



## **Family-Student Handbook 2025-2026**



**Arboretum Elementary  
608-849-1800**



**Heritage Elementary  
608-849-2030**



**Prairie Elementary  
608-849-2200**



**Intermediate  
608-849-2176**



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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 Family Teacher Organization (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 & Lindsey Laufenberg, 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](mailto:tiffanyloken@waunakee.k12.wi.us)  
Brian Grabarski, Director of Human Resources: 608-849-2000 Ext. 8167 or [briangrabarski@waunakee.k12.wi.us](mailto: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 Tiffany Loken, Director of Special Education 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 Tiffany Loken, Director of Special Education. 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. Academic honesty is a fundamental value that encourages integrity, personal growth, and the development of essential skills. We expect all of our students to engage in their learning with honesty, effort, and responsibility.

It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. A student completing their own work is crucial for the benefit of practice and personal growth. When students complete their assignments independently, they enhance their critical thinking skills, problem-solving abilities, and perseverance. It allows them to fully engage with the learning material, make mistakes, and learn from them. By putting in their best effort, students develop a sense of ownership and responsibility for their own learning, leading to long-term success.

When elementary students begin to use resources to conduct research or complete projects, staff will provide instruction on how to use sources without plagiarizing. At the elementary level, students will understand that plagiarism is when someone copies or uses someone else's work or ideas without giving them proper credit. Plagiarism can take various forms, including copying and pasting information from the internet, copying text from books or other sources, using someone else's artwork or illustrations without permission, or presenting someone else's ideas as your own.

At the elementary level, in cases where evidence of plagiarism is found, staff are committed to helping students learn from their mistakes. Teachers will provide additional instruction to ensure that students understand the importance of academic honesty and have the necessary skills to complete their work independently. The focus will be on education and supporting students in developing their abilities to think critically, conduct research responsibly and properly cite their sources.

In the event that academic honesty becomes a repeated issue with a student, in spite of re-teaching, staff will contact the family to discuss the matter and find ways to prevent future instances.

## 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 contact WI Youth Company's office at 608-276-9782 or <https://www.wisconsinyouthcompany.org/> 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 - Makenzie Lutz, [makenzielutz@waunakee.k12.wi.us](mailto:makenzielutz@waunakee.k12.wi.us) or 608-849-1800 Ext. 4043.
- Heritage - School Social Worker - Kristin Meyer, [kristinmeyer@waunakee.k12.wi.us](mailto:kristinmeyer@waunakee.k12.wi.us) or 608-849-2030 Ext. 5004.
- Prairie - School Social Worker - Rebecca Biddick, [rebeccabiddick@waunakee.k12.wi.us](mailto:rebeccabiddick@waunakee.k12.wi.us) or 608-849-2200 Ext. 5002.
- Intermediate School - School Social Worker - Mona Jean Harley, [monajeanmarley@waunakee.k12.wi.us](mailto:monajeanmarley@waunakee.k12.wi.us) or 608-849-2176 Ext. 4043.
- Translation - Jose Velarde Aguilar, [translation\\_request@waunakee.k12.wi.us](mailto: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 designated areas, 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 431 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 they:
  - Have been experiencing episodes of vomiting or diarrhea in the last 24 hours
  - Have a temperature of 100.4 degrees or higher. Students must be fever free for 24 hours without fever reducing medication before returning to school
  - Are experiencing any symptoms severe enough to hinder participation in class and school activities (i.e., headache, body aches, fatigue, pain)
  - Have cold symptoms that are not well contained
  - Possibly have an untreated communicable illness (i.e., strep throat, impetigo, scabies, draining pink eye)
- 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 431 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 staff 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, Emailing, or Submitting an Absence Request in Infinite Campus Portal**

If a student is to be absent from school, families/guardians must call the school attendance line, email the attendance email address, or submit an absence request in the Infinite Campus parent portal 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 communication 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.

<b>Arboretum</b>	<b>(608) 849-1800 Ext. 1</b>	<b>arboretum_attendance@waunakee.k12.wi.us</b>
<b>Heritage</b>	<b>(608) 849-2030 Ext. 1</b>	<b>heritage_attendance@waunakee.k12.wi.us</b>
<b>Prairie</b>	<b>(608) 849-2200 Ext. 1</b>	<b>prairie_attendance@waunakee.k12.wi.us</b>
<b>Intermediate</b>	<b>(608) 849-2176 Ext. 1</b>	<b>intermediate_attendance@waunakee.k12.wi.us</b>

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 10:00 a.m. at the elementary schools and prior to 10:48 a.m. at the Intermediate School. Students will be marked as half day absent if they arrive after 10:00 a.m. at the elementary schools or after 10:48 a.m. at the Intermediate School.

### **Leaving Early**

Students are marked 'leave early' if they leave school within the last third ( $\frac{1}{3}$ ) of the school day; between 12:20 p.m. - 2:40 p.m. at the elementary schools and between 1:13 p.m. - 3:35 p.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.

## 2025-2026 SCHOOL CALENDAR

SEPTEMBER 2025			
No School - Labor Day		September 1	
First Day Students Report		September 2	
OCTOBER 2025			
Parent Teacher Conferences Grades 7-12		October 13	
Parent Teacher Conferences Grades K-6		October 16	
No School - Parent Teacher Conferences (Grades K-12)		October 17	
No School - Fall Break, Staff Development		October 23	
No School - Fall Break		October 24	
NOVEMBER 2025			
First Quarter Ends		November 5	
No School - Thanksgiving Break		November 26-28	
DECEMBER 2025			
No School - Winter Break		December 22-January 4	
JANUARY 2026			
No School - Winter Break		January 1-4	
No School - Staff Development Day		January 19	
First Semester Ends		January 23	
No School - Staff Work Day		January 26	
FEBRUARY 2026			
No School - Staff Development Day		February 27	
MARCH 2026			
Second Trimester Ends (K-6)		March 6	
Parent Teacher Conferences Grades K-12		March 19	
No School - Parent Teacher Conferences (Grades K-12)		March 20	
No School - Spring Break		March 23-27	
APRIL 2026			
3rd Quarter Ends		April 3	
MAY 2026			
No School - Staff Development Day		May 18	
No School - Memorial Day		May 25	
JUNE 2026			
Last Day for Students		June 10	
Possible Snow Make Up Day		June 11	
MARKING PERIODS			
First Trimester Ends	November 25, 2025	Second Trimester Ends	March 6, 2026
First Semester Ends	January 23, 2026	Second Semester/Third Trimester Ends	June 10, 2026

- Dates are subject to change

## Celebrations in the Classroom

Classrooms may hold celebrations for positive reasons coordinated by the teacher. Schools recognize students and their birthdays through announcements or other avenues. We are no longer able to accept family donations of treats or trinkets coming into school for birthdays or other classroom celebrations.

## 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).

# 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 Visitor Aware 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 2025-26

### Arboretum, Heritage, Prairie, & Intermediate

October 16th p.m.

October 17th a.m.

March 19th p.m.

March 20th 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. [Click here for the link.](#) 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 Visitor Aware 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.

## 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: <https://www.waunakee.k12.wi.us/families/volunteers>. **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. 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 & Lunch/Milk

Waunakee School District offers a Free 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](http://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 Departments, Food Services 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 Policy #412/512 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: ([Discrimination/Harassment Complaint Form](#)) 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 #443.71)**

### **Introduction**

The Waunakee Community School District is committed to providing a safe, supportive and respectful school environment for all students and strictly enforces a prohibition against bullying. Bullying behavior interferes with student learning and has a detrimental effect on the personal health and well-being of students, and will not be tolerated in the District.

### **Definition**

“Bullying” is defined as deliberate or persistent behavior, using words or actions, that is intended to cause fear, physical harm or psychological distress on another student and has the effect of doing any of the following:

1. substantially interfering with a student’s education or school performance;
2. creating an intimidating or fearful environment in a school setting for a student or group of students; or
3. substantially disrupting the orderly operation of the school.

### **Prohibition**

Bullying of students is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, and through the use of digital technologies.

### **Procedure for Investigating/Reporting/Retaliation**

All District staff must be alert to and aware of the signs of bullying and intervene promptly and firmly against it. All district staff and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or designee.

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to the building principal or a school counselor. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

### **Sanctions and Supports**

Students found to be in violation of this policy shall be subject to disciplinary action ranging from positive behavioral interventions and supports up to and including suspension or expulsion from school. Referrals may also be made to law enforcement officials. When determining the appropriate consequences and remedial action, the building principal shall consider the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, and the context in which the alleged bullying incident(s) occurred.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to and including discharge. Employee disciplinary action shall be consistent with applicable provisions of the Employee Handbook or other District procedures.

### **Disclosure and Public Reporting (<https://speakup.widoj.gov/>)**

The building principal shall inform staff, students and parents and guardians of this policy annually. In addition, the building principal shall provide annual training to staff members on the recognition and prevention of bullying and their roles and responsibilities under this policy.

## **Health Concerns**

### **Illness and Injury**

Parents/guardians may be notified if their student is ill or injured. To ensure appropriate care, students may need to be picked up to go home. Review our Health Guidelines for Attendance [HERE](#).

### **Immunizations**

The Wisconsin Student Immunization Law requires that all students in grades 4K through 12 meet the minimum requirements for immunizations to attend school. These requirements may be waived for religious, health or personal conviction reasons. A waiver must be signed and returned in order for the immunization to be waived. If in the Fall, our immunization audit shows that a student does not meet the requirements, parents/guardians will receive a “Legal Notice” mailed on the 15th day of school. This notice will contain instructions for what the child will need in order to be compliant with State Law. Failure to comply may result in exclusion of the child from school until the immunization is completed, or the waiver is signed.

### **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.

If your student requires prescription or over the counter medications at school, completed forms must be submitted to the health office with the medication prior to us administering them. All medications must be in their original containers with proper labels and not expired. The district is required to have a new medication consent form completed **each school year, for each medication**.

- Prescription medications require parent/guardian **and** health care provider signature
  - [Prescription Medication Consent Form](#)
- Over the counter medications require parent/guardian signature
  - [Over the Counter Medication Consent Form](#)

## **Homework/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 20 -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.

## 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). This includes personal entertainment devices, 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. Have your student exit the vehicle on the passenger side. Drivers should remain in their car to avoid exiting into the traffic lane. Please do not park in the loop. If your student needs assistance to exit the vehicle, please park in the parking lot and walk your child into the building.

**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: hold, secure, lockdown, evacuate, and shelter. 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 Directory**

The Waunakee Community School District will disclose the following pupil and family information with **active parent/guardian consent** to families in a child's classroom/school as part of a student directory list, created at the discretion of the building principal. The building principal will create a process to allow parents/guardians to opt-in to the specific directory data, from below, that they are willing to disclose.

- Student's Name
- Parent(s)' Name(s)
- Student's Address
- Parent(s)' Phone Number
- Parent(s)' Email

## **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. Shirt (with fabric in the front, back, and on the sides under the arms), where the bottom of the shirt is able to meet the top of the pants (or equivalent). AND
  - b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
  - c. footwear.
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**

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](mailto: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.

## **Student Search Activities**

**Search of Students and/or Their Personal Belongings** – District staff may conduct a search of a student or the student's personal belongings (e.g., backpacks) when the student voluntarily consents to the search or where there is reasonable suspicion that the student has in his/her possession items that violate the law, Board policies or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and sex of the student and nature of the infraction. Searches of a student's person or personal belongings should generally be conducted outside the presence of other students. No District official, employee, or person acting as an agent of the District shall conduct a strip search of a student. [Board Policy 446](#)

## **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**

The goal of the district is to meet students' identified educational needs through differentiated instruction within existing classrooms and through acceleration within the departmental structure. Pathways Specialists work with teachers and parents to identify students' learning needs and make decisions about how to best meet those needs with the resources available to us. In analyzing learning needs we look very closely at how well the curriculum is a match for what the students need to learn.

### **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 Special Education.

### **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 Special Education.

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.

## **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 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-4th Grade: \$70.00

Grades 5-6: \$70.00

## 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. Students who do not have internet access at home are eligible for a school issued hot spot. Families should contact the school office for this request. 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, including but not limited to, cell phones, 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. However, students may wear their smartwatch to school; it should not be used as a communication device during the school day. Students may be asked to remove the smartwatch during test times or if it is a distraction to learning. **The school is not responsible for the security of such items.**

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](#)).

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

## Title IX Notice

### WAUNAKEE COMMUNITY SCHOOL DISTRICT NOTICE OF NONDISCRIMINATION BASED ON SEX UNDER FEDERAL TITLE IX

**Title IX Nondiscrimination Policy Statement** – As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Part 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex and prohibits all forms of unlawful sex discrimination in any education program or activity that the District operates. Title IX’s requirement not to discriminate on the basis of sex in any education program or activity includes, but is not limited to, discrimination affecting students and discrimination in District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: Policy 411, Policy 411.1, Policy 511, and Policy 512. These policies can be accessed at [this link](#).

The District’s grievance procedures for addressing complaints of sex discrimination under Title IX are designated as 413/513 Rule 1. The District’s grievance procedures can be found at [this link](#).

**District Title IX Coordinator(s)** – Each District employee holding the position(s) identified below serves as a Title IX Coordinator for the District:

<b><u>Brian Grabarski</u></b> <i>Human Resources Director</i> 905 Bethel Circle Waunakee, WI 53597 <a href="mailto:briangrabarski@waunakee.k12.wi.us">briangrabarski@waunakee.k12.wi.us</a> 608-849-2000 ext 8167	<b><u>Tiffany Loken</u></b> <i>Special Education Director</i> 905 Bethel Circle Waunakee, WI 53597 <a href="mailto:tiffanyloken@waunakee.k12.wi.us">tiffanyloken@waunakee.k12.wi.us</a> 608-849-2000 ext 8268
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**How to Report or Make a Complaint of Sex Discrimination** – Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged conduct or challenged policy) may report information about or, if eligible, a person may submit a complaint alleging sex discrimination (or prohibited retaliation) as follows:

1. To any District Title IX Coordinator, using the contact information designated above.
2. By any other means that results in a District Title IX Coordinator actually receiving the person's verbal or written report.

## Toys/Personal Items

Personal items such as stuffed objects, trading cards (Pokemon, sports, etc.), entertainment devices, sports equipment, and other toys should not come to school, unless approved by the classroom teacher for a special classroom activity. We are asking for your help in keeping those items at home and not to bring them to school. Thank you in helping us keep your student's possessions safe and at home.

## 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/Longboards/Hoverboards/Motorized Devices/Roller Blades

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/longboard/hoverboard/motorized device/roller blades 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 everyone, we expect all students to walk their bikes/skateboards/scooters, etc. on school sidewalks and all sidewalks leading to the school building. ***All riders are strongly encouraged to wear helmets and lock their items securely. The school district is not responsible for stolen bicycles/skateboards/scooters, etc.***

## 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.



## Appendix Guide

<a href="#"><u>Access to Patient Health Care Records – Section 146.83, Wisconsin Statutes</u></a>	A
<a href="#"><u>Elementary &amp; Secondary Education Act</u></a>	B
<a href="#"><u>Student Nondiscrimination and Equal Educational Opportunities --Policy 411</u></a>	C
<a href="#"><u>Directory Information</u></a> <a href="#"><u>Pupil Data Fields Identified for Disclosure/Non-Disclosure 347.1</u></a>	D
<a href="#"><u>Services/Programs for English Learners–Policy 342.7</u></a>	E
<a href="#"><u>Student Records – Policy 347</u></a>	F
Response To Intervention Letter to Families	G
Medication Information <ul style="list-style-type: none"> <li>• <a href="#"><u>Prescription Medication Consent Form</u></a></li> <li>• <a href="#"><u>Over-the-Counter Medication Consent Form</u></a></li> </ul>	H
<a href="#"><u>Pupil Transportation Handbook</u></a>	I

## **Appendix A**

**Access to Patient Health Care Records**  
([Section 146.83, Wisconsin Statutes](#))

## **Appendix B**

[Elementary and Secondary Education Act](#)

## **Appendix C**

[Student Nondiscrimination and Equal Educational Opportunities --Policy 411](#)

## **Appendix D**

[Directory Information](#)  
[Pupil Data Fields Identified for Disclosure/Non-Disclosure–Policy #347.1](#)

## **Appendix E**

[Services/Programs for English Learners–Policy 342.7](#)

## **Appendix F**

[Student Records – Policy 347](#)

## Appendix G



Dear Families/Guardians,

The Waunakee Community School District believes in providing interventions to children who need more support in various academic and social/emotional areas in school. 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 (Universal) 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 (Selective). 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/support (with a specialist or student services member) that provides more specialized and intensive help.

Depending on your child's needs and depending on universal data collected by our school, it may be determined that he/she may benefit from additional levels of support. (Selective or Intensive) 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 & Miranda Moe - Arboretum Administrators  
Dan Carter & Danielle Dawson - Heritage Administrators  
Dean Kaminski & Katie Schmuck - Prairie Administrators  
Tim Mommaerts & Lindsey Laufenberg - Intermediate Administrators

## **Appendix H**

Use links below to print medication forms:

[Click here](#) for the Prescription Medication Consent Form (English/Spanish)  
[Click here](#) for Over-the-Counter Medication Consent Form (English/Spanish)

## **Appendix I**

Use the link below for the Transportation Handbook.

[2025-2026 Pupil Transportation Handbook](#)