2026-2027

WAUNAKEE
COMMUNITY SCHOOL DISTRICT

STUDENT HANDBOOK

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Greeting Waunakee Middle School Students and Families:

We are excited to welcome you to Waunakee Community Middle School (WCMS) for the ‘26-’27 school year. The transition from the intermediate school to the middle school can bring both excitement and anxiety to students and families, as the student experience changes significantly. There is more student independence, freedom, and choice in middle school when it comes to classes, activities, and even lunch. However, this comes with learning the responsibility that comes with that increased freedom - both to self and to others. We look forward to partnering with our families to help our students grow academically and as community members, and working together to make the 2026-27 school year a positive, memorable learning experience for all.

Our goals at WCMS will be to help our students grow academically as well as develop socially into contributing members of our community. To accomplish this, we will need to work together as educators and families, building partnerships that will help us best support our students at school and at home. Parents and guardians, please reach out to your child’s teachers when you have questions or concerns - your knowledge and contributions are critical for us to be able to meet your child’s needs. No one knows a child better than the people who live with them. It is our work as a team that will allow our children to achieve optimum success.

Students, we urge you to get involved in events and activities that occur at your school. Our community will be the strongest when we have all members sharing their unique skills and talents with others, leading to us learning from each other. When we learn from the unique experiences of others, we learn to see our differences as assets, which results in a stronger community. If you ever have concerns or questions, please do not hesitate to seek out an adult. We are always here if you need to connect with us.

This student handbook is provided to help everyone understand the expectations of our school and district. It covers a wide array of topics - please commit to spending some time as a family reviewing the topics in this book so that we will all have a common understanding of these expectations. Students and parents/guardians are invited to seek additional clarification or understanding regarding any topic within this handbook.

It is with great pleasure and excitement that we welcome you to the 2026-27 school year.

Jeff Kenas
Principal

Mike Zebell
Assistant Principal

The information in this handbook is not all-inclusive. Additional information is available in the Board of Education Policies available online at the district website and in the district office. All material in this handbook is subject to change based on changes in Board of Education policy, state and local laws, and individual circumstances. This handbook and other relevant information can be accessed online at https://www.waunakee.k12.wi.us/families/handbooks.

Please check the district and school website frequently for current information:

If you have questions that remain unanswered after reviewing this handbook, please contact the office at 849-2060 for clarification or additional information.

PUPIL TRANSPORTATION HANDBOOK

The Waunakee Community School District works in partnership with Lamers Bus Company to provide transportation to and from school for our families. Information about transportation can be found at https://www.waunakee.k12.wi.us/departments/transportation. If you have questions or need assistance, please email wcsd_transportation@waunakee.k12.wi.us.

STATEMENT OF NON-DISCRIMINATION

The Waunakee Community School District is committed to a policy of nondiscrimination on the basis of age, race, creed, color, physical, mental, emotional, or learning disability, marital status, sex, sexual orientation, 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. Inquiries regarding the interpretation and application of this policy shall be referred to the following designated compliance officer: Director of Human Resources for the Waunakee Community School District.

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 849-2060 at least 24 hours prior to the event to arrange for appropriate accommodations.

SCHOOL DISTRICT MISSION AND VISION STATEMENT

MISSION STATEMENT

“Committed to Children…Committed to Community…Committed to Excellence”

VISION STATEMENT

The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career, through a focus on data, research-based best practices, and engagement with students to be active partners in their learning.

EQUITY STATEMENT

The Waunakee Community School district embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society.

CONTACT INFORMATION

Middle School
Waunakee Community Middle School (7-8)
501 South Street
Waunakee, WI 53597
Phone: (608) 849-2060
https://wms.waunakee.k12.wi.us/

Bethel Administration Office
905 Bethel Circle
Waunakee, WI 53597
Phone: (608) 849-2000
https://www.waunakee.k12.wi.us/

ENROLLMENT/WITHDRAWAL INFORMATION

ENROLLMENT/WITHDRAWAL

Students new to the district should reach out to Julie Gengler at our district office to begin the registration process. Her email is juliegengler@waunakee.k12.wi.us and phone number is 608-849-2000 ext: 8470. Students withdrawing from the school should have their parents/guardians contact the Student Services office.

COURT ORDERS

Parents/guardians must supply the middle school with a copy of any type of court order that may affect the student (e.g.who may visit the child, who has access to records, etc). Orders will be maintained in the child's file. If any changes to the court order occur during the year, new court papers must be provided to the school.

IMPORTANT DATES 2026-2027

For the most up-to-date information, please visit our district website/calendar. The calendar feature allows you to view calendar events at Waunakee Community School district. The district calendar shows many important dates, including starting and ending dates, early release days, and days off for the district.

SCHEDULE - Regular Bell Schedule

Time	Class	
7:45 a.m.	Faculty Reports	
8:15 a.m. - 8:47 a.m.	Advisory/Wyn	
8:52 a.m. - 9:50 a.m.	1st Hour	
9:55 a.m. - 10:53 a.m.	2nd Hour	
10:58 a.m. - 11:56 a.m.	3a Hour	Lunch 1 10:53 - 11:23
11:28 a.m. - 12:26 p.m.	3b Hour	Lunch 2 11:56 - 12:26
12:31 p.m. - 1:29 p.m.	4th Hour	
1:34 p.m. - 2:32 p.m.	5th Hour	
2:37 p.m. - 3:35 p.m.	6th Hour	

2-Hour Late Start Bell Schedule

Time	Class	
10:15 a.m. - 10:47a.m.	Advisory/Wyn	
10:52 a.m. - 11:30 a.m.	3a Hour	Lunch 1 10:47 - 11:17
11:22 a.m. - 12:00 p.m.	3b Hour	Lunch 2 11:30 - 12:00
12:05 p.m. - 12:43 p.m.	1st Hour	
12:48 p.m. - 1:26 p.m.	2nd Hour	
1:31 p.m. - 2:09 p.m	4th Hour	
2:14 p.m. - 2:52 p.m	5th Hour	
2:57 p.m. - 3:35 p.m.	6th Hour	

EFFECTIVE COMMUNICATION

What follows is a protocol designed to promote direct, open, and respectful communication so that problems and concerns can be worked out quickly and effectively between the parties involved. We strongly encourage students and families to follow this protocol.

In turn, our staff members pledge to be sensitive to your concerns, to maintain confidentiality, and to return calls in a timely manner. By working together, we can continue and strengthen our commitment to excellence.

1. Speak directly to the **teacher**: Students are encouraged to express their concerns directly to the teacher. If you, as a parent, however, are concerned about an issue involving your child's education, classroom experience, or grade, go right to the source and contact the teacher yourself. Teachers will make every effort to get back to you as quickly as possible, but it may take a day or two. Please be patient. If you do not receive an email or call within two days, try again.

2. If you are unable to resolve the issue or connect with the teacher, contact a **school counselor**. Visit the district website for contact information specific to your child's counselor.

3. Reach out to one of the **principals.** The principal will listen to your concerns and also connect with additional staff and/or students to gain more information. The next step would most likely be an in-person meeting involving the teacher, student, family member(s), and one of the principals, in an effort to resolve the issue.

4. If your problem has not been resolved through the Middle School Principal's office, contact the **Director of Secondary Curriculum and Instruction** at (608) 849-2000.

5. If your problem has not been resolved through the Director of Secondary Curriculum and Instruction, contact the **Superintendent**, and ultimately, the **Board of Education**.

SCHOOL ATTENDANCE POLICY

IMPORTANCE OF ATTENDANCE

Regular attendance is an important factor in school success. The activities and learning that occur during a class period are not easily made up since the experiences cannot be duplicated. Therefore, it is important that absences be kept to a minimum.

ATTENDANCE LINE: 608-849-2065
Attendance policies and information are also posted online.

FIRST DAY OF SCHOOL

On the first day of school (September 1, 2026) for the 2026-2027 school year, ONLY 7th graders will be in attendance. On September 2, 2026, all students will be in attendance.

ARRIVAL AT SCHOOL

Students are able to access the building at 7:45 a.m., as adult supervision doesn't start until this time. Upon arrival students can be in the cafe or proceed through the cafe to behind the school until the first bell rings at 8:03 a.m. For students interested in breakfast, there will be options available through our food service provider, and they may eat in the cafe upon arrival. At the 8:03 bell, students are allowed to go to their locker, and then go to their first class, which begins at 8:15.

END OF DAY

Students are expected to depart the building promptly when they are done with their school responsibilities or activities. Students are supervised until the last bus departs. Students are expected to wait for their parents/guardians in the front of the building at the drop-off/pick-up area, or, in the event of inclement weather, can remain indoors near the main entryway. Students may not wander the halls or loiter in the school.

ABSENCES

School attendance laws require children to attend school regularly. School authorities must enforce the law as cited in state statute 118.15 and school board policy 431. Approved legal excuses for children are listed in the school board policy series 431 and in an upcoming paragraph.

The attendance office is located in the main office and is staffed from 7:30 AM - 4:00 PM.

The Infinite Campus Parent Portal provides parents with the most timely assistance for future attendance matters and is always available to record absence requests from your electronic device. If a student is to be absent from school, please go to the Infinite Campus Parent Portal > Menu > More > Absence Requests. Complete the information requested and then submit
If you need help accessing Infinite Campus, please contact our district Registrar, Julie Gengler. At 608-849-2000

If a student is to be absent from school, parents/guardians may call the attendance line (608-849-2065) or email wms_attendance@waunakee.k12.wi.us on the day of or prior to the absence. Outside of office hours, parents/guardians may email or call the same number and leave a message on the attendance line voicemail. Please provide the following information: name of student, grade level, individual calling for the student, number of days absent, and reason for absence. Without acceptable notification from a parent/guardian to our attendance line or office, the absence is unexcused until clarified.

Parents/guardians should contact teaching staff directly via email regarding homework. Students/Parents may also check Infinite Campus or Schoology for information on assignments. Students are responsible for work missed during absences.

Students participating in or attending a co-curricular program must be in attendance at school on the days that the specific activities they will be practicing or participating in are held. A student must be in attendance at school by 11:25 a.m. on a day in which he/she participates in an after-school activity. Exceptions to this rule are: emergency dental or medical appointments, school-sponsored field trips, and family emergencies. These need prior approval of the principal or assistant principal.

LEAVING SCHOOL DURING THE DAY

Although we encourage families to make appointments after school hours, we know that occasionally students must leave. A parent/guardian should put the request into the Infinite Campus parent portal, call the attendance line, or send an email to the main office prior to the start of school in the morning (between 8:03 and 8:15 a.m.), prior to the student's leaving.

If a student needs to leave school for any reason:

- Upon receiving notice that a student needs to leave the building, the student's early release time will be recorded in Infinite Campus with a note to teachers that states, "Departing (time) AM/PM"
- Students will be given a pass from the main office to use to leave the building. When it is time for the student to leave, they should show the pass to leave to the teacher

- Once the student leaves their classroom, they need to report to the main office to sign out on the computer at the attendance desk before exiting the building
- Likewise, when they come in during the school day, they should always sign back in at the attendance desk and get a pass to class
- If a student becomes ill or injured while at school, they should notify the nearest staff member and report to the Health Office for assessment and a call to parents/guardians

If we have any questions about whether or not a student should be leaving, we will contact parents/guardians

HEALTH GUIDELINES FOR ATTENDANCE

Students should remain home / will be sent home from school 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 you 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)

We encourage parents to send students to school each day if injury or illness does not significantly compromise the student's health and there is no threat of communicable disease to others. A phone call to school to explain an absence is required on the day your child will remain at home. Parents are required to provide the school with current, accurate phone numbers to support school contact with parents. If you have any questions about these guidelines, please call the school nurse.

LEGAL EXCUSES FOR ABSENCES

The superintendent or designated building attendance officer may approve legal excuses for the following reasons:

- Evidence that the student is not in proper physical or mental condition to attend school (written statement from physician may be required; valid for up to 30 days)
- Illness in the immediate family requiring the student's absence due to family responsibilities
- Medical, dental, chiropractic, optometric, or other valid professional appointments (a note from the appointment is needed to have it medically excused)
- Death in the immediate family or funerals for close relatives

- Religious holidays
- Court appearance or legal procedure requiring student attendance
- Quarantine imposed by a public health officer
- Attendance at special events of educational value (principal approval required)
- Approved school activities during class time
- Visiting a parent or guardian who is on active military duty
- Serving as an Election Official (with parent/guardian and principal permission)
- Sounding "Taps" at a military honors funeral for a deceased veteran
- Special circumstances showing good cause (advance principal approval required)

Parent-Excused Absences

A student may be excused by their parent or guardian for any reason for no more than 10 days (all or part) in a school year. This includes discretionary absences such as family vacations/travel, family weddings, hunting, etc. Students so excused are responsible for making up work during the absence.

Once a student reaches 10 parent-excused days, subsequent absences are considered unexcused. A student is considered habitually truant after 5 unexcused days (all or part).

Parents are encouraged to check attendance online through Infinite Campus.

MAKE UP WORK

Regardless of the reason for absence, all work and exams must be completed upon return to school within reasonable time limits, as set by teaching staff in cooperation with school administration. Exams given for absent or suspended students may be different from those given to students present for the test, but shall cover the same concepts and knowledge tested in the original test.

LATE ARRIVALS TO SCHOOL

Students who arrive late to school should go directly to the main office for a pass to enter class. Students will sign in when they arrive to provide a record of the time and date of arrival. Students will be marked unexcused if the school has not received notification from a parent/guardian excusing the absence. Repeated unexcused late arrivals will prompt contact with parents/guardians and will eventually result in a truancy notice. Parents are encouraged to check attendance online through Infinite Campus.

ANTICIPATED ABSENCES/ FAMILY VACATIONS

School Board Policy allows students to be excused for family trips during the normal school term. The intent is to provide an opportunity for students to accompany parents/guardians on vacations that cannot be scheduled when school is not in session.

Requirements:

- Parent/guardian must notify the building principal prior to leaving
- According to state statute, a child may be excused by the parent for no more than 10 days in the school year
- Students must obtain coursework from all teachers with sufficient advance notice
- All coursework must be completed according to school guidelines

Student vacations or trips without parent/guardian accompaniment are not excused absences.

TARDINESS TO CLASS

Students are expected to be in class on time throughout the day. Guidelines for tardiness are as follows:

- Late arrivals must sign in at the office before going to class
- Students arriving within the first 20 minutes are marked tardy
- After 20 minutes, students are marked absent from that class period
- Teachers are responsible for giving consequences for tardiness
- Excessive tardiness may result in lunch detention or after-school detention

It is the student's responsibility to inform their parents of any after-school detention time they have earned. If tardiness continues, the student will be referred to the administration. If tardiness continues after discussion with the administrator, truancy proceedings will be initiated. Parents/guardians will be kept well informed by teachers and administrators through phone calls and letters. If students are late to class, they should get a pass from the teacher who detained them. If they are late, but it is not due to a teacher, they should go directly to the class and explain the tardiness to the teacher. Students should not come to the office for an unexcused pass if they are tardy to one class from another. Parents are encouraged to check attendance online through Infinite Campus.

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 the cause of such absence by the parent or guardian of the absent pupil." A habitual truant is a student absent

from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

Situations involving truancy will be handled as follows:

- Parents/guardians will be notified, informed, and receive information on the severity of the situation from the administration.
- If the situation is repeated, a parent/guardian meeting will be requested.
- If efforts to reduce the truancy are ineffective, the student will be referred to appropriate agencies.
- Parents/guardians will be kept well informed of the situation according to Board of Education policy.
- The principal or attendance officer may discipline students who have unexcused absences. Discipline can be detention, in-school suspension, or other appropriate measures.

Parents are encouraged to check attendance online through Infinite Campus.

INFINITE CAMPUS

Parents/guardians who are interested in accessing their children's quarterly grades, school attendance, and health-related information online should contact Julie Gengler, district Registrar, at 608-849-0000, ext. 8470. This will give you access to Infinite Campus.

SCHOOL CLOSING/ DELAY

If school is closed or classes are delayed for any reason, the district will notify local media agencies, as well as families through social media, emails, calls, and text messages (as determined by families during the registration process)

TRANSPORTATION

BUSING

Busing is provided by a contracted bus service. The direct phone number and the manager's name will be available by calling the district office at 608- 849-2000.

Only students who are assigned to ride the bus throughout the school year may ride. Students who do not regularly ride a bus may not join a friend on the bus. If a bus student wishes to go home with a friend on a different bus, the school must receive notification from both families granting permission for the student to ride the alternate bus. The request will be approved by the administration, and a bus pass will be given.

Questions regarding bus eligibility or route planning may be directed to the school bus company by calling (608) 850-5253.

Transportation information and resources can be found on the transportation page of our website. Please refer to that section for all transportation information.

BICYCLES

Students are encouraged to ride bikes to school in a safe and respectful manner. Students may use the bike path on either the north or south sides of the school to get to the bike racks behind the building. Once the bike path ends, students must walk their bikes. Students may not ride between or beside cars parked in the lot. Students riding bikes must securely lock their bikes at the bike racks - bikes cannot be secured to objects other than the dedicated bike racks. The school is not responsible for stolen bikes, or for investigating situations involving stolen bikes.

SKATEBOARDS, IN-LINE SKATES, AND SIMILAR MODES OF TRANSPORTATION

Students who use skateboards, in-line skates, or scooters should wear appropriate safety equipment. Skaters and scooters should remain on public sidewalks as they enter the school area, and then follow the same protocols as outlined above for bicycles. Skateboards and scooters are not allowed on the playground area or in the parking lot. In-line skates should be removed before entering the school and should not be used on the playground. Some inline skates, skateboards, and small scooters fit inside student lockers. If the item is too large to fit in their locker or be locked securely outside, students should not bring those items to school.

DROPPING OFF/ PICKING UP STUDENTS

Parents/guardians should use the front drop-off/pick-up area on the west side of the building. Parents/guardians may not use the bus drop-off/pick-up area (behind the school). Students arriving at school via car may be dropped off in the front drop-off/pick-up area. Drivers will enter the drop off area at the south entrance (by 6th street), and exit at the north end of the drop off, near 5th street (cars should not go into the staff parking lot).

When walking, students leaving the school at the front of the building, they should go from the front door directly to the sidewalk closest to South Street and proceed from that sidewalk.

ALWAYS BE CAUTIOUS OF CHILDREN ON BIKES, SKATEBOARDS, IN-LINE SKATES, SCOOTERS, or WALKING.

FIELD TRIPS GUIDELINES

Field trips are planned to enrich the school curriculum. Families will be notified of all field trips. Participating in field trips is a privilege that may be revoked due to inappropriate behavior or low performance in classes.

Students are expected to complete and submit work from classes missed due to field trips. All assignments are to be submitted on their due date, unless other arrangements are made with the teacher. It is the student's responsibility to speak with teachers, know what homework they need to complete, pick up related materials, and make up for missed work or tests.

Staff members arranging field trips will abide by current laws, regulations, and Board of Education policies.

SAFETY AND HEALTH

ILLNESS/INJURY

If students become ill or injured during the school day, they should ask their teacher or other staff member for a pass to the health office to be evaluated by health staff. Health staff will notify parents/guardians as needed. To ensure appropriate care, students may need to be picked up to go home. Review our Health Guidelines for Attendance HERE.

MEDICATION

When possible, we encourage students to take their daily medications at home. Check with their health care provider to see if prescribed medications can be given outside the school day, thereby eliminating bringing medications 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 provided by the family, in their original containers with proper labels and not expired. The district is required to have new medication consent forms completed each school year, for each medication.

If your child will be self-administering medication of any type on school grounds, the appropriate medication consent form must be completed and on file in the health office. If the student is self-administering the medication, the school district does not accept any responsibility for the self-administration of the medication, including but not limited to administration, storage, supervision, or documentation. Students may not share or distribute any medications to other students or individuals. Controlled substances can not be self-carried and must be stored and administered from the health office.

Prescription medications require a parent/guardian and a health care provider's signature, click the link below for the form:

- Prescription Medication Consent Form

Over-the-counter medications require a parent/guardian signature, click below for the form:

- Over the Counter Medication Consent Form

IMMUNIZATIONS

Wisconsin Student Immunization Law requires that all students in grades 4K through 12 meet the minimum requirements to attend school. These requirements may be waived for religious, health, or personal conviction reasons. A waiver must be signed and returned to the health

office in order for the immunization to be waived. Failure to comply may result in exclusion of the child from school until the immunization is completed or the waiver is signed. If parents/ guardians have immunization questions, they can contact the health staff at the school, or they may refer to Board policy 453.2.

EMERGENCY PROCEDURES

Waunakee Community School district follows SRP (Standard Response Protocol) in cases of emergency. These procedures will be practiced regularly. Information specific to procedures that are to be followed will be posted in classrooms and explained by teachers. Students/visitors should follow the teacher's or the administration's directions. Three important things to remember with all emergencies within our district:

- Observe and report suspicious behavior or concerns. - Information is vital in mitigating emergencies
- Remain Calm during an emergency. - This allows good decision-making and keeps things in perspective
- Actively engage in all drills – it teaches students and others the importance of being prepared

STUDENT INSURANCE

The school district provides an accident insurance plan for students at no cost. This insurance does not cover interscholastic athletics.

DISTRICT GUIDELINES REGARDING PETS IN THE CLASSROOM

The district's guidelines allow for animals to be kept as pets in the classrooms of Waunakee Community School district. The following must be followed:

- Students wishing to bring a pet to school must get the Principal's approval first
- Student allergies will be reviewed for the class or the group of students who will be around the pet
- Students/parents will be informed when a pet will be in the classroom
- A copy of the pet's current immunization records should be submitted to the Principal along with a request to bring the pet to school
- The pet must be appropriately caged or on a leash no longer than five (5) feet in length
- Student handling of the pet will be optional, and dogs/cats must be muzzled if handling is anticipated within the classroom for safety reasons

These guidelines were developed in consultation with persons knowledgeable about the subject, including public health officials.

STUDENT PROCEDURES

LOCKERS/ LOCKS

The school provides lockers for the students' convenience. Each student is assigned one locker through their advisory. The locker is used solely for the storage of outerwear and school-related materials. The locker is NOT student property, and school officials have the right to open and inspect the locker at any time. Dogs may be utilized to search student lockers. Students are responsible for paying for the repair of any damage done to their lockers. Locker inspections may be held on an intermittent basis. School authorities, for any reason, may conduct periodic inspections at any time, without notice, without student consent, and without a search warrant. Students are expected to keep lockers clean and free from damage. No stickers, writing, or other adhesive materials may be used inside or outside of the lockers. Fines may be assigned for any damage to lockers.

The fee for the Waunakee School lock(s) will be assigned to the student's account when they begin 7th grade. These locks are also used at the high school level. These locks are not the same as the ones sold elsewhere, as they are keyed for administration. If students have difficulty with their lock, they should ask their advisory teacher for help. If the difficulty continues, they should seek assistance in the main office. Students should not share their combination with anyone else. All locks must be purchased through the school. Non-school locks will be removed. Students must keep lockers locked to avoid theft.

We recommend that you do not leave valuables in your locker. The school does not assume responsibility for money or valuables, lost or stolen, when left in lockers. Jackets and outerwear must be left in lockers and are not to be worn in classrooms.

LOCKER ROOMS

Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by district policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room, consistent with applicable district policies and/or school rules.

No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room at any time.

No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room, or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

LUNCH

Students may purchase school lunch or bring cold lunch. Ala carte items are also available for purchase. A computerized system tracks student school lunches that are charged to the system. The system operates on a pre-paid, declining balance system. Each student is issued a pin number that is entered into the computer in the cafeteria when the student purchases lunch. The computer will deduct charges from the family account, updating the current balance. Students will not be permitted to run up a negative balance. A positive balance should be kept in the lunch account.

Parents are encouraged to submit regular payments to cover anticipated meals for their children. Questions regarding student lunch accounts should be referred to Food Services at 608-849-2185. The school district accepts electronic payment for the food service program. You may use the electronic payment system at the district food service website.

GUIDELINES

Students are expected to behave in an appropriate manner during lunch. After lunch, students are encouraged to go outside, weather permitting. If students have a pass to see a teacher, they may proceed to that area after getting their lunch. During inclement weather, a limited number of students will be allowed in the gym for organized play. The following behavioral expectations are enforced during the lunch period:

- Students should display appropriate dining behaviors/courtesies, including using quiet voices
- Students should clean up their own dining area when they have finished with lunch
- Students should raise their hands and ask to be excused before leaving their eating area
- Food/drinks are to remain in the café and are not to be taken outside

FREE/REDUCED LUNCH

Information on free/reduced lunch will be made available in the school office and on the food service website. Applications for the federal free/reduced lunch program are located on the food service department's website. Questions about fees or the free-reduced lunch program can be directed to the food service director at 849-2000 ext.2952.

STUDENT FEES

The Waunakee Community School district charges fees for several purposes. All district fees will be waived for families who qualify for the federal free/reduced lunch program. The Waunakee Community School district charges a supplies/textbook fee. This fee is annually approved by the Board of Education and varies by grade level. School supplies that are for personal use are purchased by the students' parents/guardians. Supply lists are on the MS website.

NUTRITION BREAK

Students are given an opportunity to get a nutritious item from the cafe between 8:05 and 8:15 a.m. Students can also bring their own nutritious snacks (fruit, whole grains, and granola bars) to eat during that time. Snacks should not require students to wash their hands after consumption, and snacks should not interfere with instructional time. Given the times of the lunch periods, and that some students go straight to activities immediately after school, students may have a snack during 2nd period or 5th period, provided the snack follows the above guidelines, and the students are diligent about cleaning up after themselves. Failure by students to abide by cleaning up their own mess may result in their snack privileges being revoked for a period of time.

Teachers have the right to restrict areas of the classroom where students cannot have snacks (e.g., lab areas, shop areas, gymnasium, etc.). Food should not be consumed in the hallways. Additionally, any drinks other than water (coffee, juice, Gatorade, energy drinks, etc.) must be consumed in the cafe and should not be in the hallways or classrooms.

ANNOUNCEMENTS

Announcements will be shared with students daily. Students should listen closely for information about activities that affect them. If students have questions about announcements, they should ask teachers for clarification. Announcements are posted in the LMTC and are available on the MS website daily.

HALLWAY PASSES

If students are late to school, they must get a pass from the main office before heading to class. If a student is going to be late moving from one class to another, they must get a pass from the teacher of the class they are coming from and give it to the teacher of their next class. If the tardiness is not due to the previous class, the students should provide an explanation to the teacher as to why they were late.

Students who need to leave class for a specified reason (e.g., LMTC, bathroom, refill water bottle) must adhere to the designated pass system. Students must accurately record the time they leave and return to class. Students should avoid leaving the classroom at times that could interfere with instructional time or negatively impact their classmates

PHONE CALLS/ MESSAGES

When messages are left for students by family members, our office staff will call students to the office during passing time to pick up their messages. Students will only be called out of class in the case of an emergency. Use of office and classroom phones by students is subject to the approval of school personnel.

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 the main office of any change in your child's normal pick-up time or after-school routine. Please assist us in keeping phone calls to a minimum by discussing plans with your child before s/he leaves for school. If you would like to speak with a teacher, please email them to request a conversation, and leave the best time(s) and contact information so they are able to respond in a timely manner.

CELLPHONES

Students who bring cellphones to school are responsible for keeping them turned off and in their locker during the school day, which includes the full period of time between the beginning of the first class and the end of the last class of the school day. The only exceptions to this are outlined in Wisconsin Act 42, which pertain to specific situations involving emergencies, student health care, educational purposes, 504 plans, and IEP requirements.

VISITORS

Visitors to the school must have an appointment scheduled with a designated staff member or group of staff members. All visitors will be added to the middle school visitors calendar so that office staff know they are coming and who will be meeting them.

In support of a safe environment, all visitors are required to report to the office, present their driver's license, obtain a name badge, and sign out when they depart. Visitors who are unwilling or unable to meet expectations will be asked to leave. Failure to further comply could lead to involvement with law enforcement.

We ask that all visitors behave in a manner that supports a safe school and that behavior does not disrupt classes and/or school procedures (e.g., no loud voices, interrupting teaching, inappropriate words or items). School-aged children from other schools, in or out of the district,

are not allowed to visit the school during school hours or attend middle school sponsored social events.

LOST AND FOUND

Please check for missing items regularly. Unclaimed items are donated to charities periodically throughout the school year.

STUDENT POSTERS, DECORATIONS, AND ADVERTISEMENTS

Any wall hangings, decorations, or advertisements must be pre-approved by the middle school administration. Posters should have only positive comments, photos, or drawings. No inappropriate, sexually explicit, or suggestive words, phrases, or visuals may be on posters. Posters may not have references to weapons, drugs, alcohol, or tobacco. Posters may not ridicule individuals and/or groups. Students should use designated poster areas and should not place posters, decorations, or advertisements on lockers or other areas of the building without prior approval from school administration.

CARD AND GIFT EXCHANGE

Cards, invitations for special events, and gift exchanges should not occur at school. These types of activities should be done within homes or other locations that are supervised by parents and guardians. This avoids unintentionally hurting the feelings of students who may not have been invited or feel left out. Additionally, it ensures that families are aware of these activities, what types of gifts are being exchanged, and who is involved.

CLASSES AND GRADING

GENERAL INFORMATION

Teachers are able to answer most questions about schedules. Specific questions should be directed to the school counselors.

ACADEMIC HONESTY POLICY

The following rules for conduct apply to all students in grades 5-12, and violation of the rules could result in consequences as described. In most cases, the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined.

It is expected that all school work submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. All forms of academic dishonesty will make a student subject to disciplinary action. The following list provides examples of academic dishonesty:

- Submit work that is not original. Copying or borrowing from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices
- Give or receive unauthorized assistance on exams
- Alter grades or other academic records, give false information, or engage in forgery
- Submit identical work in more than one course without the prior approval of the teacher
- Provide notes, signatures, or other documents that are forgeries to school officials or teachers
- Use of generative AI programs such as ChatGPT by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation.

VIOLATION OF ACADEMIC HONESTY POLICY

Any action taken with respect to academic dishonesty shall take into account:

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to provide an appropriate consequence.

Academic Dishonesty Procedure:

1. Upon awareness of the issue, the teacher will set up a time with the student, and possibly an administrator, to discuss the details of the incident
2. The teacher will discuss consequences and restorative actions the student will need to take part in as a result of their action. This may include one or more of the following:
    a. Redoing the assignment/assessment
    b. Reduced credit for the assignment/assessment
    c. Written apology to those harmed
    d. Loss of privileges (activities, athletics, clubs, dances, field trips, etc.)
    e. Before/after school detention
    f. Suspension (severe or repeated issues)
3. The teacher will contact the parent/guardian by phone, explain the situation and consequences, and make a documentation of the situation, consequences, and phone call in the school's behavior management system.
4. The teacher will notify the school administration once this phone call and documentation are complete.
5. If the matter is not resolved to satisfaction, the teacher, student, or parent/guardian may refer the matter to school administration.

INTERNET AND OTHER COMPUTER NETWORKS

The use of the internet and similar communication networks by students is a privilege – not a right. The internet is to be used for educational and research purposes that are consistent with district educational objectives. Students will be responsible for adhering to the district's policies, procedures, and rules that relate to the use of district technology. Some of the information that can be found on the internet may be considered inappropriate or immoral by some parents. The Waunakee Community School district will attempt to keep students from accessing such information. However, it must be understood that the student is responsible for his/her own actions.

The smooth operation of the computer network and the internet depends upon the proper conduct of the users. These guidelines are provided so that students are aware of their responsibilities. If anyone violates any of these provisions, his/her account could be terminated, future access could be denied, and additional consequences could be imposed consistent with district policy, relevant codes, and agreements. In addition to the expectations that follow, WCSD Policies 363.2 and 363.2 Rule 2 provide additional guidance for students and families. Please be familiar with these policies in their entirety.

Acceptable Use

- The Waunakee Community School district has established the computer network and other instructional technologies for a “limited educational purpose,” which includes classroom activities, career development, and teacher-approved self-discovery activities.
- The use of these resources must be in support of education and research and consistent with the educational objectives of the Waunakee Community School district.
- Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening, or obscene material. Pirating, which is the illegal copying or selling of software or copyrighted material, is prohibited.
- Use any social media application with caution; please be aware that all social media related to students may be subject to district policies regarding public records. Refrain from communication with students using social media.
- Students may analyze legislative proceedings and matters of public concern and communicate with elected officials via the computer network. However, fundraising for political activities may not be conducted using the network.
- The computer network is not for commercial purposes.
- Students may not purchase products or services via the network without the permission of their principal. The district will comply with Wisconsin statutory requirements and administrative rules related to technology.

Privileges

- Each student who receives an account will receive training in the proper use of the network. That instruction may include additional guidelines not mentioned in this policy.
- School administrators will determine consequences for inappropriate use as provided in this policy.
- An administrator, teacher, or other staff member of the school may request the system manager to suspend or restrict specific student user accounts until the incident is reviewed.
- Students may not bring personal laptops and handheld computers or other devices to school. Students failing to follow this expectation may be subject to the district examining computers and other electronic devices and search their contents if there is a reason to believe that school policies, rules, or regulations have been violated. Individuals should have no expectation of privacy in the use of the district network.
- Non-WCSD digital tools at school are to be used in compliance with the policies, rules, and regulations of the district. The parent/guardian and the student will be bound by all policies and regulations of the district applicable to the use of instructional technology and access to the Internet. Any violation of such policies, rules, and regulations may result in the exclusion of the device from school.

Email

- Email privileges or accounts are given to students for school use. You are expected to abide by the generally accepted rules of network etiquette. (See “Acceptable Use” above).
- Users of student email are strictly prohibited from accessing files and information other than their own.

Security

- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator, technician, lab assistant, or your teacher.
- Do not demonstrate the problem to other users.
- Do not use another individual’s account or password.
- Attempts to logon to the network as a system administrator will result in cancellation of user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied network access.
- The district will filter websites that contain obscene material, advocate violence and other illegal acts, interfere with the educational objectives of the school, or make excessive demands on network resources.

Vandalism

- Vandalism is defined as any malicious attempt to modify, damage or destroy data, software, operating systems, or equipment, or intentionally disrupt the system.
- This includes, but is not limited to, the loading or creation of computer viruses.

Consequences for Violations of the Acceptable Use Policy

- Violation of any provision of the Acceptable Use Policy may lead to termination of access.
- Students will receive notice of an alleged violation and an opportunity to respond before an extended termination of access.
- Pending the disciplinary process, the district may temporarily deny access in order to maintain network function or prevent a criminal act.
- First-time violations of a minor nature may be addressed through teacher or administrative counseling.
- Termination of access does not prohibit the district from pursuing or implementing other disciplinary measures.
- Acceptable use violations that are severe or repeated may result in additional sanctions beyond termination of access up to, and including, expulsion (students) and dismissal (staff).
- Individuals may be subject to action under existing Board of Education policies, school rules, and contractual agreements.

- The district will contact appropriate local, state, or federal authorities if there is any suspicion of illegal activity.

Privacy

- Files in individual, unshared folders should not be viewed by other students or staff, with the exception of the system administrator, technical personnel, and supervisors.
- The system administrator and technical personnel have the ability to access personal files, including email.
- Regular network maintenance and monitoring may detect violations of the acceptable use policy.
- The system administrator and technical personnel will investigate unusual activity on the network and may access personal files in the course of such investigations.
- The district has the capability to monitor internet access and may check an individual's record of access.

The Waunakee Community School District (WCSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.

- The WCSD will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the user's own negligence, your errors, or omissions.
- The WCSD is not responsible for any costs, liabilities, or damages caused by the way you use the computer network.
- Use of any information obtained via the internet is at your own risk.
- The WCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

CHROMEBOOKS

- Students will be issued a Chromebook to use at school. While they use that same device throughout the year, it remains the property of the Waunakee Community School district. Waunakee Schools teach and promote digital citizenship and responsibility. We also have Internet filters in place to block inappropriate and harmful sites. To protect students' privacy, no devices will be allowed to be in use in bathrooms, locker rooms, or any other unsupervised area of the school.
- All technology use is expected to abide by the district's Acceptable Use Policies (see previous page). As with all supplies provided to Waunakee Middle School students, normal wear and tear is expected, along with the occasional accident. When damage is caused by blatant misuse or intentional behavior, charges will be assessed for repair or replacement. All repairs must be done by school personnel. If students misuse devices or break digital citizenship expectations, appropriate action will be taken to address the issue.

- Adults at home play the biggest role in teaching children to use technology responsibly. Talk to them about how you expect them to use their devices and the internet safely and responsibly. Remind them that their school-provided Chromebook is a tool and not to be used as a distraction or a toy. Throughout the year, ask them about how they are using devices at school.

REQUESTS FOR CLASS CHANGES

Creating the school schedule is a complex process that requires balancing staffing and student needs. As administrators and counselors craft the schedule, they consider many factors.

- Because of the complex nature of class placement, parent/guardian requests for specific teachers cannot be honored.
- Parent/guardian requests for transfer of students into other sections will be considered, and decisions will be made according to merit and unique circumstances surrounding each situation. Requests should be made in writing to the building principal, stating the reasons for the requests. While parent/guardian requests may be made, requests may not be honored, depending on the nature of the request and factors at the building level.
- Requests for a teacher change will not be honored without a good faith effort to rectify the situation with a meeting between the student, family, and teacher
- Building principals shall make the decision as to whether to approve a transfer or assignment request. Transfers or reassignments should only be made when absolutely necessary.
- The decision of the principal may be appealed to the superintendent. The superintendent's decision will be final and not appealable to the Board.

ADVISORY

Students are all assigned to an advisory. The purpose of this is to allow students the opportunity to receive assistance with signing up for support with content area materials, as well as to deliver brief lessons on responsible decision making, self-awareness, self-management, relationship skills, and social awareness.

ACCELERATION

Acceleration includes grade-level acceleration, single-subject acceleration, and multiple-subject acceleration. All options are discussed when considering the best approach to serving the individual needs of students.

ASSIGNMENT NOTEBOOK

Students will have the option to purchase a school-issued assignment notebook to assist them in keeping accurate information on classes. The notebook enhances home-school communication. Students who do not purchase an assignment notebook should have another means for organizing their schoolwork.

HOMEWORK

Homework contributes to the growth and development of the student. Homework is given at all times levels and is assigned to do the following:

- Supplement, support, and extend learning
- Reinforce classroom instruction by providing necessary practice.
- Help students become resourceful and work independently
- Acquaint and involve parents/guardians with what their children are learning in school.

Middle school students should expect an increase in the amount of work they take home compared to Intermediate School. This allows them to expand the learning that took place during the day. The amount of time needed will vary according to the individual student's age, needs, capabilities, and motivation.

Teachers will generally provide time during class for students to work on assignments. This allows students to get answers to specific questions about the topic they are working on. Students may seek additional support from teachers during WYN.

PROGRESS REPORTS

This report may show positive academic achievement or unsatisfactory performance at the 4, 9, and 13 week marks of the semester. If parents/guardians desire more information on their child's progress, they may use Infinite Campus or contact the teacher.

GRADE REPORTS

At the end of each semester, students will receive a grade report or report card. Grades are given on the basis of a student's success in achieving established objectives for the course. Grade reports are posted on Infinite Campus after the end of each semester.

Ongoing student progress is available to parents online through Infinite Campus. We encourage parents and students to use this tool to monitor progress. Grades are given on the basis of a student's success in achieving established objectives for the course. As we begin the transition to Evidence Based Grading (EBG) this school year, there will be some classes using traditional

letter grades, and some beginning to use the new grading system (1,2,3,4), which is similar to what is being used at the K-6 level. The following letter grades / proficiency marks are given:

Letter Grades:

A	Superior
B	Highly Satisfactory
C	Satisfactory
D	Minimum
F	Failure - objectives not achieved
I	Incomplete (2 weeks to make up)
NM	No Mark
W	Student has withdrawn
P	Student has earned a Passing grade

Evidence Based Grading:

4	Advanced
3	Meeting
2	Approaching
1	Developing
M	Missing / No Evidence

Parents/guardians are responsible for sharing contact information for all parents/guardians with the office through the registration form.

INFINITE CAMPUS

Parents/guardians who are interested in accessing their children's grades, school attendance, and health-related information can be obtained by contacting Julie Gengler, district Registrar, at 849-2000.

PROMOTION-RETENTION

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

Promotion and retention determinations are made by administrators at the building level and may be appealed to the Superintendent.

PARENT/GUARDIAN-STUDENT TEACHER CONFERENCES

Twice each year (in the fall and the spring), conferences are held to provide parents/guardians with information on their child's performance (See the district calendar for conference dates). To meet the varying needs of families, conferences provide families with a combination of virtual and in-person meetings. The middle school defaults to virtual meetings, but families have the right to request in person meetings with their teachers. Instructions for conference sign-up are sent via email one to two weeks in advance of the conference dates.

STUDENT RECORDS

Pupil records are all records relating to individual pupils maintained by the school, but not including notes or records maintained for personal use by the teacher or others licensed by the Department of Public Instruction (e.g., counselor, administrator, etc.). Records may include, but are not limited to handwriting, printing, computer media, video or audiotape, film, microfilm, and microfiche.

NOTIFICATION OF PUPIL RECORD RIGHTS (current JUL 05)

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

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

Parents/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 a 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 and provided with a copy of the student's progress records. 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 rights of privacy

A parent/guardian or adult student who believes 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 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 U.S. Department of Education.

The name and address of the office that administers FERPA are:

Family Compliance Office
U.S. Department of Education
Washington, DC 20202-4605

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.

Disclosure of Student Directory Data-Family Education Rights and Privacy Act (FERPA): Schools are permitted to disclose, without consent, “directory” information such as a student’s name, address, telephone listing data, and place of birth, honors and awards, and dates of attendance. Under the Family Educational Rights and Privacy Act, the district is required to give parents/guardians, the notice of the opportunity to have their child’s directory data remain confidential if they provide the school administration with such a request in writing. Through an annual notice published in August in the Waunakee Tribune, the district provides detailed notice of the information designated as directory data and parents’ rights to refuse disclosure of the directory data. Parents have 14 days from receiving the annual notice to refuse the release of directory data information by contacting their child’s principal. This means that you have control over what information the district can release to third parties if they ask the school for information regarding your child.

Parents/guardians should contact the building principal to invoke any of the pupil privacy rights.

STUDENT BEHAVIORAL EXPECTATIONS

GENERAL INFORMATION

The school is a learning environment where students, families, and staff are expected to behave in an orderly, mutually respectful manner at all times. Students, their parents/guardians, and staff members should expect a safe, orderly, positive environment to work and learn in. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students should respect themselves, respect others, respect property, and be responsible for their own actions. Students will be expected to be respectful at all times and follow these simple rules:

- Respect self
- Respect others
- Respect the school
- No one may harm people or property.
- Students are to keep their hands, feet, and objects to themselves.
- No one may use inappropriate (foul, abusive, harassing, vulgar) language.
- Students are to follow the expectations and directives from staff.
- Students may not interfere with learning or teaching.

These simple rules reinforce our major expectations of school:
Teachers must be allowed to teach, and students must be allowed to learn.

The basis for this expectation is that:

- Students will respect themselves and allow the teacher to teach all students.
- Students will respect others and allow all students to learn.
- Students will respect the school and encourage all others to feel safe and secure.

Students who are unable to meet our high behavioral expectations will receive appropriate consequences. Students referred to the administration for inappropriate behavior will have the opportunity to discuss and write their version of the situation. Administration will investigate and make a decision about the consequences.

Teachers will explain their expectations for behavior in their classrooms. Students can expect to see and hear the main school rules reinforced in every environment throughout the building. Teachers may also have additional expectations for student behavior. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions about individual classroom behavior plans, they should speak with the classroom teacher for clarification.

CLASSROOM CODE OF CONDUCT

The Waunakee Community School district is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for themselves, others, and the school environment. Students are to allow teachers to instruct effectively, and students are to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education. Parents/guardians should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address any concerns.

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board of Education Policies, school rules, municipal ordinances, and state/federal laws and regulations. Removal from class under this code of conduct does not prohibit the district from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions, or expulsion for the conduct for which the student was removed.

For the purpose of this code of conduct, a "class" is any class offered as part of the normal schedule of instruction or any extension of such class (i.e., field trip). This excludes co-curricular activities and other school activities that are not typically defined as classes.

A "teacher" is any certified instructor, intern, student teacher, counselor, nurse, administrator, or designee in the employ of the district. A "teacher of a class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in, or oversee the class.

This Classroom Code of Conduct applies to all students in grades K-12.

STUDENT REMOVAL FROM CLASS

A student may be removed from class for, but not limited to, the following reasons: dangerous, disruptive, damaging, unruly behavior, behavior that violates expectations set forth in the Board of Education Policies and Student Handbooks, behavior that interferes with the ability of the teacher to teach effectively or interferes with the ability of others to learn, and behavior that is inconsistent with class decorum. When a student is removed from class, s/he will be sent or escorted to the building administrator or designee. The teacher removing the student will notify the building administrator or designee and inform him/her of the reason(s) for the student's

removal. A written explanation of the reason(s) shall be given to the administrator or designee within 24 hours of the student's removal from class.

PLACEMENT PROCEDURE

This Code of Conduct distinguishes between two, essentially separate kinds of removal from class: short-term or temporary removal, and long-term removal. The building administrator or designee shall decide whether a student who has been removed from a class for violating the Classroom Code of Conduct is to be placed either in a long-term or short-term placement. When making placement decisions, the building administrator or designee shall consider the following factors: the interests of the other students in the class and the teacher, the reason(s) the student was removed from class, the type of placement options available to students in the district, the estimated length and time of placement, the student's individual needs, whether the student has been removed from a class previously and the relationship of the placement to any disciplinary action. The administrator or designee may consult with other appropriate school personnel, as s/he deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the administrator or designee to be in the best interest of the student involved or when required by law.

All placement decisions shall be made consistent with established Board of Education Policies and in accordance with state/federal laws and regulations.

Short-Term Placement Procedures

In the majority of cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which s/he was removed. The building administrator or designee shall inform the student of the reason(s) for removal from class, and shall allow the student an opportunity to present his/her version of the situation. The building administrator or designee shall then, after weighing the interest of the removed student, the other students in the class, and the teacher, determine if readmission to the class is the best or only alternative. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short-term removal or, where necessary, appropriate and practical, shall take steps to have the student sent home.

Long-Term Placement Procedures

A student warrants long term removal from a class when his/her actions have been severe and serious and/or there have been repeated violations of the Classroom Code of Conduct. Students who are removed long-term from a class will be placed in an alternative educational setting. This setting may include, but is not limited to, the following:

- Another instructional setting.

- Another class or another appropriate place in the school.
- An alternative education program approved by the Board of Education. State law defines an alternative education program as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques, and that is incorporated into existing traditional classrooms or regularly scheduled curricular programs, or offered in place of regularly scheduled curricular programs.

In any long-term placement provided, the student must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which s/he was removed. Such programs need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents/guardians of the student, and/or the student, shall have the right to meet with the building administrator or designee. When possible, such a meeting will take place within three (3) school days of the request. At the meeting, the building administrator or designee shall inform the parents/guardians and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for the decision. Nothing in this Code shall prevent the building administrator or designee from implementing a removal to another class, placement, or setting, prior to any meeting, over the objection of the parents/guardians or student.

Parent/Guardian Notification Procedures

- The teacher who initiated the removal of a student from class will attempt to notify parents/guardians within 24 hours of the incident that caused the student to be removed from his/her class. The classroom teacher shall keep written logs or records regarding all attempts to contact the parents/guardians of the removed student and provide these to the building administrator or designee within 24 hours of the student's removal from class.
- The building administrator or designee shall notify the parents/guardians of the student in writing via the building disciplinary referral form when a teacher has removed a student from class. This notification shall include the reason(s) for the student's removal from class and the placement decision involving the student. This notice shall be given as soon as possible after the student's removal from class and after a placement determination has been made.
- If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with the district CWD (children with disabilities) handbook and state/federal laws and regulations.
- If the student removed from a class is also subject to disciplinary action (e.g., detention, suspension, expulsion) for the particular classroom conduct, the student's

parents/guardians shall also be notified of the disciplinary action in accordance with policy and legal requirements.

The district shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

STUDENT DISCRIMINATION/HARASSMENT

It is expected that students and families follow all district policies and procedures:

- Student Discrimination Complaint Procedures - (Board of Education Policy 411-Rule)
- Student non Discrimination and Equal Educational Opportunities (Board of Education Policy 411)
- Student harassment Based on a Legally-Protected Status (Board of Education Policy 411.1)

Harassment, Disorderly Conduct, Anti-Social Behavior

Harassing, disorderly conduct, or anti-social (gang) behavior is not tolerated or condoned. Harassment (including sexual harassment), disorderly or anti-social behavior is frequently referred to the police. Harassment is an act or series of acts that creates a threat to another person. It includes striking, shoving, kicking, or any other physical contact or threat of physical contact. It can also be repeated acts that intimidate another person (calling on the phone and hanging up repeatedly). Disorderly conduct includes engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud conduct that causes or provokes a disturbance.

Students shall not be involved in antisocial or criminal activities that disrupt school or school sponsored activities. Gang activities that cause or may cause a disruption of school or school sponsored activities are prohibited. (Board of Education Policy 443.8).

Hazing: “No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.” [S.948.51 (2), Wisconsin Statutes]. “In this section “forced activity,” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity.” [S.948.51 (1), Wisconsin Statutes]. S. 948, in Wisconsin criminal code, applies universally.

PROCEDURES FOR DEALING WITH HARASSING BEHAVIOR

Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be referred to the administration. Parents/guardians of students may follow the procedures outlined in the complaint process above 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.
    - Your teacher may involve others (guidance counselor, principal).
    - If you are afraid to speak to your teachers alone, take a friend along to help you.
    - Teachers will keep parents informed of more serious situations of harassment.
    - Severe situations will be referred to the administration.

BULLYING

The Waunakee Community School district strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, abandoned 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.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. 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:

- Physical (e.g, assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)

- 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 cyberbullying)

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.

DISCRIMINATION COMPLAINT PROCEDURES

Waunakee Community School district encourages reporting of all perceived incidents of harassment and/or retaliation, regardless of the alleged offender's identity or position. In addition, the district encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately. Often, this action alone will resolve the problem.

If for any reason a person believes that he/she has been the victim of, or has been a witness to, conduct constituting sexual harassment and/or retaliation by any staff member, student, or contractor/vendor or agent of the district and does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the person should immediately report the alleged offensive behavior to his/her supervisor, counselor, teacher, or file a written report complaint with the Equity Coordinator (Director of Human Resources) using the Discrimination/Harassment Complaint Form. In the event the Equity Coordinator is involved in the alleged offensive behavior, the person may report the incident and file a complaint with the Superintendent of the School district.

All reports of harassment or retaliation will be investigated promptly. The investigation may include interviews with persons involved, and where necessary, with persons who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality of any information related to complaints, complaint investigations, and the identity of person(s) named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action.

The district will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any individual for reporting harassment or for assisting or participating in the investigation of a harassment complaint. Corrective action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action, as the district believes appropriate under the circumstances. Employees who violate this policy will be subject to disciplinary action at the discretion of management, including, without limitation, suspension and

termination. Students who violate this policy will be subject to suspension and/or expulsion. Both employees and students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law.

Nothing in this policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the Superintendent of the district may request a complaint be filed by the individual with the authorities as a result of his/her investigation of the complaint.

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.

TITLE IX/SECTION 504 COMPLAINT PROCEDURE

Waunakee Community School district is committed to providing a mechanism for prompt and equitable resolution of student complaints alleging any action by the Waunakee Community School district or any part of the school organization that a student, or any individual or group acting on behalf of a student, believes violates the principles and/or regulations of Title IX (prohibiting discrimination on the basis of sex in any educational program or activity) and Section 504 (prohibiting discrimination on the basis of handicap in any educational program or activity). Complaints should be directed to the Equity Coordinator (Director of Human Resources) according to the procedures outlined in Board of Education Policy 411-Rule (2).

DRESS CODE / PERSONAL GROOMING

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 parent(s) or guardian(s). The school district is responsible for ensuring that students 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 Waunakee Community Middle School, 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; contains fighting words; incites others to imminent lawless action; defamatory/hate speech; or 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 and consistent consequences for violations of the dress code.

Dress Code

Section 1: Students Must Wear*

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

*Courses and school events that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

Section 2: Students May Wear, as long as these items do not violate Section 1 above:

- Hats or hoodie sweatshirts. Hats or hoods (both may not be worn at the same time) must allow the face to be clearly visible to staff, and not interfere with the line of sight of any student or staff. Students must comply with a staff member's request to remove hats/hoods/ headgear during the administration of assessments.
- Religious headwear
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Pajamas
- Any clothing that does not reveal visible undergarments
    - Visible waistbands and visible straps are allowed

    - Ripped jeans/shorts, as long as the underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- 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).

Section 3: Students Cannot Wear:

- Apparel that displays/reflects violent language or images.
- Apparel that displays/reflects images or language depicting drugs or alcohol (or any illegal item or activity).
- Apparel that displays/reflects hate speech, profanity, or pornography.
- Apparel that displays/reflects images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups. The wearing or display of the Confederate flag or swastika during the school day and on school property is not allowed.
- Blankets
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance).

Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. When a teacher, school counselor, or school administrator discusses a dress code violation with a student, it is recommended that another adult be present if possible. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Staff Member Responsibility:
If a student is violating Section 3 of the dress code, staff shall address the issue privately with the student following the guidelines below.
If a student is violating Section 1 or Section 2 of the dress code, or if a staff member is unable to enforce Section 3 of the dress code, following the guidelines below, unsure if the dress code is being violated, or uncomfortable enforcing the dress code, an email should be sent to the distribution list!

WMS Dress Code Violation (wmsdresscodeviolation@waunakee.k12.wi.us). An administrator or student services staff member shall determine the next steps.

Administrator/Student Services Staff Member Responsibility:
If a student is violating Section 1 or Section 2 of the dress code, or a teacher has contacted you about a student violating Section 3 of the dress code, speak to that student

privately and with the least possible loss of classroom instruction. Resolve the situation using the guidelines below.

Enforcement Guidelines:

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Section 3 of the dress code. Students in violation of Section 3 will be provided three (3) options to dress more to code during the school Day:
    - Students will be asked to put on their own alternative clothing, if already available at school, to dress more to code for the remainder of the day.
    - Students will be provided with temporary school clothing to dress more code-compliant for the remainder of the day.
    - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

- No student shall be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

- Students shall not be shamed or required to display their bodies in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
    - kneeling or bending over to check attire fit, or measuring straps or skirt length;
    - asking students to account for their attire in the classroom or in hallways in front of others;
    - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others.

Students wearing items that do not adhere to this philosophy will be asked to change clothes or remove any items that are deemed inappropriate, and parents will be notified.

PROHIBITED ITEMS

This includes many, but not all, items that have no place in school: knives, weapons of any kind, cigarettes, e-cigarettes, juul device, drugs, look-alike drugs/alcohol, lighters, matches, fireworks, spray devices, foams, water guns, lasers, hardballs, articles of pornography, gang jewelry/paraphernalia, or other paraphernalia not conducive to a safe, orderly environment. These items, plus anything that causes problems of control at school, will be taken from students.

WATER BOTTLES

Students can carry water bottles in hallways and/or classrooms, as long as the learning environment's rules and expectations are not compromised. However, students will not be allowed to carry other drinks in the hallway and/or classrooms.

ELECTRONIC DEVICES

Students may use personal electronic items if they do not interfere with the learning environment, do not violate school/district policies, and have the specific permission of their teacher. Students who bring any electronic items to school do so at their own risk and must store the equipment in their lockers. The district shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. The district may examine the personal electronic device and search its contents if there is a reason to believe that school policies, rules, or regulations have been violated. Use of a personal electronic device is subject to the provisions of the Waunakee Community School district Acceptable Use Policy (AUP).

Students shall not use electronic communication devices:

- To engage in bullying or harassment
- To communicate test answers, photograph tests, or engage in any other conduct that constitutes or facilitates academic dishonesty
- To take, disseminate, transfer, or share any images, recordings, or other content that is obscene, lewd, illegal, sexually-explicit, or otherwise inappropriate for the school setting
- In areas where other people have a reasonable expectation of privacy, including all locker rooms, bathrooms, or other changing areas (except in an emergency)
- To create, communicate, share, or post recordings or images of any other student or staff member without permission from that student or staff member (except in an emergency)
- In violation of the district's rules surrounding students' acceptable use of technology
- Students shall not turn on or use cellular telephones while being transported in authorized district vehicles to and from school to and from school-sponsored activities or field trips, unless they receive permission from the supervising teacher, coach, or bus driver
- Students are prohibited from using electronic devices to record video or audio of staff or students, or take pictures of staff or students. Exceptions may be made if the use of the device is part of the educational process, school staff are aware of the use, and permission has been granted from all parties involved, including the teacher or administration.
- Any parent/guardian who wants his/her child to use a personal electronic device at an unauthorized time may submit a request to the student's principal or his/her designee,

explaining the reasons for the unauthorized use. The principal's or his/her designee's decision shall be final.

ARTIFICIAL INTELLIGENCE

Use of generative AI tools or chatbots by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation.

DRUG FREE SCHOOLS

It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol on district property, including all district-owned vehicles. The same provisions are in effect at all school-sponsored events or extracurricular activities while off school premises. "Look-alike drugs" shall be considered the same as controlled substances for the purposes of this policy and related policies. Students who violate the provisions of the district's Drug-Free Schools policy will be subject to disciplinary action, including suspension or expulsion. In addition, referral for prosecution will be imposed on students who violate the standards of the district's policy. Drug and alcohol counseling, rehabilitation, and reentry programs are available to students of the district. Information is available through the district office or through guidance and counseling.

CARE OF SCHOOL PROPERTY BY STUDENTS/VANDALISM

Students and/or their parents/guardians will be required to pay for damage to school property that results from rule violations, negligence, malicious mischief, vandalism, etc. If payment is not made, the Board of Education may file the claim with the proper authorities. Vandalism may be referred to the police.

VIOLENCE OR THREATENING BEHAVIOR

Violent or threatening behavior is disruptive to the educational environment at school and endangers others at school or at activities that are supervised by school authorities. As a result, violence or threats of violence, including fighting, kicking, striking, potentially harmful use of a weapon or other instrument, or other unwelcome or hostile physical contact, or the threat of such conduct, violates school rules and may result in suspension and/or referral for expulsion.

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, or at any event that

is under the supervision of school authorities. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty).

A weapon is any object that by its design and/or use can cause bodily injury or property damage, or any component of such an object. This includes, but is not limited to, guns, including BB and pellet-firing guns, firearm silencers, knives, razors, karate sticks, nunchaku, metal knuckles, chains, pepper spray/mace, and other similar propellants, and similar items or destructive devices such as explosives or fire bombs. A weapon is also defined as any facsimile or look-alike of a weapon or firearm, such as a toy, starter pistol, or other object that can be perceived as an actual firearm. A weapon also may include physical actions or oral or written statements, which lead others to reasonably believe, or are calculated to induce a belief, that a weapon is present. Any student violating this policy shall be subject to penalties outlined in state and federal law including possible expulsion, and mandatory referral for expulsion from school for possession of a firearm. Parents/guardians and law enforcement officials will be notified when this policy is violated. Weapons will be confiscated by the district or by law enforcement officials, as appropriate.

Any other person violating this policy shall also be referred to law enforcement officials. Law enforcement officers will be contacted in any situation involving a weapon that presents an immediate threat to safety. If the situation does not allow an opportunity to contact the law enforcement officials immediately, school staff and administration shall attempt to control the situation in accordance with applicable emergency procedures until law enforcement officials can be summoned.

The building principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon will be maintained in the possession of the principal except during the actual demonstration or presentation.

DETENTIONS

Teachers may assign classroom detentions as a consequence for inappropriate behavior.

REFERRALS

Students who are repeatedly or severely disruptive will be referred to the administration (see Classroom Code of Conduct). The referral will explain the situation and the consequences assigned. Parents/guardians may be asked to meet with administration, faculty, guidance, and the student when referrals occur.

SUSPENSIONS

Repeated or severe disruptions, noncompliance with rules may prompt in- or out-of-school suspension (see Classroom Code of Conduct). If a student is suspended in school, they will be assigned to continue their work in a supervised, quiet area of the main office or in an identified classroom. In all situations, students will be advised of the reason for the suspension and will be provided an opportunity to present his/her version of the situation. Parents/guardians will be notified of the suspension and the reason for the suspension. If in-school suspension does not prompt a change in the student's behavior, s/he may be put on out-of-school suspension. Parents/guardians will be contacted. No student will be released until a parent/guardian has been notified. Parents/guardians may be asked to meet with administration, faculty, guidance, and the student when suspension occurs. Students who choose to behave inappropriately and receive suspensions may be suspended from non-curricular school activities. Students with exceptional educational needs who are suspended repeatedly will have their Individual Educational Program (IEP) reviewed for possible modifications.

EXPULSION

1. The Board's student expulsion policy shall be in accordance with state law. The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion.

2. In addition to the grounds for expulsion under subd. 1., the school board may expel from school a pupil who is at least 16 years old if the school board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under subd. 1., and is satisfied that the interest of the school demands the pupil's expulsion. (2m) The school board shall commence proceedings under subd. 3. and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 USC 921(a)(3). Annually, the school board shall report to the department the information specified under 20 USC 8921(d)(1) and (2)*.

3. For purposes of expulsion, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

4. Prior to expelling a pupil, the school board shall hold a hearing. Not less than 5 days' written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the following:
    a. the specific grounds under section 120.13 (1)(c)1,2 or 2m of the state statutes and the particulars of the student's alleged conduct upon which the expulsion proceeding is based;
    b. the time and place of the hearing;
    c. that the hearing may result in the student's expulsion;
    d. that, upon request of the student and, if the student is a minor, the student's parent/guardian, the hearing shall be closed;
    e. that the student and, if the student is a minor, the student's parent/guardian, may be represented at the hearing by counsel;
    f. that the school board shall keep written minutes of the hearing;
    g. that if the school board orders the expulsion of the student, the school district clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent/guardian;
    h. that, if the student is expelled by the school board, the expelled student or, if the student is a minor, the student's parent/guardian may appeal the school board's decision to the Department of Public Instruction (DPI); (i) that if the school board's decision is appealed to the DPI, within 60 days after the date on which the DPI received the appeal, the DPI shall review the decision and shall, upon review, approve, reverse or modify the decision;
    i. that the decision of the school board shall be enforced while the DPI reviews the school board's decision; (k) that an appeal from the decision of the DPI may be taken within 30 days to the circuit court for the county in which the school is located; and
    j. that the state statutes related to student expulsion are sections 199.25 and 120.13(1).

The district shall not discriminate in disciplinary actions, including expulsions on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

PARENT/GUARDIAN, COMMUNITY INVOLVEMENT

SCHOOL-FAMILY ENGAGEMENT

Schools and families working in collaboration on behalf of students is vital to ensuring our students are getting the highest quality education. We will keep families informed via newsletters and email communications, and encourage families to reach out to our school when they have questions. Additionally, our schools will work to partner with families both in and out of school to engage them in volunteer opportunities and also to share their ideas, thoughts, and concerns. This includes, but is not limited to, parent-teacher conferences, family focus groups, family engagement meetings, etc. Please do not hesitate to reach out with ideas on how we can meaningfully collaborate with our families.

CONFIDENTIALITY AS IT RELATES TO VOLUNTEERS

We are fortunate to have many parents/guardians who volunteer their time in our schools. Volunteers may see or hear information about students that needs to remain confidential. Please consider the following guidelines when volunteering:

- All academic information is confidential. It is especially important not to compare student performance.
- Students may share information about families or neighbors. Please keep anything you hear confidential, unless it is potentially dangerous to the child. In that case, inform the teacher/administrator.
- If students exhibit behavior problems or reluctance to follow directions, please refer to the classroom teacher and/or administrator. Please do not share your impressions of the students involved with others in the community.
- If students share information that suggests they might be physically, sexually, or psychologically abused, the information should be shared immediately with the teacher,
- guidance counselor, and/or administrator. The information should be kept confidential and only shared with school authorities who need to be involved.

BOARD OF EDUCATION

The Waunakee Community School district Board of Education has created policies that govern the management, operation, and roles and responsibilities of all stakeholders in the education of the students of this district. For a complete and detailed list of policies mentioned in this handbook, please visit the School Board Policies Webpage, by clicking HERE. Oops, over [HERE]

REQUIRED NOTICES

Title IX Notice

The Board of the Waunakee Community School district does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The district's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School district. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School district. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the district may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.waunakee.k12.wi.us/board/policies

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the district will respond.

ACCESS TO PATIENT HEALTHCARE RECORDS
(Section 146.83, Wisconsin Statutes)

Wisconsin Law requires a health care provider to provide each patient with a statement of access rights to patient healthcare records. The statement must be provided either upon admission to an inpatient health care facility or upon the first provision of services by 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 healthcare records, the person may:

- After providing reasonable notice, inspect the health care records of a 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 healthcare records.
- After payment of reasonable costs, receive a copy of the health care provider's X-ray reports or have the X-rays referred to another health care provider of the patient's choice.

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

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

No person may do any of the following:

- Intentionally falsify a patient's healthcare record.
- Conceal or withhold a patient's healthcare record with the 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.

Dear Parent/Guardian:

The Elementary and Secondary Education Act (also known as E.S.E.A) provides you with the right to ask for and receive information on the qualifications 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 he or she teaches.
- Whether your child's teacher is teaching under an emergency or other provisional status
- through which state qualification 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 http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html, or you may request the information from the Waunakee Community School district's Human Resources Office. Please feel free to contact me at 849-2000.

Sincerely,
Brian Grabarski
Director of Human Resources

The information in this handbook is not all-inclusive. Additional information is available in the Board of Education Policies on the website and in the district office. All material in this handbook is subject to change based on changes in Board of Education policy, state, and local laws.

This handbook and other relevant information can be accessed online at the Middle School website.

Please check the district and school website frequently for current information:

If you have questions that remain unanswered after reviewing this handbook, please contact the office at (608) 849- 2060 for clarification or additional information.