasting, attending FTO meetings, and being guest speakers on careers and special interests. If you are interested in being a volunteer, please contact your child's classroom teacher or the school office or go onto our district website at Families Tab – Volunteer Criminal Background Check Online Form and complete an online application form. The link is <http://www.waunakee.k12.wi.us/families/volunteering.cfm>. After completing the application, the district will conduct a background check. If the volunteer is not approved, they will be notified in writing by the District Office. Please note applications may take up to 5 business days to be processed. Once approved, your application is valid for three school years. Please see Waunakee School Board [policy #353.1](#) for further information.

Volunteers will check in using the Raptor Visitor Management System. **Please be prepared to give office staff your driver's license to be scanned. A personalized name badge will be printed and must be worn while in the school.**

As a result of the time volunteers spend with students, they periodically see or hear information about students which needs to remain confidential. The following guidelines should be adhered to when volunteering in classrooms, on the playground, or during field trips:

- All academic information is confidential.
- Periodically students may share information about their family or neighbors. While at times these stories may be innocent and/or amusing, it is best to keep them confidential.
- If a student exhibits behavior problems or a reluctance to follow through with directions, please contact the classroom teacher or principal. We ask that families do not share their impressions of student behavior in the community.
- If a student shares information that suggests s/he may be physically, sexually, or psychologically abused, the information should be shared immediately with the classroom

teacher, school counselor or building administration. While this information should remain confidential, it is important that volunteers inform the student of their responsibility to report the information to school authorities.

Pets

No pets or exotic pets are allowed on school premises unless the animal or pet has been administratively approved as part of a classroom curriculum. Please see School Board Policies [833 Facility Use - Pet Restriction](#) & [833-Exhibit Facility Use - Pet Restriction](#) for exemptions and more information.

Prohibited Items

The following is a list of many, but not all, items that have no place at school: weapons or look-like weapons, controlled substances, items that ignite, etc. not conducive to a safe, orderly environment. These items, plus anything else which could cause problems of control at school, will be taken from students with appropriate consequences applied (i.e. suspension, expulsion). Families will be notified and, in most cases, asked to come to school to discuss the seriousness of the situation. Please see School Board Policies [443.3 Use and Possession of Tobacco Products](#), [443.4 Drug Free Schools](#), & [443.7 Weapons on School Premises](#) for more detailed information.

Drugs/Alcohol/Tobacco and Look Alike Products:

Waunakee Community Schools are drug free schools. Smoking, vaping, chewing or possession of tobacco products or any items that ignite (lighters/matches) are prohibited at all times on school property, at school events, or activities sponsored by the school. Drugs, alcohol, and/or look alike related paraphernalia or any other substance that causes intoxication or results in mind or mood alterations, including deliberate use of over-the-counter or unregulated substances for this purpose but excluding substances taken as directed with a valid prescription are prohibited at all times. Students who violate this policy are subject to disciplinary action including suspension or expulsion. In addition, students who violate this policy will be referred to law enforcement officers.

Weapons and Look Alike Weapons:

Weapons and look alike weapons are prohibited. No person shall possess, use, or store a weapon on school property, on school buses, or at any school related event. A weapon is an object that, by its design and/or use, can cause bodily injury or property damage. This includes, but is not limited to guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains, and similar items or destructive devices such as explosives or fire bombs. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or other object that can be perceived as a weapon (look alike). Any student violating this policy shall be subject to penalties outlined in state, federal and local laws including mandatory expulsion from school. Families/Guardians and law enforcement officials will be notified in all cases. Weapons will be confiscated by the district.

Promotion/Retention

The district makes extensive efforts to avoid the necessity of high stakes promotion/retention determinations through a system of strategic support and interventions to address individual student learning deficits. Early identification of problems is important to assist the student, families, and school in resolving them. If, after extensive efforts, insufficient academic progress results and retention is necessary, a detailed retention plan is prepared and is designed to maximize modifications and support to the student during the retention year.

Promotion or retention decisions are made based on the “whole child” concept. Ongoing performance, existing standardized test results (including the state assessments), teacher observation, and other cognitive factors are considered in the promotion and retention process. Students who are demonstrating overall success in their ongoing performance and on standardized tests (including the state assessments) will not be considered for retention. Families are kept informed and involved with their child’s educational progress. A Promotion and Retention Committee (administrators, school counselors, psychologist, social worker, reading/math interventionists, director of special education, director of student support services, and appropriate teachers) meets monthly beginning in January to review information. A decision will be made no later than May 15. Board policy 345.4 has detailed information about the process.

Safety

Crossing Guards

Adult crossing guards are on duty at each school at various intersections. Please talk with your child(ren) about safe crossing.

Motorists should show respect for and follow directions from safety patrol students and crossing guards. If a crossing guard signals cars to stop, motorists must obey and remain stopped until the guard directs them to proceed. To avoid accidents involving children follow these tips:

- Obey all crossing guard signals and commands.
- Watch for children who may run to or from school and buses.
- Slow down near schools. The speed limit is 15 mph unless otherwise posted.
- Slow down and be ready to stop wherever children are present.

Dropping Off/Picking Up Students

Arboretum: Please drop off and pick up your child on the west side of the school in front of the main entrance. This drop off and pick up loop follows the perimeter of the parking lot. Arrows indicate direction. If you want to walk your child in, please park in the west parking lot and then walk your child in. Please do not park in the parent pick up and drop off area. Bus students will be dropped off and picked up on the north side of Arboretum School.

Heritage: To keep everyone safe, please follow these expectations for drop off/pick up.

Parent Loop: * Pull ahead as far as possible. * Do not stop in the crosswalk area. * Do not go around a vehicle that is dropping off their student. * Have your student exit the vehicle on the passenger side. * Drivers should remain in their car to avoid exiting into the traffic lane.

South Street: * Pull ahead beyond the “Student Drop Off Pick Up Starts Here” sign * Pull ahead as far as possible. * Do not stop in the crosswalk area. * Do not go around a vehicle that is dropping off their student. * Have your student exit the vehicle on the passenger side. * Drivers should remain in their car to avoid exiting into the traffic lane.

Always be cautious of children on bikes and walking. Do not use the driveway in front of the school loading/unloading area to drop off children.

Prairie: Adults dropping off or picking up should do so only in the parent drop off area in the south parking lot or in the inner loop in the north lot. **The outer loop in the north lot is for bus drop off only.** For safety concerns and traffic flow, do not park in the Pick Up/Drop Off area. Additionally, to ensure child safety, please wait for the next available spot along the sidewalk loop to drop off your child. Have your child exit the vehicle through the passenger side to prevent a potential accident or injury.

To encourage independence and to eliminate confusion, we would like the children dropped off at the front doors of the school or the back gates near the fence, where they can walk with other children to their classrooms.

Intermediate: When dropping off /picking up your student, continue on the main driveway toward the school drop-off loop. Use the far right lane as you approach the main entrance of the school. Please pull forward toward the main entrance as far as traffic allows prior to dropping off/picking up your student. To exit, continue on the loop and turn right at the main driveway. **If you pull into the parking lot to drop off/pick up your student, please park in a non-handicap spot and walk with your student to the crosswalk when dropping off; meet your student at the crosswalk when picking up. Please do not block traffic at any time.**

Security System

The Waunakee Community School District has a buzz-in security system at all schools. During school hours, when students are present, all doors in the school are locked. When coming to school during those times, please press the silver call button near the front door. Office personnel will answer your page. Please give your name and brief purpose of your visit. You will hear a click when office staff unlock the door for you to enter. All visitors need to report to the office to sign in. We also ask that you refrain from opening any doors for other visitors.

Emergency Procedures

The safety and welfare of students and staff are our highest priorities. We practice safety drills throughout each school year to teach students and staff how to keep themselves safe in an emergency. Monthly drills include fire, hold, lockdown, and tornado. Once a year we practice bus evacuation drills to familiarize students with the features of a bus in case of emergency. It is our hope students feel comfortable practicing the drills and gain confidence in their ability to handle a safety situation.

Student Accident Insurance Plan

The Waunakee Community School District secures a Student Accident Insurance Plan which covers all students in our school. The Insurance Plan is an EXCESS MEDICAL INSURANCE ONLY; if families have their own insurance they must use it to its fullest then this insurance will review and consider the EXCESS not paid by your policy subject to the master contract. The Student Accident Insurance Plan provides benefits to all students while attending school during the hours and on the days when school is in session.

Property Damage/Vandalism

Damage to school property or materials must be paid for by the student and/or families of the student involved.

Recess

Students should always dress appropriately for weather conditions. General guidelines for keeping students in school in the morning or during recess are: temperature of 0°; wind chill of -10° or below, heat index of 100° or above or rainy conditions. School staff will monitor weather conditions and make decisions based on current weather reports. Students are expected to wear boots and snow pants while playing in the snow. Please label your child's outerwear so it may be returned if lost. If you need winter or weather-appropriate clothing for your child please contact your building's School Social Worker.

Request for Students to Remain Indoors for Recess

We may require a note from a physician when it is necessary for a child to remain in for an extended period of time.

Safety and Well Being of Students

Safety is our primary concern. Any behavior which is potentially dangerous to the safety and well being of self or others is prohibited.

Student Services

School Counseling Program

The counseling program offers services for all students. Through classroom activities, small group discussions and individual meetings with students, the school counselor helps students to better understand themselves, to make good decisions, and to solve problems. If you would like to discuss a concern with or feel your child could benefit from services of the school counselor, please call the school's main number and select the school counselor option.

English Learner

Students whose first language is not English are eligible to receive English Learner (EL) services. Generally, families indicate this information on the enrollment form and then are asked to complete a short Home Language Survey (HLS). After the student's English is assessed, families must complete a Permission to Participate form. EL Services are based on teacher(s) input, student language needs, and EL teacher availability. Services may include direct instruction, "as needed" instruction, academic monitoring and/or providing translations. Instruction may occur in the classroom or in a pull-out situation.

Please contact the EL teacher for additional translation services and resources.

Pathways

Students identified through nomination by families or teachers as having a high interest or ability may be eligible to participate in programming provided through the Pathways Program. The Pathways program of the Waunakee Community School District provides assistance to meet the learning needs of highly able students.

Reading or Math Interventionist

The reading or math interventionist helps in identifying students with needs in the area of reading or math and provides remediation to assist students in academic growth. The interventionist in this area works with small groups or individuals and is often involved in the assessment process.

School Social Worker

The school social worker assists students and families who are experiencing difficulties in relationships or accessing family resources at school and at home.

Special Education Programs

The Waunakee Community School District provides special education programs for students who have been identified as having disabilities. Students are identified through a process which involves individual assessment, multidisciplinary team meetings, and review by the Director of Student Services.

Section 504 Accommodations

The Waunakee Community School District provides accommodations under **Section 504 of the Rehabilitation Act** to students who need accommodations to have equal access to their educational programming. These students need to be identified as having a disability. Students are identified through a process which involves individual assessment, a team meeting, and review by the Director of Student Services.

Some examples of Section 504 accommodations and disabilities may include:

- Health services for students with diabetes;
- Preferred seating for students with a hearing impairment;
- Extended time for students with reading disabilities.

Student Financial Assistance Fund

The Waunakee Community School District is committed to ensuring that all students and families can participate in their school communities regardless of a family's ability to pay. Scholarships or

payment plans may be available to anyone needing that. Families receiving free or reduced meals may automatically qualify for assistance to cover for fees.

Please contact your school social worker or Teri Reible at 608-849-2000 to learn more about these opportunities.

Student Dress

PHILOSOPHY

What we wear can contribute to a culture of respect and learning. This dress code is a set of guidelines intended to describe what we wear when it is time to engage in instruction and be productive.

The primary responsibility for a student's dress belongs to the student and their family. The school district is responsible for ensuring that student dress, and the enforcement of the dress code:

- does not interfere with the health or safety of any student;
- does not contribute to a hostile or intimidating atmosphere for any student;
- does not reinforce or contribute to a culture of harassment or objectification.

GOALS

At the Waunakee Community K-6 Elementary Schools the dress code will:

- Maintain a safe classroom environment.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that: is racist, lewd, vulgar or obscene; containing fighting words; incites others to imminent lawless action; defamatory/hate speech; threats to others.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference profanity, pornography, alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, ability, or body type/size.
- Ensure students feel comfortable in the learning environment without fear of, or actual, discipline or body shaming.
- Allow students to wear clothing that expresses their self-identified gender.
- Ensure consistent enforcement of the dress code.

DRESS CODE

1. **Section 1:** Students *Must* Wear
 - a. A Shirt (with fabric in the front, back, and on the sides under the arms), AND
 - b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
 - c. footwear.
 - d. The bottom of the shirt must be able to meet the top of the pants (or equivalent).
2. **Section 2:** Students *May* Wear, as long as these items do not violate Section 1 above:

- a. Hats or hoodie sweatshirts. Hats or hoods (both may not be worn at the same time) must allow the face and ears to be visible to staff, and not interfere with the line of sight of any student or staff. Students must comply with a staff member request to remove hats/hoods/headgear during the administration of assessments.
- b. Religious headwear
- c. Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- d. Pajamas (when used as a class reward)
- e. Athletic attire
- f. Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

Student Records & Directory Information

Student records means all records relating to individual pupils maintained by the school but not including notes or records maintained for personal use by a staff member. “Record” means any material on which written, drawn, printed, spoken, visual, electronic or electromagnetic information is recorded or preserved regardless of physical form or characteristics.

Student Withdrawal from School

Families should contact the school office and the District Registrar as soon as they are aware their child will be moving out of the district. The District Registrar can be reached at 608-849-2000, Ext. 8470 or wcsd_registrar@waunakee.k12.wi.us.

Telephone Number / Email / Address Changes

Families are able to update telephone numbers and email addresses in the Infinite Campus parent portal. If families have an address change, contact the district registrar at (608)849-2000, Ext. 8470. Please note: a change of address requires proof of residency.

Access to Student Records

Only licensed school officials, teachers and staff members who have a legitimate educational interest will be granted access to student records. An access listing in each school building lists these individuals. A record will be kept of all persons (except families/guardians and eligible students) who have had access to a student’s central or cumulative file, and this record will be available for families/guardians.

Families/Guardian Right to Inspect and Review

Only families/custodial guardians have the right to inspect and review their child’s records. They also have the right to have their request to inspect and review honored within a reasonable period of time (not to exceed 45 days after a request has been made.) A request from a third party must be accompanied by an authorization for such release from the parent/guardian or eligible students. Individuals must establish proper identification of the person requesting the record. The school contact person is the building principal. If circumstances effectively prevent the parent/guardian from exercising their right to inspect and review the student’s records, the educational agency must (a) provide the parent/guardian with a copy of the requested record; or (b) make other arrangements for the parent/guardian to inspect and review the requested records.

Procedure for Amendment of Records

The families/guardian who believes information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request that this information be amended. This request should include a statement of the record to be amended and the reason for the amendment. The request should be addressed to the district's custodian of records (Director of Student Services).

Maintenance and Destruction of Records

Files may be reviewed at any time by the custodian of records. While students are attending school in the District, their records will be maintained in the school of attendance. The building principal shall have primary responsibility for maintaining the confidentiality of all pupil records kept at school. When the student ceases to be enrolled in the district (or should the new school of attendance be unknown), behavioral records will be maintained for one year after leaving (unless permission is secured to keep longer) and progress records shall be maintained for at least five years after the student ceases to be enrolled in the district.

Disclosure of Information from Records

School records, including personally identifiable information in behavioral records, will be transferred to another district upon receipt of written confirmation of enrollment in such district.

Disclosure to Federal and State Officials

The Waunakee Community School District will disclose information to federal and state officials under the following circumstances:

- a. An audit of federally supported education programs and;
- b. In connection with enforcement or compliance with federal legal requirements which relate to federally supported education programs.

Complaint Procedure

Complaints alleging educational agency or institution non compliance with the Federal Family Educational Rights and Privacy Act (FERP-1) can be filed at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605.

Supplies/Textbook Fees

Supplies/Textbook Fees

The Waunakee Community School District charges a supplies/textbook fee. This fee is approved annually by the Board of Education. The fee varies by grade level. The fee is charged to partially offset the district's costs for providing necessary educational materials.

Waiver of Fees

The Waunakee Community School District is committed to ensuring that all students and families can participate in their school communities regardless of a family's ability to pay. Scholarships or payment plans may be available to anyone needing that. Families receiving free or reduced meals may automatically qualify for assistance to cover fees.

Please contact your school social worker or Teri Reible at 608-849-2000 to learn more about these opportunities.

Student fees paid by families who move out of the district are not reimbursable.

Supplies/Textbook Fees:

Kindergarten: \$55.00

Grades 1-4: \$55.00

Grades 5-6: \$60.00

Technology

Devices

Each student will be issued an iPad (K-2) or Chromebook (3-6) to use. Students will use the Chromebook assigned to them throughout the school year. The iPad or Chromebook remains the property of the Waunakee Community School District. Students will learn about digital citizenship throughout the school year. All digital citizenship rules are expected to be followed by students. Student Internet use is monitored carefully to ensure they stay on appropriate sites.

Internet Use Policy

The Waunakee Community School District will provide students access to technology resources including mobile devices and the Internet to support educational excellence in all our schools. The use of the Internet and similar communication networks by students and staff is a privilege. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet. The librarian in each building shall maintain a record of those students who do not have access to the Internet (or other materials). Legal action may also be taken where/when appropriate. See BOE policy 365-Rule 2 for more information.

Students will be taught digital citizenship, responsibility, and acceptable use of the Internet. Staff will be responsible for informing students of the District's policies, procedures, and rules annually.

Personal Technology Devices

Students are prohibited from using personal electronic devices during the school day. This includes, but not limited to, cell phones, smart watches, iPods, and other electronic communication or entertainment equipment during the school day. Students who bring any of the above items to school must leave them turned off and store them in their locker, cubbie or backpacks. **The school is not responsible for the security of such items and may examine electronic devices such as smart watches and cellular phones and search their contents if there is reason to believe that school policies or rules have been violated.**

Use of a cellular phone is subject to the provisions of the Waunakee Community School District Acceptable Use Policy ([443.6 Electronic Communication Devices - Students](#)).

If students choose to use cell phones, smart watches, or electronic devices outside of the guidelines in the handbook or board policy they will be subject to restorative practices and logical administrative consequences.

The district may examine the cellular phone and search its contents if there is a reason to believe the school policies, rules or regulations have been violated. (Legal Ref.: Section 118.258 Wisconsin Statutes)

Types of Transportation

Bus Transportation

The Bus Transportation Handbook is included in the Appendix of this handbook and covers all the information on bus transportation. If you have any questions on busing please call Lamers Bus Company at 850-5253, Ext. 2.

Bicycles/Skateboards/Scooters

Riding presents a safety hazard when children do not follow proper safety rules. Be sure your child is able to handle a bicycle/skateboard/scooter safely before you allow them to ride to school. Please remind your student to wait for the crossing guard to stop traffic on intersections where there is a crossing guard. For the safety of walkers and others using the sidewalks, we expect all students to walk their bikes/skateboards/scooters on school sidewalks and all sidewalks leading to the school building. ***All riders are strongly encouraged to wear helmets and lock their bikes/scooters. The school district is not responsible for stolen bikes/skateboards/scooters.***

Weather Emergencies

Early Dismissal Information

Please discuss early dismissal procedures with your child throughout the school year, especially on mornings of possible snow/ice storms.

If school is dismissed early your child will be instructed according to the information you supply at the beginning of the year on the “Early Dismissal Form.” Families are notified of an early dismissal through School Messenger, and public broadcasts on TV.

If an early release from school is required, our goal is to ensure students know what procedures to follow once dismissed and that all students arrive home safely and have adequate supervision upon arrival home.

School Closing for Inclement Weather and Emergencies

Families may check the Waunakee School District website at <http://www.waunakee.k12.wi.us>.

Families may wish to consider subscribing to local media text alert systems as another option for receiving school closing information.

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Appendix A

ACCESS TO PATIENT HEALTH CARE RECORDS (Section 146.83, Wisconsin Statutes)

Wisconsin law requires a health care provider to provide each patient with a statement of access right to patient health care records. The statement must be provided either upon admission to an in-patient health care facility or upon the first provision of services to the health care provider. The law provides that if the patient or other person submits a statement consenting to the disclosure of information from patient health care records, the patient or person may:

- After providing a reasonable note, inspect the health care records of the health care provider relating to that patient at any time during regular business hours.
- After payment of reasonable costs, receive a copy of the patient's health care records.
- After payment of reasonable costs, receive a copy of the health care provider's x-ray reports or the x-rays referred to another health care provider of the patient's choice.

The statement consenting to the disclosure of information from patient health care records must be written and include all of the following: the name of the patient whose record is being disclosed; the type of information to be disclosed; the types of healthcare providers making the disclosure; the purpose of the disclosure; the party to whom disclosure may be made; the signature of the patient or person authorized by the patient; and if signed by a person authorized by the patient, the relationship of that person to the patient or the authority of the person.

The health care provider must note the time and the date of each request by a patient or person authorized by the patient to inspect the patient's health care records. Also the health care provider must note the name of the inspecting person, the time and date of inspection and the records released for inspection.

A parent who has been denied periods of physical placement by a court in action relating to annulment, divorced, or legal separation does not have the rights of a parent or guardian with respect to access of that child's patient health care records.

No person may do any of the following:

- Intentionally falsify a patient health care record.
- Conceal or withhold a patient health care record with intent to prevent its release to the patient, or his or her guardian, or to a person with the informed written consent of the patient, or obstruct an investigation or prosecution.
- Intentionally destroy or damage records in order to prevent or obstruct an investigation or prosecution.

Appendix B

ELEMENTARY AND SECONDARY EDUCATION ACT

The Elementary and Secondary Education Act (also known as E.S.E.A. or “No Child Left Behind” provides you with the right to ask for and receive information on the qualification of your child’s teacher(s). Specifically, you have the right to request the following:

- Whether your child’s teacher has met state qualification and licensing criteria for the grade levels and subject areas in which s/he teaches.
- Whether your child’s teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- The baccalaureate degree major of your child’s teacher and any other graduate certification or degree held by the teacher.
- Whether your child is provided services by instructional assistants, and if so, their qualifications.

You can check on the state certification of your child’s teacher by accessing the Wisconsin Department of Public Instruction website at <https://dpi.wi.gov/tepd/lookup/public-search>, or you may request the information from the Waunakee Community School District’s Human Resources’ office at (608) 849-2000.

Appendix C

Policies of the Board of Education Series 400: Students EQUAL EDUCATIONAL OPPORTUNITIES 411

The School District is committed and dedicated to the task of providing the best education possible for every child in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, gender identity (including gender expression, gender non-conformity, and transgender), physical, mental, emotional or learning disability or handicap. In addition, this school district is committed to providing learning environments free of discrimination on the basis of HIV infection or perceived HIV infection. To promote a productive learning environment, we must encourage an atmosphere respectful of individual differences so that people can learn in a functional and non-threatening atmosphere.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Gender identity issues can affect student use of facilities and the provision of equal educational opportunities. The definitions below are not intended to label students but rather to assist in understanding these guidelines and District expectations for staff under District policies. Students may or may not use these terms to describe themselves.

Definitions

- A. "Transgender" describes people whose gender identity is different than their biological sex assigned at birth.
- B. "Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the biological sex they were assigned at birth. Everyone has a gender identity.
- C. "Gender nonconforming" describes people whose gender expression differs from stereotypical or prevailing social expectations, such as "feminine" boys or "masculine" girls, or those who are perceived as androgynous.
- D. "Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities or mannerisms.
- E. "Ancestry" refers to the country from where your ancestors came.
- F. "National Origin" refers to the country from which you were born.
- G. "Creed" refers to the basic beliefs of a religious faith.

Any student who has a need or desire for increased privacy, regardless of the underlying reason, may be provided with access to a single-access restroom where such a facility is reasonably available, but no student shall be required to use such a restroom because of the student's transgender or gender nonconforming status.

If a transgender student makes a request regarding use of segregated restrooms, segregated locker rooms or any similar changing area, or other physical space in which biological sex assigned at birth is generally a consideration in segregating students, that request may be first considered on a case-by-case basis, taking into account the relevant interests of the student, the District, and other students potentially affected by the request. A student who is transgender will generally be permitted to access the men's/women's or boy's/girl's segregated restrooms that correspond to the gender identity that the student consistently asserts at school and in other social environments.

Any student who has a need or desire for increased privacy, regardless of the underlying reason, may be provided (to the extent reasonably available) with a reasonable alternative changing area (for example, a nearby restroom stall with a door, an area separated by a curtain, a physical education teacher's office in the locker room, or a nearby single-access restroom) or provided with an alternative changing schedule. Any alternative arrangement should be provided in a way that gives adequate consideration to relevant privacy concerns.

If a transgender student makes any request regarding the use of locker rooms or any similar type of changing area, the request shall be assessed on a case-by-case basis to (a) facilitate the transgender student's access to the District's physical education curriculum and other relevant programs; (b) ensure adequate student privacy and safety; and (c) minimize stigmatization of the transgender student. The physical layout of the facility and the degree of undress required when changing for the applicable activity are examples of factors that will be considered in making the arrangements. A student who is transgender will generally be permitted to access the men's/women's or boy's/girl's segregated locker rooms that correspond to the gender identity that the student consistently asserts at school and in other social environments.

All students have the option of consistently accessing the facilities that correspond to the biological sex that the student was assigned at birth. Accordingly, the District's willingness to address individualized concerns and requests that relate to restroom and changing area access does not mean that any student is required to establish an individualized arrangement or plan with the school. Physical Education Classes, Activities, and Sports A student who is transgender shall be permitted to participate in physical education classes and intramural sports in a manner consistent with the gender identity that the student regularly asserts at school and in other social environments.

Students who are transgender shall be permitted to participate in interscholastic athletics in a manner consistent with the requirements and policies of the Wisconsin Interscholastic Athletics Association (WIAA).

Dress Codes

Within the constraints of the District's dress code policy and dress codes adopted by the school, students may dress in accordance with their gender identity. School personnel shall not enforce a dress code more strictly against transgender and gender nonconforming students than other students.

Questions and Complaints

Questions and complaints regarding the interpretation or application of this policy shall be referred to the Director of Human Resources or the Director of Student Services (District's Equity Coordinators) and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

LEGAL REF.:

Section 118.13 Wisconsin Statutes
PI 9 and PI 41 of the Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991

Cross Ref.:

342.1, Programs for Students with Disabilities
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
411-Rule (2), Title IX/Section 504 complaint Procedure
411-Exhibit, Discrimination/Harassment Form
444, School Age families and Married Students
512, Sexual Harassment
Special Education Handbook

Adopted: March 1994

Revised:

September 1995

March 2002

May 2005

May 2016

Waunakee Community School District

Appendix D

WAUNAKEE COMMUNITY SCHOOL DISTRICT

NOTIFICATION OF PUPIL PRIVACY RIGHTS

The Waunakee Community School District has adopted policies and procedures that comply with federal and state law aimed at providing access to information and protecting pupil rights to privacy.

These include:

- Families/Guardians advanced notification of right to inspect and opt his/her child out of the administration of third party surveys which may delve into sensitive subjects.
- Families/Guardians right to inspect any instructional materials used in the curriculum.
- Families/Guardians advanced notification of an right to opt his/her child out of any physical screenings the school may administer (vision, hearing, etc.,)
- Families/Guardians right to request student directory data information not be released without prior consent:

A. The Waunakee Community School District identifies the following as directory data:

1. Name
2. Name as part of their participation in officially recognized activities/programs and/or sports.
3. Weight and height, if a member of an athletic team,
4. Photographs
5. Degrees and awards received

B. Families/Guardians have 14 days, from the date of receiving the annual Pupil Privacy Rights Notification, to inform the district that all or any part of the directory may not be released without their prior consent.

C. Families/Guardians are allowed 14 days to inform the district, in writing, of all the directory data items they refuse to permit the District to release without consent.

Appendix E

Services for English Learners

The Waunakee Community School District shall provide appropriate programs and services for students who are identified as English Learners (EL) and are enrolled in District schools. The purpose of these programs and services will be to help students acquire English language skills that will enable them to benefit from the instructional program at the Waunakee Community School District (WCSD) and to meet established academic standards.

Students with English learning (EL) needs shall be identified according to WCSD English Learner identification guidelines, which are in accordance with the processes identified in the *Wisconsin Department of Public Instruction English Learner Policy Handbook* and state law. Once identified, English learners shall receive an English proficiency level. Service delivery shall be determined after careful data analysis to identify student needs. The degree of curricular and instructional modification and accommodation, type of supportive services and their duration shall be individually determined based on student needs. Specialized instructional materials and techniques designed to teach English to speakers of other languages shall be used in the District. English learners shall be provided with full access to supportive services available to other students in the District.

Parents/guardians of English learners shall be notified of the students' English language assessment results and of educational programs and services available to help their child improve their English language skills and academic achievement. Parents/guardians of English learners will be provided a Notification of Service Delivery and Parental Rights, which is reviewed on an annual basis. Parents/guardians will be notified when/if changes in service delivery are made. Notifications shall be provided in the parent/guardian's native language to the extent possible. These notifications shall be made consistent with legal requirements and in such a manner as to ensure that the student's parent or guardian understands them.

English learners shall be assessed academically in accordance with legal requirements and established District procedures. Decisions regarding the administration of statewide academic assessments to English learners, including any testing accommodations, shall be made according to State and District guidelines on a case-by-case basis. The results of statewide and District academic assessments and alternative assessments shall be used consistent with District policies in making programmatic decisions. Academic assessment results may not be used as the sole criterion to re-classify an English learner from an English as a second language or bilingual-bicultural education program or to determine if grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education responsibilities.

The English language proficiency of English learners shall be assessed annually according to Federal and State requirements. Reclassification/exiting decisions shall also be made according to WCSD procedures that are aligned in the Wisconsin Department of Public Instruction [*English Learner Policy Handbook*](#).

Appendix F

WAUNAKEE COMMUNITY SCHOOL DISTRICT NOTIFICATION OF PUPIL RECORD RIGHTS

Federal law (Family Education Rights and Privacy Act) and Wisconsin State law (Chapter 118.125) affords families and adult students (over 18 years of age) certain rights with respect to a pupil's education records.

1). Their right to inspect, review and obtain copies of pupil records

Families/Guardians or adult students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. Should a parent/guardian or adult student ask for assistance in submitting a request to inspect, review or obtain copies of records, the principal, (or designee) shall provide such assistance. A response to request shall be provided as soon as practicable and without delay, but in no case more than 45 days after receipt of the request. An adult student or the parent/guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent/guardian shall, upon request, be provided with a copy of the behavioral records.

2) Their right to request the amendment of the student's pupil records if they believe the records are inaccurate, misleading or otherwise in violation of the student's right of privacy.

Families/Guardian or adult students who believe that information contained in the student's pupil records is inaccurate, misleading or otherwise in violation of the student's rights of privacy may request the district to amend the records. Such a request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after receiving the request, the person having custody of the records shall decide whether to amend the records in accordance with the request and inform the parent/guardian or adult student of the decision. If the person having custody of the records refuses to amend the records, he/she shall inform the parent/guardian or adult student of the refusal and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or adult student when notified of their right to a hearing.

3). Their right to consent to the disclosure of the student's pupil records, except to the extent state and federal law authorizes disclosure without consent.

Exceptions include the following: Pupil records shall be made available to persons employed by the district. Who are required by the state to hold a license and to other district officials who have been determined by the board of education to have legitimate educational interests, including safety interests, in the pupil records. A "school official" is a person employed by the district who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor, or support staff member (including a health or medical staff and police school liaison personnel); a person serving on the board, a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a pupil record in order to fulfill his/her professional or district responsibility.

4). Their right to file a complaint with the Family Policy Compliance Office of the US. Department of Education. The name and address of the office that administers FERPA is: Family Compliance Office, US. Department of Education, Washington, DC 20202-4605

Appendix G

First Agency, Inc.
5071 West H Avenue
Kalamazoo, Michigan 49009-8501
616/381-6630 Fax: 616/381-3055

Dear Families:

This letter is intended as an outline of the student accident insurance for the coming school year. Highlighted below are some areas of importance that should be reviewed and understood by all concerned parties with respect to the coverage guidelines.

Only **ACCIDENTS** which occur in school sponsored and supervised activities, excluding participants in interscholastic sports are covered.

DEFINITION OF ACCIDENT:

An unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition.

Conditions which result from participating in an activity do not necessarily constitute accidents. For example, illnesses, diseases, degeneration, conditions caused by continued stress to a particular area of the body, and existing conditions aggravated by an accident are not covered.

- A. This plan of insurance is **EXCESS ONLY**: It will not duplicate benefits paid or payable by any other insurance or plan including HMO's or PPO's.
- B. The policy will not cover expenses payable under the insured's HMO (Health Maintenance Organization), or PPO (Preferred Provider Organization). If the insured chooses not to use an authorized medical vendor (under HMO or PPO), the policy will only cover expenses incurred that it would have honored had the insured used the proper medical vendor.
- C. Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 52 weeks are considered. Benefits are determined on the basis of REASONABLE AND NECESSARY for the geographic location where services are performed.
- D. Specific exclusions of the policy include, but are not limited to, sickness, disease, or hernia in any form; nonprescription drugs; fighting; the use of electric biomechanical devices; and orthotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).
- E. Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Accidents must be reported to the school within 20 days. Proof of loss must be submitted to First Agency, Inc. within 90 days after medical treatment ends. Questions regarding claim procedures may be directed to First Agency, Inc. at 5071 West H Avenue, Kalamazoo, Michigan 49009 or 616//381-6630 or Fax 616/381-3055.



WAUNAKEE COMMUNITY SCHOOL DISTRICT

Arboretum Elementary, Heritage Elementary, Prairie Elementary, Intermediate

Dear Families/Guardians,

In order to provide the most effective education for all children, we believe we must provide effective instruction to each child. The Waunakee Community School District believes in providing interventions to children who need more support in various academic and social/emotional areas in school. According to new federal guidelines, which emphasize Response to Intervention (RTI), schools must document which interventions are being provided and how individual children are responding to these interventions. We are transitioning from one type of intervention, such as Remedial Reading, to a spectrum of interventions that expands opportunities to meet children's needs. In Waunakee, we utilize three different levels of interventions or support. Interventions are provided to children through the classroom, supplemental small group support, and alternate curriculum.

Children who are showing some difficulty in school will receive instruction and differentiation within the classroom, through classroom-based interventions provided by the classroom teacher. Most children will only need this level of support. Some children will need additional consistent support and may be pulled from the classroom to receive those supplemental interventions. Many children respond well to these first two types of interventions and are successful in meeting educational standards with this support. In the event that a child does not experience success with either classroom-based or supplemental interventions, the child may receive more intensive instruction that provides more frequent help.

If your child is struggling in the classroom, you will be contacted by your classroom teacher and the school's intervention team will meet to address your child's needs and to review the progress your child has made in the school year. Depending on your child's needs, he/she may be screened by staff using an assessment tool to determine which level of support is needed, classroom-based or supplemental interventions. You will be involved throughout this process, as we work together to help your child experience success in school.

We are committed to helping all children succeed in school.

Sincerely,

Sheila Weihert
Principal, Arboretum

Dan Carter
Principal, Heritage

Dean Kaminski
Principal, Prairie

Tim Mommaerts
Principal, Intermediate

Appendix I

Use below link to print medication forms:

[Click here for Prescription and Non-Prescription Medication Forms](#)

Appendix J

Use the link below for the Transportation Handbook.

[Click here for Transportation Handbook](#)