



SCHOOL BOARD WORKSHOP WITH ACTION
5000 South 116th Street, Greenfield, WI 53228 – Community/Board Room
Monday, July 12, 2021 – 6:30pm

AGENDA

YouTube live link: <https://www.youtube.com/watch?v=7zvWMSRKUpg>

1. Call to Order, Verify Compliance with Open Meetings Law Notification, and Adoption of Agenda
2. Pledge to the Flag
3. CONSENT AGENDA
 - a. Personnel Recommendations
4. DISCUSSION & FUTURE ACTION ITEMS
 - a. Moving Forward 2021-22: Precautionary Measures & Mitigation Protocols (*Administration*)
 - b. Student Handbooks (*Principals*)
5. REPORTS
 - a. Student Assessments – Student Achievement (*Jenn Gennerman*)
6. Board Member Information Requests
7. Announcements (*no discussion or action will be taken*)
8. Motion to adjourn to closed session pursuant to WI.Statute 19.85 (1)(c) to discuss Superintendent Evaluation
9. Motion to reconvene to open session to take possible action on closed session items
10. Meeting Debrief
11. Motion to Adjourn

Public comment will be accepted after the conclusion of each discussion item. Comments are limited to current agenda items. Any District resident or parent of an enrolled student having a legitimate interest in an agenda item may participate. Attendees must register their intention to speak upon their arrival at the meeting. Participants will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate. Each statement made by a participant shall be limited to three (3) minutes unless extended by the Board President. No participant may speak more than once on the same topic. Comments are to be directed to the Board; no person may address or question Board members individually. Public comments can also be submitted in writing until 3pm prior to the scheduled meeting time and are subject to the same guidelines as in-person comments. Written comments are to be submitted to kposs@whitnall.com. Please include your comment, which agenda item it relates to, your full name and address, and whether or not you would like your comment to be read aloud during the meeting. The Board respectfully asks that comments remain focused on the issues but not on specific personnel, as personnel is handled through other avenues.

*****Any person or group wishing to have an item considered for the agenda shall submit their request to the Superintendent no later than fourteen (14) calendar days prior to the meeting.***

This meeting is a meeting of the Board of Education in public for the purpose of conducting School District business and is not to be considered a public community meeting. Please be aware that the Board of Education cannot discuss nor debate items not on the agenda.

Upon request to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

Whitnall Board of Education
Personnel Recommendations Form
Consent Agenda: July 12, 2021

New Hire					
Name	Position	Location	FTE	Start Date	Comments
Jeremy Gemig	Alternative Education	WHS	1.0	8/16/21	
Amy Wabiszewski	K-6 Literacy Coach	EES, HCE, WMS	1.0	8/16/21	

Resignations/Retirements					
Name	Position	Location	FTE	Last Date	Comments

Transfers/Adjustments						
Name	Current Position	Current FTE	Last Date	Start Date	2020-2021 FTE	Comments



 Director of Business Services

7-12-21

 Date



 Superintendent

7-12-21

 Date

Date: July 12, 2021
To: Whitnall School Board Discussion Item Only
From: Administration Discussion Item and Future Action Item
Subject: Moving Forward 2021-22: Precautionary Measures and Mitigation Protocols Action Item
 Attachments Included

Board Consideration or Action: Recommendation to approve precautionary measures and mitigation protocols for 2021-22

Reason for Consideration or Action: Due to COVID-19, additional precautionary measures and mitigation protocols were put in place for 2020-21. The board needs to approve what precautionary measures and mitigation protocols will be in place in 2021-22 based upon the 2019-20 school year operations.

Background/Reference: See attached draft presentation for a discussion outline. Items to be discussed are highlighted in the presentation. Additional items may be discovered and addressed during the meeting.

Cost Factor: None

Included in current budget? Yes No

Explanation:

WHITNALL SCHOOL DISTRICT

2021-22

MOVING FORWARD



DRAFT

monday JULY 12	monday JULY 26
The board will discuss mitigation protocols and precautionary measures to be in place for 2021-22.	The board will take action on mitigation protocols to be in place for 2021-22. Information will be communicated to families following the meeting.

MITIGATION PROTOCOLS AND PRECAUTIONARY MEASURES IN 2020-21

OUR COMMITMENTS

HEALTH & SAFETY

PROTOCOLS

SCHOOL BUILDINGS

SCHOOL OPERATIONS

TRANSPORTATION

SCHOOL NUTRITION SERVICES

HEALTH SERVICES

BEFORE/AFTER SCHOOL

TEACHING, LEARNING, & TECHNOLOGY

STUDENT SERVICES

TECHNOLOGY

CURRICULUM AND INSTRUCTION

OUR COMMITMENTS

PRACTICABLE

Procedures in our plan will be useful and will be able to be put into place with some guaranteed measure of success.



EQUITABLE

Our plan will be developed in a way that eliminates biases or unequal access, so all stakeholders will be represented and supported.



SAFETY

Procedures and practices in our plan are designed for both the physical and emotional health of our staff and students.



INFORMED

Decisions made in our plan will be made with the best information available at the time. As information is updated or changed, we will adapt and modify procedures accordingly.



HEALTH & SAFETY PROTOCOLS: 2020-21

FACE COVERINGS

PHYSICAL DISTANCING

PHYSICAL BARRIERS

ENHANCED DISINFECTING PROTOCOLS



SCHOOL BUILDINGS



CLASSROOMS AND COMPUTER LABS

COMMUNAL SPACES AND HALLWAYS

DRINKING WATER

ENTRANCES AND EXITS

LOCKER AND CUBBIE USAGE

OUTDOOR FACILITIES

SANITATION STATIONS

VISITORS AND VOLUNTEERS

SCHOOL OPERATIONS: 2020-21

TRANSPORTATION

BOARDING BUSES
FACE COVERINGS
WHITNALL VEHICLES
SELF-TRANSPORT
DROP OFF & PICK UP



SCHOOL NUTRITION

ENTERING/EXITING THE CAFETERIA
PURCHASING LUNCH
LOCATIONS
SAFETY PROCEDURES



HEALTH SERVICES

SCHOOL HEALTH ROOMS
SICK DAY GUIDELINES



BEFORE/AFTER SCHOOL

ATHLETIC ACTIVITIES
NON-ATHLETIC ACTIVITIES
COMMUNITY GROUPS/RENTALS
BEFORE/AFTER SCHOOL CARE



TEACHING AND LEARNING: 2020-21

TECHNOLOGY

DEVICES

HOMEBOUND INSTRUCTION

HELP DESK



STUDENT SERVICES

VIRTUAL PARENT MEETINGS

LIMITED TRAVEL OF STAFF

LIMITED RESOURCE SHARING

CURRICULUM & INSTRUCTION

CANVAS LEARNING MANAGEMENT SYSTEM

INSTRUCTIONAL DELIVERY FRAMEWORK

▼ ABOUT

- Calendar
- Announcements
- District Boundaries
- Staff Directory & Org Chart
- Continuous Improvement
- Employment
- School Safety
- Referendum
- School Forest
- All On Board
- Navigating 20-21
 - Distance Learning

► BOARD OF EDUCATION

► DISTRICT DEPARTMENTS

► STUDENT SERVICES

Learning Model Dashboard and Metrics

Learning Model Dashboard (updated on Sunday evenings with previous week data)
Whitnall Student and Staff Case Data (updated on Friday and Tuesday evenings)

Stay Safe, Stay Open Communication

Letter to WSD Parents - Return from Spring Break | April 5, 2021
Letter to WSD Parents - January 15, 2021 Change to School Calendar | December 22, 2020
Letter to WSD Parents - Thanksgiving Break | November 22, 2020
Presentation on Second Semester Learning Model | November 9, 2020
Letter to WSD Parents - WMS and WHS Transition to Virtual Break | November 10, 2020
Letter to WSD Parents - Transition Planning | November 4, 2020
Letter to WHS Parents | October 18, 2020

A Day In The Life (Model A and B)

WHS In-Person Student (In-Person)
WHS In-Person Student (Temporarily Virtual)
WHS Distance Learner

WMS In-Person Student (In-Person)
WMS In-Person Student (Temporarily Virtual)
WMS Distance Learner

EES In-Person Student (In-Person)
EES In-Person Student (Temporarily Virtual)
EES Distance Learner

HCE In-Person Student (In-Person)
HCE In-Person Student (Temporarily Virtual)
HCE Distance Learner

Reopening Communications

Special Education Questions & Answers | August 20, 2020
Model A Decision | August 18, 2020

WHITNALL SCHOOL DISTRICT COVID CASE DASHBOARD				Today's Date 9/18/2020	
	Students			Staff	
	ISOLATION	QUARANTINE		ISOLATION	QUARANTINE
Egerton Elementary	*	*	EES	*	*
Hales Corners Elementary	*	9	HCE	*	5
Whitnall Middle School	*	17	WMS	*	*
Whitnall High School	*	*	WHS	*	*
TOTALS	2	29		1	8

Notes: ~ **Totals** that are less than five are not reflected to protect the privacy of individuals.
 ~ **Isolation** data reflects the number of individuals who have tested positive and are, therefore, in isolation. Isolation numbers may be a result of exposure at home, at school or in the community.
 ~ **Quarantine** data reflects the number of individuals who have only been in close contact and are in quarantine.



WHITNALL SCHOOL DISTRICT COVID CASE DASHBOARD				Today's Date 5/25/2021			
	Students			Staff ^a			
	ISOLATION	QUARANTINE		EDUCATORS		SUPPORT	
				ISOLATION	QUARANTINE	ISOLATION	QUARANTINE
Egerton Elementary	*	*	EES	*	*	*	*
Hales Corners Elementary	*	*	HCE	*	*	*	*
Whitnall Middle School	*	*	WMS	*	*	*	*
Whitnall High School	*	*	WHS	*	*	*	*
TOTALS	0	0		0	0	0	0

Notes: ~ **Totals** that are less than five are not reflected to protect the privacy of individuals.
 ~ **Isolation** data reflects the number of individuals who have tested positive and are, therefore, in isolation. Isolation numbers may be a result of exposure at home, at school or in the community.
 ~ **Quarantine** data reflects the number of individuals who have only been in close contact and are in quarantine.

Internal Dashboard Metrics: Definitions and Ranges

2020-21 Metrics

Category	Factors	Ranges based upon local and regional guidelines				
Environmental Factors (monitored daily, summarized weekly) Exact Data, Current	Student Attendance Related to COVID-19 (Events)	Student absences related to COVID-19, categorized by positive test, quarantine, isolation. Will be associated with an event to determine absences related to an event or case				
	Staff Attendance Related to COVID-19	Staff absences related to COVID-19 sorted by building. Dates of return from quarantine and isolation will be used to determine days of anticipated absences. Telework option will be used when possible				
	Substitute Availability	Number of substitutes available to cover teacher absences, considering both absences due to COVID-19 and standard absences				
	WSD Safety Precautionary Measures	Supply of Sanitizer, masks, physical barriers, and ability to conduct daily disinfecting				
	Mask Wearing	Daily sampling of students in each building following mask wearing protocols				
	Cohorting/Social Distancing	Daily sampling/checking of students in cohorts when possible and ability to physically distance				
	Virtual Learning Functionality	Rounding/sampling of families, students, staff using rubric for evaluating effectiveness				
		Student Attendance Related to COVID-19 (Events)	Minimal	Increasing Events in All Buildings	Multiple Events Extending Across Buildings	Multiple Events Extending Buildings and Grades
		Staff Attendance Related to COVID-19	Minimal or None	Increasing but Coverage Available	Increasing at All Buildings, Coverage Unreliable	Staff Contact Multiplying with Coverage Unlikely
	Substitute Availability	Teachers on Call	Whitnall Educators	Other Whitnall Staff	Virtual Educators	
	WSD Safety Precautionary Measures	No Concerns	Supply Concerns	Uncovered Needs		
	Mask Wearing	Consistent	Inconsistent	Very Inconsistent		
	Cohorting/Social Distancing	Consistent with Plan	Inconsistent with Plan	Very Inconsistent with Plan		
	Virtual Learning Functionality	Consistent Feedback from Stakeholders	Inconsistent Feedback from Stakeholders	Very Inconsistent Feedback from Stakeholders		

External Dashboard Metrics: Definitions and Ranges

Factors	Definitions			
Case Burden - Franklin	This is defined as a 14-day confirmed case rate per 100,000 population. This permits comparison across jurisdictions. Lags by two days when reported on Thursday.			
Case Burden - Greenfield				
Case Burden - Hales Corners				
% Positive Test (MKE County)*	The weekly average of tests positive in the previous week in Milwaukee County			
Hospital ICU Status (MKE County)	Occupancy of ICU wings at MKE County hospitals			
Hospital % of Admitted Patients (MKE County)	Percentage of hospital admitted patients due to COVID-19, alternate care site use (State Fair Park)			
Contact Tracing Capacity (MKE County)	Ability to contact all persons in a case investigation within 24 hours			
R (reproductive) Data (MKE County)	The R data captures the number of new cases that are the result of an existing case. For example, an R of 2 would indicate that each infected person infects 2 new people.			
Ranges based upon local and regional guidelines				
Case Burden Rate - Franklin	Case rate <=10 per 100,000	Case rate >10 and <=50 per 100,000	Case rate >50 and <=100 per 100,000	Case rate >100 than per 100,000
Case Burden Rate - Greenfield				
Case Burden Rate - Hales Corners				
% Positive Test (MKE County) past week	<5%	5-10%	>10%	
Hospital ICU Status (MKE County)	<90% full	90-100% full	>100% full State Fair Park use	
Hospital % of Admitted Patients (MKE County)	<25%	25-49%	>50%	
Contact Tracing Capacity	100% in 24 hours	50-99% in 24 hours	<50% in 24 hours	
R (reproductive) Data (MKE County Suburbs)	<.9	.91-.99	>1.0	

Medical/Health Factors

(weekly) Trending, Lagging

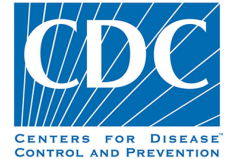
*Based upon testing availability, this metric may need to be modified as the percentage of positive tests will be inconsistent.

Learning Model Dashboard and Metrics

Category	Factors	4/2	4/9	4/16	4/23	4/30	5/7	5/14	5/21	5/28	
Environmental Factors (monitored daily, summarized weekly) Exact Data, Current	Student Absences Related to COVID-19 (see Page 5)										
	Staff Absences Related to COVID-19 (see Page 5)										
	Substitute Availability										
	WSD Safety Precautionary Measures										
	Mask Wearing										
	Cohorting/Social Distancing										
	Virtual Learning Functionality										
Medical/Health Factors (monitored weekly) Trending, Lagging	Case Burden	Case Burden Rate – Franklin	167	203	186	256	306	206	103	67	42
		Case Burden Rate - Greenfield	165	187	181	197	187	149	116	95	95
		Case Burden Rate - Hales Corners	198	263	250	250	132	40	79	132	92
	% Positive Test (MKE County) past week		4.5	5.6	5.7	5.0	4.4	4.4	3.5	3.1	2.8
	Hospital ICU Status (MKE County)										
	Hospital % of Admitted Patients (MKE County)										
	Contact Tracing Capacity										
	R (reproductive) Data (MKE County Suburbs)		1.25	.99	1.01	.96	.86	.88	1.01	.77	.89

Data Updated 5/28/21 and Posted 5/30/21

Updated CDC Guidance (July 9, 2021)



- In-person schooling is a priority for Fall 2021
- Vaccination is the most important prevention strategy
- Masks should continue to be worn indoors by those who are not fully vaccinated
- Physical distance of 3 feet is recommended
- Additional “layers of protection” include screening testing, ventilation, handwashing and hygiene, staying home when sick and getting testing, contact tracing with isolation and quarantine, and cleaning and disinfection; most important for those children under 12 years who are not eligible for vaccination at this time
- Local community transmission and vaccination coverage are also key caveats for consideration

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>



MONITORING PROTOCOLS: 2021-22

CASE DATA

Track student and staff case data weekly and share the case data charts.

METRICS

Use threshold data which would engage the medical advisory committee in reviewing the data to make a recommendation to the board if and when to pause in-person learning for any designated group.

CONTACT TRACING

Support the Hales Corners, Greenfield, and Franklin Health Departments in quarantining students who have not been vaccinated.

RECOMMENDED

HEALTH & SAFETY PROTOCOLS: 2021-22

FACE COVERINGS



Encourage unvaccinated persons wear a face covering. However, a face covering is not required.

Current CDC guidelines recommend that unvaccinated individuals wear masks in public.

PHYSICAL DISTANCING

Continue to cohort or group students where no academic priorities are compromised. Continue to distance students whenever and wherever possible.

ENHANCED DISINFECTING PROTOCOLS

Encourage and promote good handwashing practices. Supply hand sanitizer in additional dispensers. Continue additional sanitizing and cleaning as needed.



SCHOOL BUILDINGS: 2021-22



RETURN TO PRE-COVID	MODIFICATIONS TO RETURN
CLASSROOMS AND COMPUTER LABS	
COMMUNAL SPACES AND HALLWAYS	
ENTRANCES AND EXITS	Avoid crowding
LOCKER AND CUBBIE USAGE	
OUTDOOR FACILITIES	
DRINKING WATER	
SANITATION STATIONS	Continue to supply hand sanitizer in added stations
VISITORS AND VOLUNTEERS	

RECOMMENDED

SCHOOL OPERATIONS: 2021-22



RETURN TO PRE-COVID	MODIFICATIONS TO RETURN
BUS ETIQUETTE	Encourage seating charts
WHITNALL VEHICLES	Encourage masks for unvaccinated passengers
DROP OFF AND PICK UP	
ENTER/EXIT CAFETERIA	
SCHOOL NUTRITION PROCEDURES	
SCHOOL HEALTH ROOMS	Identify isolation room
ATHLETIC AND NON-ATHLETIC ACTIVITIES	Follow any WIAA and conference requirements
COMMUNITY GROUPS/RENTALS	



TEACHING AND LEARNING: 2021-22

RETURN TO PRE-COVID	MODIFICATIONS TO RETURN
TECHNOLOGY DEVICES	All K-12 students will have access to device
HOMEBOUND INSTRUCTION*	Develop individual plans which may include virtual asynchronous and/or synchronous options
PARENT MEETINGS	Continue to provide a virtual option for parent meetings when possible
CANVAS (LEARNING MANAGEMENT SYSTEM)	Continue use for parallel instruction and resources

**A K-12 student with a serious medical condition that may be impacted by COVID-19 may have the option for an alternative placement provided by a third-party provider. This will be a semester commitment.*

TRIGGERS AND RESPONSES: 2021-22

POSSIBLE TRIGGERS

- SINGULAR POSITIVE TEST - STUDENT OR STAFF
- % OF GROUP (CLASSROOM, GRADE, BUILDING) TEST POSITIVE
- MULTIPLE STAFF TEST POSITIVE
- RATE OF INCREASED POSITIVE TESTS BY STAFF OR STUDENTS

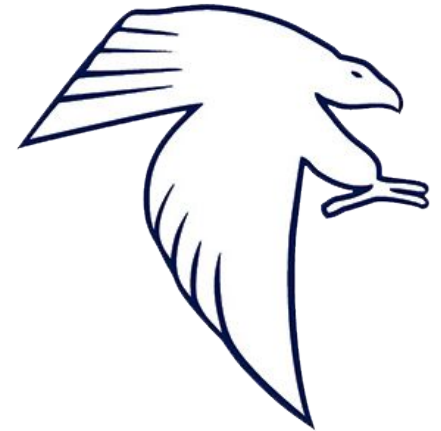
POSSIBLE RESPONSES

- LETTER TO FAMILIES - CLASSROOM, GRADE, BUILDING
- ENGAGE MEDICAL ADVISORY COMMITTEE
- TEMPORARY SWITCH TO VIRTUAL LEARNING - CLASSROOM, GRADE, BUILDING

NEXT STEPS

2021-22

monday JULY 26	monthly Board Meetings
The board will take action on mitigation protocols to be in place for 2021-22. Information will be communicated to families following the meeting.	There will be a report and update on the <i>Moving Forward</i> plan on the business meeting each month.



Date: July 12, 2021

To: Whitnall School Board

Discussion Item Only

From: Administration

Discussion Item and Future Action Item

Subject: 2021-22 Student Handbooks

Action Item

Attachments Included

Board Consideration or Action: Recommendation to approve 2021-2022 Student Handbooks

Reason for Consideration or Action: Approval of student handbooks needs board approval

Background/Reference: Draft copies of the 2021-2022 student handbooks are attached. Changes are highlighted or in red.

Whitnall High Student Handbook

Whitnall Middle Student Handbook

Hales Corners Elementary Handbook

Edgerton Elementary Handbook

CORE4 Charter Handbook

Cost Factor: None

Included in current budget?

Yes No

Explanation:



CORE 4 CHARTER SCHOOL
Collaborating On Readiness Education for 4 Year-Olds

Family Handbook
2020-21 2021-22

WHITNALL SCHOOL DISTRICT
5000 S. 116th Street, Greenfield, Wisconsin 53228



CORE 4 VISION & PHILOSOPHY:

We believe that early education provides a foundation for lifelong learning. Strong collaborative relationships between families, teachers and community members enrich children's development. It is through being accepted, respected and valued as unique individuals that children develop a positive sense of self.

Children benefit from predictable routines and structures that involve activities and experiences that are concrete, real and relevant. Children learn through actively participating in play-oriented discovery activities in a safe and secure environment.

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WELCOME

CORE 4, which stands for Collaborating On Readiness Education, is a public charter school in the Whitnall School District with classes housed at both Edgerton and Hales Corners Elementary Schools.

The Family Handbook is intended to help parents, students, and school personnel work together. Many guiding statements and procedures are included in this document but by no means does it encompass every situation. As new board policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made to this handbook. In addition, authorized administrators may modify procedures in the handbook whenever it is deemed necessary and expedient. No procedures should be in conflict with board policies

The Family Handbook features an alphabetical listing of CORE 4 procedures. We have made an effort to include information that will help you start the school year smoothly. In the event that something is unclear, please feel free to call the office.

The CORE 4 staff and administration look forward to working with you and your children. Let's have a great year growing and learning together!

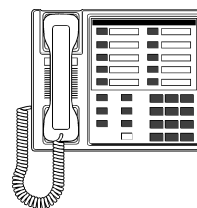
Administrators

Mrs. Lori Komas, CORE 4 Director and Hales Corners Elementary Principal
414-525-8802

Mrs. Meg Zei, Edgerton Elementary Principal
414-525-8902

Telephone Numbers

Edgerton Elementary	414-525-8900
Edgerton Elementary Fax	414-525-8901
Hales Corners Elementary Office	414-525-8800
Hales Corners Elementary Fax	414-525-8801
Whitnall District Office	414-525-8400



The Telephone Extension List can be found by visiting the school websites at www.whitnall.com.

Office Staff

Hales Corners Elementary

Jane Leonard - Administrative Assistant
Amanda Blaedow - Administrative Assistant
Brea Sanders, RN - District Nurse
Lori Coyne - Health Room Aide

Edgerton Elementary

Lori Windt **TBD** - Administrative Assistant
Sue Borowski - Administrative Assistant
Brea Sanders, RN - District Nurse
Lauri Spargur **TBD** - Health Room Aide

Office Hours

7:30 AM – 4:00 PM

ADMISSIONS

Admissions Requirements and Lottery: The Whitnall School District and CORE 4 Board will annually make information concerning CORE 4 available to parents. CORE 4 enrollment applications will be accepted after January 1st and prior to 4:00 p.m. on February 15th for the next school year. The primary requirement for admission to the school is the timely submission of an enrollment application by the stated deadline. Students must be four years old prior to September 1st of the enrolling school year and comply with state immunization requirements for this age group. Students with disabilities will be enrolled as per their IEP under the regulations of IDEA. Registration is open to 4 year-olds whose parents are residents of the WSD. Morning (AM) and Afternoon (PM) slots will be filled based upon parent request. If more applications are received for either AM or PM, a lottery will determine placement and a waiting list will be formed. To ensure fairness, preferences will be honored based upon a lottery selection for each school attendance area. Twins or other multiples at the same grade level will be assigned concurrent priority in the lottery draw. Parents/guardians will be notified in writing by March 1st of their child's enrollment status. Open enrollment seats may be available. Additional information about Admission can be reviewed in WSD Board Policy #5112.

ATTENDANCE

Edgerton Elementary Attendance - 414-525-8910

Hales Corners Elementary Attendance - 414-525-8811

Regular attendance is essential if students are to make satisfactory progress in school. ~~While a student in distance learning is not required to physically attend school, daily attendance when school is in session is required. Absences that are not excused are subject to truancy. Acceptable excuses include medical visits with verification, funerals, and up to 5 parental excuses.~~

~~Attendance is taken based on combination of the following criteria:~~

- ~~Regular attendance at live sessions~~
- ~~Evidence of progress toward learning goals within an established timeframe~~
- ~~Consistent communication between student and teacher~~

A.M. Session - Please call the school by 9:00 A.M to report your child's absence.

P.M. Session - Please call the school by 1:00 P.M. to report your child's absence.

If a child is unaccounted for during attendance processing, parent/guardian and emergency contacts will be called until the child's whereabouts and reason for absence are established.

Children may be signed out of school by parents/guardians for business which cannot be handled outside of school attendance hours.

Sign-out of Students

Students who need to leave school early must be signed out by their parent/guardian. Students will remain in their classroom until their parent/guardian has arrived at school. Students returning to school following an appointment must be signed in before returning to the classroom.

Tardiness

Parents are asked to call the office when their child will be late for school. Tardy students must enter the building through the main entrance. Parents are asked to accompany their children to sign them in. Students will be issued a tardy slip before reporting to their classroom. There may be legitimate

reasons for late arrival to school – i.e., medical/dental appointments, etc.

A.M. Session - After 8:45 am a child is tardy. P.M. Session - After 12:55 pm a child is tardy.
There is no differentiation between excused and unexcused tardies.

BUS TRANSPORTATION

No bus transportation is provided for the CORE 4 charter school.

CLASS PLACEMENT

Class lists for K4 students are developed in the spring for the upcoming school year. Lists include a combination of students across gender, race/ethnicity, and ability levels. The principal will review parent requests for a specific teacher. Every effort will be made to honor the request. Students attending an out of boundary attendance area school for K4 are expected to return to the boundary attendance area school for K5.

CONDUCT

It shall be the policy of the Whitnall School District that conduct be kept within reasonable bounds consistent with the desire to maintain the disciplined atmosphere necessary to promote a positive learning environment to maintain the right of their peers to receive instruction. The Code of Conduct for CORE 4 stipulates that children will be kind and respectful to yourself themselves and others and safe in their work and play.

CORE 4 STUDENT CODE OF CONDUCT

- Be safe
- Be respectful
- Be responsible

CONFERENCES - PARENTS AS PARTNERS

Parent/Teacher conferences are held twice per year, during once in the fall and once in the spring. Parents will have the opportunity to sign-up online for a conference time. You will receive confirmation of your conference time prior to your conference.

For those families who are separated/divorced, only ONE conference will be scheduled. It is advisable that both parents attend. Therefore, both parents can add insights about the academic and social progress reported by the teacher. The teacher will become far better equipped to provide support for a child who moves between separate home environments.

Your attendance at the conference is one way we can assure good home/school communication about the progress of your child. Additional conferences may be scheduled throughout the school year.

CURRICULUM OF CORE 4

Curriculum delivery will be a blend of guided instruction, guided-choice activities and personal choice activities that are contained within thematic units and learning center structures. In addition CORE 4 teachers will utilize a system of comprehensive assessment as it relates to student development and targets. This study will focus its efforts on utilizing best practices in assessment of young children.

LEARNING THROUGH EXPLORATION: Integrated format incorporates what 4 years year olds like to do and what excites them.

- Literacy focused to give your child a jump-start in learning to read and write.

- Math
 - Count and recognize numbers
 - Basic shape identification
 - Sort and classify objects
- Complete simple patterns
- Interpret graphs and charts
- Understand and use simple measurement concepts
- Compare objects
- Snack
 - Simple, hands-on food preparation occurs once per week.

DAY CARE CENTERS

Some local day care providers will provide transportation for those enrolled at their center to and from our K4 program. It is recommended that parents confirm this with the daycare provider.

Kindercare Learning Center, Franklin	414-425-9330
Kindercare Learning Center, Greenfield (Hwy 100)	414-321-4232
Kindercare Learning Center, Greenfield (Forest Home)	414-425-1943
Kindercare Learning Center, New Berlin	414-425-5924
Park’s Edge Childcare Center	414-427-9561
YMCA* (On-site child care before AM & after PM session)	414-274-0759

*The YMCA program is housed at HCE & EES.

This listing does not constitute a recommendation. Parents should personally check out the day care centers.

DRESS CODE

Please send your child to school in clothes for learning. When shopping for shoes, coats, hats, mittens etc., please buy clothing that your child can get on and off by him/herself. It helps your child feel successful and cuts down on the time spent zipping and tying.

EARLY DISMISSAL

Four-year-old Kindergarten (K4) students will not attend classes on half days.

EMERGENCY CLOSING

When severe weather or other emergency conditions exist so that it becomes necessary to close the school, the public will be notified over the local radio and television stations. In addition, you will be notified by the Whitnall School District *Infinite Campus* Messenger notification system. Emergency closings are also posted on our district website. **Please notify the school of any changes in phone numbers as they occur during the year**

EMERGENCY INFORMATION

Emergency contact information for students is obtained through our Infinite Campus student management system. This information is taken from the Student Enrollment Form which is part of your registration. It is very important for this to be filled out completely. Unlisted phone numbers will remain confidential but it is critical that we be able to reach you if your child becomes ill or has an accident. Requests for transport to a specific hospital should be clearly stated under the Health & Emergency Information on the enrollment form. Please notify the school office of any changes.

EMERGENCY PREPAREDNESS

Specific plans for evacuation and protection are posted in each room. Monthly fire drills, bi-annual tornado drills and bi-annual school safety incident action plan drills are conducted in accordance with WSD School Board Policy #8420.

FEES

School fees will be collected at registration. These fees do not cover personal school supplies.

4 Year Old Kindergarten (K4) - \$50

FIELD TRIPS

Field trips may be planned throughout the year. Teachers usually try to provide about two weeks notice. Field trips may require payment of a fee and a possible request for volunteers to accompany the students for supervisory assistance. Usually, field trips take place within the student day and on occasion AM and PM sessions are combined. See Volunteers

HEALTH

The school is served by the Whitnall School District Nurse. Health records for vision and hearing screenings and immunizations are maintained by the Whitnall District Nurse, who oversees health room services in all four district schools. She advises on medication and first aid treatment, and is providing service to individual students with special health care needs. Along with the parent and appropriate staff, she will develop an Individual Health Care Plan for children with severe allergies, chronic and acute conditions. The Whitnall District Nurse is involved in health education and screenings of the children.

Injury and Illness

First aid is provided by school personnel when injuries are minor. Rest, in a quiet place, is made possible for youngsters who report that they are not feeling well. If the child is too sick to remain in school, the parent or other adult designated as an emergency contact will be called and asked to take the student home.

A child who returns to school too soon after being ill may suffer a relapse and may have to miss more days. Students should not return to school if they are not well enough to participate in the complete program.

Serious Injury or Illness

Suspicion of severe injury or illness will result in an immediate call for RESCUE SQUAD service. Parents, guardians, or other adults listed as an emergency contact will be called at the same time so that the adult may proceed directly to the hospital emergency room. Depending on the severity of injury, children will be transported to the nearest hospital unless otherwise indicated by parent/or guardian. For more information regarding the handling of severe injury or illness please see Whitnall School District Policies 5340 and 5341.

Medication Administration Form and Procedures

If your child requires administration of medication during the school day a Medication Administration Form must be completed and is available on our website linked here [Medication Administration Form](#). The procedures follow the linked form. Medication Administration Forms must be renewed each school year and/or any time a medication or dosage of the medication is changed. Completed forms for both prescription and non-prescription medications will be maintained in the Health Room. Any questions about medication in school should be directed to the District nurse. See WSD Policy 5330.

Communicable Diseases

Your local health department should be notified if your student contracts a Communicable Disease. Examples of reportable diseases include any form of Hepatitis, Measles, Mumps, Rubella, Whooping Cough, Kawasaki Syndrome, Lyme disease, Meningitis, Salmonella, and Shigella & Campylobacter. Children with a rash will be excluded from school until clearance is obtained.

We encourage you to check your child’s head often for the presence of head lice. It is especially important near the end of summer, Christmas and spring breaks. Feel free to call the local health department or your School Nurse with questions. We have additional information available to you in the School Health Room if requested. Refer to WSD Board Policy # 8451.

Hales Corners Health Department 414-529-6155
 Franklin Health Department 414-425-9101
 Greenfield Health Department 414-329-5275

Immunization Requirements

**STUDENT IMMUNIZATION LAW
 AGE/GRADE REQUIREMENTS
~~2020-21~~ 2021-22 SCHOOL YEAR**

Verification of list still underway

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ¹ 3 Polio 3 Hep B ⁵ 1 MMR ⁶ 1 Var ⁷
Grades 5K through 5	4 DTP/DTaP/DT/Td ^{1,2} 4 Polio ⁴ 3 Hep B ⁵ 2 MMR ⁶ 1 Var ⁷
Grades 6 through 12	4 DTP/DTaP/DT/Td ¹ 1 Tdap ³ 4 Polio ⁴ 3 Hep B ⁵ 2 MMR ⁶ 2 Var ⁷

1. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose 4 days or less before the 4th birthday is also acceptable.
2. DTaP/DTP/DT vaccine for children entering 5K Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
3. Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within 5 years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades 5K Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose 4 days or less before the 4th birthday is also acceptable.
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. Note: a dose four days or less before the 1st birthday is also acceptable.

acceptable. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.

7. Varicella (abbreviated Var) is the chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

HOME ACTIVITIES

Homework is the extension of the opportunity for learning beyond the regular classroom period. These assignments are made on the basis of learning goals and objectives and teacher determination of individual needs.

LOST AND FOUND

Please label all belongings with your child's name. Each site has a "Lost and Found" area.

MOVING OUT OF THE DISTRICT DURING THE SCHOOL YEAR

If you are moving out of the District after the school year begins and would like to have your student finish the school year in the Whitnall Schools, you **MUST** fill out a Tuition Waiver Form. This form may be picked up in the District Office at the south end of the high school. This form must be on file in order to complete the school year.

Should you want your student to attend the District the following year, please follow up with the District Office, Superintendent/Board Secretary, 414-525-8411, to find out if there are any options for your particular situation. The options may include: Open Enrollment (must fill out forms during the enrollment window according to State Guidelines); or having the tuition waiver approved for an additional year by the new resident school district. It is the parent's responsibility to follow through on any of these options, per specific guidelines and deadlines.

NON-CUSTODIAL PARENTS

We recognize the importance of parental involvement. Some families have more than one household.

Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once, at times convenient to both parents.

Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order.

Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.

Non-custodial parents can access report cards, newsletters and other information either on the *Infinite Campus* portal or on our website at www.whitnall.com. In the event of an address or phone number change, please inform a school secretary.

NONDISCRIMINATION POLICY, PARENT NOTIFICATION OF

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. WSD Board Policy #2260

Any questions concerning these policies should be directed to:
Dr. Lisa Olson, Superintendent of Schools
Whitnall School District, 5000 South 116th Street
Greenfield, WI 53228

OFFICE HOURS

The school office hours are 7:30 A.M. until 4:00 P.M.

ORIENTATION

Before the school year begins, a Parent orientation and “Back to School” night are held at each site.

PARENT TEACHER ORGANIZATION (PTO)

The PTOs at Hales Corners Elementary and Edgerton Elementary are made up of volunteers who organize and run numerous special events and programs. Some of these include school-based activities, family events, special assembly programs, the publishing center, the school yearbook and a monthly newsletter. Meetings feature business matters and guest speakers. Look for PTO membership and volunteer information at registration in August.

PTO meetings are held in the HCE Library at 7:00 pm / EES Library 6:30 pm on the dates listed in the district calendar.

PROSPECTUS of the Whitnall School District

Purpose: We *engage* learners in a way that fosters *innovation, risk taking, and exploration* to attain personal learning goals without the fear of failure.

Passion: *Knowing, understanding, and encouraging* learners as individuals; Developing natural curiosity in nurturing environments

Values: Advancement, Belonging, Courage

Vision: We're *all* in.

RECESS/OUTDOOR PLAY

All students will go outside each day, except on days of inclement weather (below 0°), including wind chill. Parents should dress children for outdoor activities accordingly. Please do not request that children stay indoors as we cannot supervise students both indoors and out at the same time.

REPORT CARDS

CORE 4 report cards are issued after the end of each semester. In individual cases, parents will be contacted by the school when additional conferences are needed. See CONFERENCES.

SAFETY & SECURITY

At HCE and EES we make every effort to assure the safety of your children. Visitors enter through the main lobby entrance. All visitors must follow check in-check out procedures using the Raptor system which requires a photo ID to be signed in. Visitors will receive a “badge” to wear at all times while in our school We have instructed all students and staff NOT to open security entrances for anyone. Our goal is to provide a safe environment where your children can enjoy positive learning experiences. Please see WSD Board Policy 7440 for more information. During the school year a number of emergency drills are scheduled. These include a lock down drill during each semester, tornado drill, and monthly fire drills.

SCHEDULE

Morning Session	8:35 am – 11:25 am
Afternoon Session	12:45 pm – 3:35 pm

Playground supervision begins at 8:30 for the AM session and 12:35 for the PM session. Persons dropping off children should stay with them until the CORE 4 Staff member meets the children at the drop off location for their building.

SCHOOL GOVERNANCE

CORE 4 is an instrumentality of the Whitnall School District and, except as otherwise set forth in the Charter Contract, shall be governed in accordance with the policies and procedures of the WSD. The administrators of HCE and EES will be responsible for maintaining daily operations, scheduling issues, and student discipline, as necessary.

TECHNOLOGY – ACCEPTABLE USE POLICY / INTERNET ACCESS

Please refer to WSD School Board policy #7540.03 regarding student technology acceptable use and safety.

TECHNOLOGY – WEBSITE / MEDIA USE

I understand that computer information access is a necessity to modern education. The sharing of school work, photos, videos and other media by students over online information systems is essential for modern collaboration.

Occasionally, we post images of students and school activities, and student school work, on District and school websites, including those maintained and monitored by staff members for the following reasons, though not limited to: educational collaboration, extra-curricular and promotional. Please sign the “Website/Media Opt-Out Form” at registration if you do not wish to have your student’s image or school work posted on District-related websites and media.

TELEPHONE CALLS

It is not always possible for staff members to accept phone calls during school hours. Your call may be forwarded to a teacher’s voice mail, where you may leave a brief message. Your call will be returned at a convenient time. If your call is time sensitive, please contact the school office.

VISITORS

At HCE and EES, we are fortunate to have a high level of parent involvement. ~~however, visitors aren’t allowed during the COVID-19 pandemic.~~ In conjunction with WSD Board Policy 7440 (Facility Security), 8120 (Volunteers), and 9150 (School Visitors), please use the following guidelines to help us maintain a safe school:

- All visitors that want to go beyond the main office must check in using the Raptor system. All first time visitors to the district must sign in using their driver’s license or other valid form of identification. Use the assigned visitor or volunteer label, which includes your name and picture identification.
- Sign out prior to leaving the school building.
- Don’t be offended if a staff member approaches you on the playground or in the halls and requests that you sign in at the office and obtain a visitor’s badge. Even if you are at school frequently, not all of our staff/students may know you.
- Schedule appointments with teachers in advance. It is difficult for teachers to drop everything to talk with a parent at arrival and dismissal times.
- All requests for school/classroom visits must be pre-arranged and coordinated through

building principal, designee or teacher per WSD Board Policy #9150. We make every effort to know who is visiting our school. Thank you for your help in securing a safe learning environment.

VOLUNTEERS

Classroom teachers are interested in the help of classroom volunteers ~~however visitors aren't allowed during the COVID-19 pandemic.~~ . Let your child's teacher know that you are willing to help. Volunteers are required to submit for a background check prior to serving in this capacity. See WSD Board Policy #8120. The Volunteer Application and Consent form is linked [HERE](#). Volunteers are gently reminded that students' right to privacy is of utmost importance. Therefore, volunteers are bound to the same terms of confidentiality as others who work in the school. In addition, please refrain from wearing clothing that promotes alcohol or tobacco use. The Parent Teacher Organization (PTO) also appreciates the help of parent volunteers. Watch for information outlining the many volunteer opportunities available throughout the school year.

WITHDRAWAL FROM DISTRICT

If you are planning to withdraw your child from school, please inform the school as early as possible. Our records will be sent promptly once we receive the official request from the receiving school.

Hales Corners Elementary School
Family Handbook
2020-21 2021-22



Hales Corners Elementary School
11320 W. Janesville Road
Hales Corners, WI 53130
(414) 525-8800

<https://www.whitnall.com/schools/hales-corners/>

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WELCOME

Each new school year brings opportunities for growth and new learning. We will greet each new school day as an occasion to improve our knowledge of the world and ourselves. On behalf of the Whitnall School District Board of Education and our Superintendent, Dr. Lisa Olson, the Hales Corners staff and I welcome you as we begin the new school year.

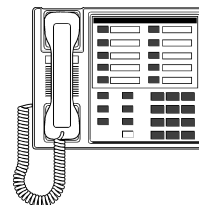
The Family Handbook is intended to help parents, students, and school personnel work together. Many guiding statements and procedures are included in this document but by no means does it encompass every situation. As new board policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made to this handbook. In addition, authorized administrators may modify procedures in the handbook whenever it is deemed necessary and expedient. No procedures should be in conflict with board policies.

The Hales Corners Elementary Family Handbook features an alphabetical listing of HCE procedures. We have made an effort to include information that will help you navigate through the school year. In the event that something is unclear, please feel free to call the school office at 414-525-8800. Let's have a great year growing and learning together!

Lori Komars, Principal

Telephone Numbers

Hales Corners Elementary Office	414-525-8800
Hales Corners Elementary Fax	414-525-8801
Whitnall School District Office	414-525-8400
Whitnall High School	414-525-8500
Whitnall Middle School	414-525-8650
Edgerton Elementary	414-525-8900



The HCE Staff directory is linked [HERE](#).

Office Staff

Jane Leonard - Administrative Assistant to the Principal
Amanda Blaedow - Administrative Assistant
Brea Sanders, RN - Whitnall School District Nurse
Lori Coyne - Health Room Aide

Office Hours

7:30 AM – 4:00 PM

ADMISSIONS

Kindergarten students must be five years of age and first grade students six years of age on or before September 1st. Review WSD School Board Policy #5112A. New students will be placed in the grade level attained. Permanent placement will be determined after school records have been received. Criteria for early admission can be reviewed in School Board Policy #5112.

ATTENDANCE

Regular attendance in school is required by law and is essential if students are to make satisfactory progress in school. Illness, emergency and other circumstances identified in WSD School Board Policy #5200 shall be the basis for excused absences.

~~While a student in distance learning is not required to physically attend school, daily attendance when school is in session is required.~~ Absences that are not excused are subject to truancy. Acceptable excuses include medical visits with verification, funerals, and up to 5 parental excuses.

~~Attendance is taken based on combination of the following criteria:~~

- ~~Regular attendance at live sessions~~
- ~~Evidence of progress toward learning goals within an established timeframe~~
- ~~Consistent communication between student and teacher~~

Please email via our HCE website using [Student Absence Reporting](#) or call the school by 9:00 A.M to report your child's absence (414-525-8811). **Your message should identify the reason for the absence. Providing one of the following reasons will ensure accurate record keeping.**

Sick – not seeing a physician

Sick – will see a physician and will bring the written doctor's excuse upon return to school

Parent Request – ie: short vacation, funeral, family emergency

State law allows parents to exempt their child from school for up to 10 days during a school year. Physician excused absences are not included in this number. Tardies can be considered an absence since the law states that an absence is “part or all of one or more school days.”

If a child is unaccounted for during attendance processing, parent/guardian and emergency contacts identified in the student management system will be called until the child's whereabouts and reason for absence is established.

If your child is absent due to illness or injury, he/she will not be allowed to participate in extracurricular or evening activities/programs that day.

A written parental excuse should be sent with the student when he/she returns to school. In case of absence for more than three days, or upon the principal's request, a statement from the local health department or attending physician may be required when returning to school

Children may be signed out of school by parents/guardians for business which cannot be handled outside of school attendance hours.

Sign-out of Students

Students that leave school early must be signed out by their parent/guardian. **Students will remain in their classroom until their parent/guardian has arrived at school.** The student will meet the parent/guardian in the office. Students returning to school following an appointment must be signed in before returning to the classroom.

Tardiness

Parents are asked to call the office when their child will be late for school. Please indicate if your child will be having school lunch. Tardy students must enter the building through the main entrance in the front of the building. Parents are asked to accompany their children to sign them in. Students will receive a tardy slip before reporting to their classroom. In the event of a school transportation emergency such as weather or a substitute bus driver causing a child to be late, the child will not be recorded as tardy for report card purposes. There may be legitimate reasons for late arrival to school – i.e., medical/dental appointments, etc. **After 8:40am a child is tardy.** There is no differentiation between excused and unexcused tardies. **However, if the student was at a medical appointment, securing a medical excuse from the physician/dental office will ensure the absence is listed as medically excused.**

BICYCLES

Students are permitted to ride bikes to school. The bikes should be licensed in your community. All bikes must be parked in the proper location and should be locked during school hours. Bikes may not be ridden on school premises before school in the morning or before 4:00 P.M. on regular school days. Students are reminded that wearing a helmet is a positive safety precaution.

BIRTHDAY TREATS AND INVITATIONS

Please check with your child's teacher regarding birthday treats; not all grade levels have students bring in birthday treats. Please keep in mind that treats must be peanut and tree nut free. We encourage you to consider healthy options.

~~We will post birthdays on our birthday bulletin board. Unfortunately, we will not be able to share snacks or gifts with classmates this year.~~

Birthday invitations may not be distributed at school. School staff may not provide addresses or phone numbers due to confidentiality. Addresses and phone numbers may be found in the HCE PTO Student Directory which is ~~printed and~~ distributed annually by the PTO.

BUS TRANSPORTATION

Please see WSD Board Policy #8600 Student Transportation Services for information regarding eligibility requirements. If you have any questions, please call the District Office at 414-525-8400 for clarification. See **CONDUCT – Bus Conduct** for riding rules and regulations.

Bus Route Difficulties

If you have pick-up and drop-off difficulties or a concern about how the driver handles student behavior, please report it to the First Student bus company at (414) 422-2020. If you feel that the concern has not been resolved call the school office.

CLASS PLACEMENT

Class lists are developed in the spring for the upcoming school year. Lists include a combination of students across gender, race/ethnicity, and ability levels. Teachers and counselors assist with class list development. Parent requests for specific teachers will be reviewed by the principal. We do not encourage such requests, but recognize that special situations may exist and parents can provide input. Please understand that room placement are at the discretion of the principal via staff input.

CONDUCT

The District is committed to maintaining an orderly and safe academic atmosphere.

Students, both individually and in groups, shall comply with school procedures and shall recognize the

authority of teachers, administrators, and supportive staff. Disobedience, open defiance of proper authority, and disruptive language or behavior shall not be tolerated. Insofar as possible, rules shall be clearly defined, consistently and uniformly enforced in accord with WSD School Board Policy #5500

The following code of conduct captures the basic elements of students who display kindness, respect, responsibility, and regard for safety.

HALES CORNERS ELEMENTARY STUDENT CODE OF CONDUCT

- Be safe
- Be respectful
- Be responsible

HCE Behavior Expectations <https://www.whitnall.com/schools/hales-corners/families/hce-pbis.cfm>

Bus Conduct

Riding the school bus is an extension of the classroom, therefore the School Board shall require students to conduct themselves in a manner consistent with established standards for classroom behavior.

The set of expectation guidelines are listed in the [HCE Behavior Expectations](#). In cases when a student fails to conduct himself/herself properly, such misconduct is to be brought to the attention of the building principal by the bus driver.

Guidelines for proper notification and due process are identified in WSD Board Policy #8600. Where continuing or extremely serious problems exist, the bus riding privileges may be suspended. In such cases, the parent/guardian of the student becomes responsible for seeing that the student gets to and from school safely and is in regular attendance.

The Whitnall School District shall not discriminate in standards or rules of behavior or disciplinary measures on the basis of sex, race, religion, color, national origin, ancestry, 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.

Parents are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.

Parents are also to be informed that they are responsible for:

1. the safety of their child while going to or from the bus stop and while waiting for the school bus;
2. their child being at the bus stop prior to scheduled pick-up time;
3. damage by their child to school buses, personal property, or public property;
4. informing their children of the rules of conduct and behavior for riding on the buses.
5. Students are expected to conduct themselves in a proper manner at bus stops. The District will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
6. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.
7. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Director of Business Services.
8. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.

9. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.
10. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the principal should be consulted.

Discipline Procedure

1. The driver will fill out a misconduct report. The misconduct report shall state at least the student’s name, offense committed, and the driver’s signature and route number.
2. The following action will follow the issuance of a misconduct report:
 - a. First level of discipline (1st misconduct report)—the school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
 - b. Second level of discipline (2nd misconduct report)—the school official will inform the parent of the offense and the student may be denied transportation for up to a week.
 - c. Third level of discipline (3rd misconduct report)—the school office will inform the parent of the offense and the student may be denied transportation for up to the balance of the school year or semester. Suspension and/or expulsion may also be imposed.

Parents or guardians and students are to be aware that in any of the above actions they have the right of due process.

Drivers may refuse to transport students only if a report of the circumstances has been made to the school principal and the principal has removed the student from the bus. No student shall be put off the school bus except at school or his/her stop. The driver may not put students off the bus unless authorized by the building principal.

A school administrator, his/her designee, or a bus driver has the authority to assign riders to designated seats.

CONFERENCES - PARENTS AS PARTNERS

Parent/Teacher conferences are held twice per year. Parents will have the opportunity to sign-up online for conferences. You will receive a reminder notification of your conference time prior to your conference. For those families who are separated/divorced, only ONE conference will be scheduled. It is advisable that both parents attend. Therefore, both parents can add insights about the academic and social progress reported by the teacher. The teacher will become far better equipped to provide support for a child who moves between separate home environments.

Your attendance at the conference is one way we can assure good home/school communication about the progress of your child. Additional conferences may be scheduled throughout the school year.

DAY CARE CENTERS

The following centers provide transportation to HCE:

Kindercare Learning Center, Franklin	414-425-9330
Kindercare Learning Center, Greenfield (Hwy 100)	414-321-4232
Kindercare Learning Center, Greenfield (Forest Home)	414-425-1943
Park’s Edge Childcare Center	414-427-9561
YMCA*	414-274-0759

*The YMCA before and after school program is housed at HCE.

This listing does not constitute a recommendation. Parents should personally check out the day care centers.

DRESS CODE

In school and at all school functions, student dress should be focused on individual safety and personal privacy. Be sure that your child wears clothing and footwear that comfortably meet all of the demands of an active school day including recess, Physical Education class, hands-on Math & Science, Art, and group work on the rug. See WSD Board policy #5511 for detailed guidelines of Dress Code.

EARLY DISMISSAL

Students in five year old Kindergarten (K5) through Grade 5 will be dismissed at 11:20 A.M. on half days of school. Four year old Kindergarten (K4) and Early Childhood students will not attend classes on half days.

EMERGENCY CLOSING

When severe weather or other emergency conditions exist so that it becomes necessary to close the school, the public will be notified over the local radio and television stations. In addition, you will be notified by the Whitnall School District *Infinite Campus* Messenger notification system. Emergency closings are also posted on our district website. **Please notify the school of any changes in phone numbers as they occur during the year.**

EMERGENCY INFORMATION

Emergency contact information for students is obtained through our *Infinite Campus* student management system. This information is taken from the Student Enrollment Form which is part of your registration packet. It is very important for this to be filled out completely. Unlisted phone numbers will remain confidential but it is critical that we be able to reach you if your child becomes ill or has an accident. Requests for transport to a specific hospital should be clearly stated under the Health & Emergency Information on the enrollment form. Please notify the school office of any changes.

EMERGENCY PREPAREDNESS

Specific plans for evacuation and protection are posted in each room. Monthly fire drills, bi-annual tornado drills and bi-annual school safety incident action plan drills are conducted in accordance with WSD School Board Policy #8420.

FEES

The cost of workbooks, math and art supply expenses are partially offset by these fees. **These fees do not cover personal school supplies.**

Early Childhood and 4 Year Old Kindergarten (K4)	\$50.00
Five Year Old Kindergarten (K5) - Grade 5	\$60.00
Extracurricular Activity Fee (Grade 5 Clubs)	\$25.00

***Please note that all fee payments will be applied to school fees first, then extracurricular activities. This may result in a student being unable to participate in extracurricular clubs.**

FIELD TRIPS

Field trips may be planned throughout the year. Teachers usually try to provide about two weeks notice. Field trips may require payment of a fee and a possible request for volunteers to accompany the students for supervisory assistance. (see Volunteers) Usually, field trips take place completely within the student day.

HEALTH

The school is served by the Whitnall School District Nurse. Health records for vision and hearing screenings and immunizations are maintained by the Whitnall District Nurse, who oversees health room services in all four district schools. She advises on medication and first aid treatment, and is providing service to individual students with special health care needs. Along with the parent and appropriate staff, she will develop an Individual Health Care Plan for children with severe allergies, chronic and acute conditions. The Whitnall District Nurse is involved in health education and screenings of the children.

Injury and Illness

First aid is provided by school personnel when injuries are minor. Rest, in a quiet place, is made possible for youngsters who report that they are not feeling well. If the child is too sick to remain in school, the parent or other adult designated as an emergency contact will be called and asked to take the student home.

A child who returns to school too soon after being ill may suffer a relapse and may have to miss more days. Students should not return to school if they are not well enough to participate in the complete program.

Serious Injury or Illness

Suspicion of severe injury or illness will result in an immediate call for **RESCUE SQUAD** service. Parents, guardians, or other adults listed as an emergency contact will be called at the same time so that the adult may proceed directly to the hospital emergency room. Depending on the severity of injury, children will be transported to the nearest hospital unless otherwise indicated by parent/or guardian. For more information regarding the handling of severe injury or illness please see Whitnall School District Policies 5340 and 5341.

Medication Administration Form and Procedures

If your child requires administration of medication during the school day a Medication Administration Form must be completed and is available on our website linked here [Medication Administration Form](#). The procedures follow the linked form. Medication Administration Forms must be renewed each school year and/or any time a medication or dosage of the medication is changed. Completed forms for both prescription and non-prescription medications will be maintained in the Health Room. Any questions about medication in school should be directed to the District nurse. See WSD Policy 5330.

Communicable Diseases

Your local health department should be notified if your student contracts a Communicable Disease. Examples of reportable diseases include any form of Hepatitis, Measles, Mumps, Rubella, Whooping Cough, Kawasaki Syndrome, Lyme Disease, Meningitis, Salmonella, Shigella & Campylobacter. Children with a rash will be excluded from school until clearance is obtained.

We encourage you to check your child's head often for the presence of head lice. It is especially important near the end of summer, Christmas and spring breaks. Feel free to call the local health department or your School Nurse with questions. We have additional information available to you in the School Health Room if requested. Refer to WSD Board Policy #8451

Hales Corners Health Department	414-529-6155
Franklin Health Department	414-425-9101
Greenfield Health Department	414-329-5275

responsibility of parents/guardians to make sure there are sufficient funds in your child's lunch account. Current balances can be checked online through the Parent Portal of Infinite Campus. **For low balance notification via e-mail, please provide a current e-mail address to foodservice@whitnall.com.** Please include your child(ren)'s first and last name(s) when using e-mail.

Student Lunches	\$2.40	USDA-approved Free lunch until 12/31/20
Adult Lunches	\$3.75	
Chocolate or White Milk	\$0.40	

Families who are having financial difficulties are encouraged to apply for the Free/Reduced meal program offered through our District. These benefits are completely confidential.

MOVING OUT OF THE DISTRICT DURING THE SCHOOL YEAR

If you move out of the District after the school year begins and would like to have your student finish the school year in the Whitnall Schools, you **MUST** fill out a Tuition Waiver Form. This form may be picked up in the District Office at the south end of the high school. This form must be on file in order to complete the school year.

Should you want your student to attend the District the following year, please follow up in the District Office, Superintendent/Board Secretary, (414) 525-8411, to find out if there are any options for your particular situation. The options may include: Open Enrollment (must fill out forms during the enrollment window according to State Guidelines); or having the tuition waiver approved for an additional year by the new resident school district. It is the parent's responsibility to follow through on any of these options, per specific guidelines and deadlines.

NON-CUSTODIAL PARENTS

We recognize the importance of parental involvement. Some families have more than one household. Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once, at times convenient to both parents.

Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order.

Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.

Non-custodial parents should inform the school office and teacher if they would like to receive school mailings. Providing the email address in *Infinite Campus* will enable non-custodial parents to receive all electronic mail from the school and district. In the event of an address or phone number change, please inform a school secretary.

NONDISCRIMINATION POLICY, PARENT NOTIFICATION OF

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. WSD Board Policy #2260

Any questions concerning these policies should be directed to:
Superintendent of Schools
Whitnall School District
5000 South 116th Street
Greenfield, WI 53228
(414) 525-8411

OFFICE HOURS

The school office hours are 7:30 A.M. until 4:00 P.M.

ORIENTATION

Parent orientation will take place prior to the start of the school year. The date for “Back to School” night will be listed on the HCE “Important Dates” calendar, and on the website at www.whitnall.com

PARENT TEACHER ORGANIZATION (PTO)

The Hales Corners PTO is composed of volunteers who organize and run numerous special events and yearly programs. Some of these include a school postal system, family events, special assembly programs, the school yearbook and a monthly newsletter. Meetings feature business matters and guest speakers. Look for PTO membership and volunteer information at Back to School night. PTO meetings are held in the HCE Library at 7:00 PM on the dates listed in the district calendar.

PHYSICAL EDUCATION

All students are required to have tennis or athletic shoes that remain at school. Children may be excused from physical education classes when such a need is determined and certified in writing by a physician. Parents may request a short term release from physical education in writing. The note should be sent to the classroom teacher who will forward it to the physical education teacher. Shoes and other articles of clothing should be clearly marked.

PROSPECTUS

Purpose: We *engage* learners in a way that fosters *innovation, risk taking,* and *exploration* to attain personal learning goals without the fear of failure.

Passion: *Knowing, understanding,* and *encouraging* learners as individuals; Developing natural curiosity in nurturing environments

Values: Advancement, Belonging, Courage

Vision: We're *all* in.

RECESS

All students will go outside for recess each day, except on days of inclement weather. Parents should dress children for outdoor recess accordingly. Please do not request that children stay indoors for recess as we cannot supervise students both indoors and out at the same time. See [HCE Behavior Expectations](#) for recess expectations.

REPORT CARDS

Report cards for Grades K5-5 are issued two times during the year. Personal conferences and supplementary progress reports could augment the report card. See **DATES TO REMEMBER** for distribution dates. See **CONFERENCES**.

SAFETY & SECURITY

At HCE we make every effort to assure the safety of your children. Visitors enter through the main lobby (Janesville Road) entrance only. All visitors must follow check in-check out procedures using the Raptor

system which requires a photo ID to be signed in. Visitors will receive a “badge” to wear at all times while in our school. We have instructed all students and staff NOT to open security entrances for anyone. Our goal is to provide a safe environment where your children can enjoy positive learning experiences. Please see WSD Board Policy 7440 for more information.

SALE OF ITEMS BY STUDENTS

Parents are asked to understand that students should not expect to sell items to school staff members during teacher work hours. Candy, cookie, candle, etc., sales conducted by the child’s club or organization may also present the potential for theft or loss when the product or cash receipts are in the student’s possession at school.

SCHEDULE

8:35 AM	Students Enter School
Lunch schedule TBD	
11:00 AM – 11:40 PM	Lunch & Recess – Grades 1, 3
11:35 AM – 12:15 PM	Lunch & Recess – Grades 2
12:10 – 12:50 PM	Lunch & Recess – Grade K5, 4
12:45 – 1:25 PM	Lunch & Recess – Grade 5
3:35 PM	Student Dismissal

STUDENT DROP OFF/PICK UP

- Playground supervision begins at 8:25 AM. Students **should not** arrive before 8:25 AM. Parents are responsible for arranging before school daycare as necessary. We will notify you by note or phone if early arrival becomes a problem.
- Dogs are not permitted on the school grounds due to allergy concerns or possible fear associated with some students.
- It is against the law to smoke on the playground, sidewalk adjacent to the school and in the parking lot.

TECHNOLOGY

Please refer to WSD School Board policy #7540.03 regarding student technology acceptable use and safety.

TECHNOLOGY – WEBSITE / MEDIA USE

I understand that computer information access is a necessity to modern education. The sharing of school work, photos, videos and other media by students over online information systems is essential for modern collaboration.

Occasionally, we post images of students and school activities, and student school work, on District and school websites, including those maintained and monitored by staff members for the following reasons, though not limited to: educational collaboration, extra-curricular and promotional. Please complete the “Website/Media Opt-Out Form”, during registration if you do not wish to have your student’s image or school work posted on District-related websites and media.

TELEPHONE CALLS

It is not always possible for staff members to accept phone calls during school hours. Your call may be forwarded to a teacher’s voice mail, where you may leave a brief message. Your call will be returned at a convenient time. Should you need to leave a time sensitive message, please call the office and speak with a secretary.

VISITORS

At Hales Corners Elementary, we are fortunate to have a high level of parent involvement ~~however visitors aren't allowed during the COVID-19 pandemic.~~ In conjunction with WSD Board Policy 7440 (Facility Security), 8120 (Volunteers), and 9150 (School Visitors), please use the following guidelines to help us maintain a safe school when the restrictions are removed:

- All visitors that want to go beyond the main office must check in using the Raptor system. All first time visitors to the district must sign in using their driver's license or other valid form of identification. Use the assigned visitor or volunteer label, which includes your name and picture identification.
- Sign out prior to leaving.
- Don't be offended if a staff member approaches you on the playground or in the halls and requests that you sign in at the office and obtain a visitor's badge. Even if you are at school frequently, not all of our staff/students may know you.
- Schedule appointments with teachers in advance. It is difficult for teachers to drop everything to talk with a parent at arrival and dismissal times.
- All requests for school/classroom visits must be pre-arranged and coordinated through building principal, designee or teacher per WSD Board Policy #9150.

We make every effort to know who is visiting our school. Thank you for your help in securing a safe learning environment.

VOLUNTEERS

Classroom teachers are interested in having assistance from volunteers ~~however visitors aren't allowed during the COVID-19 pandemic.~~ Let your child's teacher know that you are willing to help. **Volunteers are required to submit for a background check prior to serving in this capacity. See WSD Board Policy #8120.** The Volunteer Application and Consent form is linked [HERE](#). Volunteers are also needed to help in the HCE library. Volunteers are gently reminded that students' right to privacy is of utmost importance. Therefore, volunteers are bound to the same terms of confidentiality as others who work in the school. In addition, please refrain from wearing clothing that promotes alcohol or tobacco use. The Parent Teacher Organization (PTO) also appreciates the help of parent volunteers. Watch for information outlining the many volunteer opportunities available throughout the school year.

WITHDRAWAL FROM SCHOOL

If you are planning to withdraw your child from school, please inform the school as early as possible. When enrolling your student in the new school, a copy of the most recent report card would be of some help to the new principal. Our records will be sent promptly once we receive the official request.

Edgerton Elementary School Family Handbook

~~2020-2021~~ **2021-2022**



Edgerton Elementary School
5145 S. 116th Street
Hales Corners, WI 53130
(414) 525-8900

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The Edgerton Elementary School Family Handbook features an alphabetical listing of EES procedures and guidelines.

WELCOME

Welcome new and returning students and families to Edgerton Elementary School. We are providing you with our school handbook that will assist you in acquiring information and answers to many questions pertaining to your child's educational program at EES.

The Family Handbook is intended to help parents, students, and school personnel work together. Many guiding statements and procedures are included in this document but by no means does it encompass every situation. As new board policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made to this handbook. In addition, authorized administrators may modify procedures in the handbook whenever it is deemed necessary and expedient. No procedures should be in conflict with board policies. It is our anticipation that you will find this handbook a useful guide.

Edgerton Elementary School teachers and staff are committed to serving the unique academic, social, and emotional needs of your child. We take great pride in providing a learning community that empowers students to see themselves as successful learners capable of meeting high standards. On behalf of the Whitnall School District Board of Education and Superintendent Dr. Lisa Olson, the Edgerton staff and I welcome you to an exciting year of learning and growth.

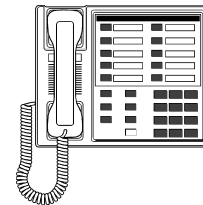
Please review the school handbook to familiarize yourself with EES procedures and guidelines. We hope that the contents will help you get off to a smooth start for the ~~2020-2021~~ **2021-2022** school year. In the event that something is unclear, please feel free to call us at 525-8900.

Best wishes for a happy, fulfilling, and successful school year.

Meg Zei, Principal

Telephone Numbers

Edgerton Elementary Office	525-8900
Edgerton Elementary Fax	525-8901
Whitnall District Office	525-8400
Whitnall High School	525-8500
Whitnall Middle School	525-8650
Hales Corners Elementary	525-8800



The Edgerton Elementary School staff directory is linked here: [EES Staff Directory](#)

Office Staff

Lori Windt, Administrative Assistant to the Principal
Sue Borowski, Administrative Assistant
Amber Holsen, Health Room Aide

Office Hours

7:30 AM – 4:00 PM

ADMISSIONS

Kindergarten students must be five years of age, and first grade students six years of age on or before September 1st. Review WSD School Board policy 5112A. New students will be placed in the grade level attained. Permanent placement will be determined after school records have been received. Adjustments and progress will also be evaluated in the early weeks. Criteria for early admission can be reviewed in WSD School Board Policy 5112A.

ATTENDANCE

Regular attendance in school is required by law and is essential if students are to make satisfactory progress in school. Illness, emergency, and other circumstances identified in WSD School Board Policy 5200 shall be the basis for excused absences.

~~While a student in distance learning is not required to physically attend school, daily attendance when school is in session is required. Absences that are not excused are subject to truancy. Acceptable excuses include medical visits with verification, funerals, and up to 5 parental excuses:~~

~~Attendance is taken based on combination of the following criteria:~~

- ~~Regular attendance at live sessions~~
- ~~Evidence of progress toward learning goals within an established timeframe~~
- ~~Consistent communication between student and teacher~~

Please email via our EES website using [Student Absence Reporting](#) or call the school by 9:00 A.M to report your child's absence (525-8900). You may call **anytime** and leave a message on voicemail. Your message should identify the reason for the absence. Providing one of the following reasons will ensure accurate record keeping.

Sick – not seeing a physician

Sick – will see a physician and will bring the written doctor's excuse upon return to school

Parent Request – ie: short vacation, funeral, family emergency

State law allows parents to exempt their child from school for up to 10 days during a school year. Physician excused absences are not included in this number. Tardies can be considered an absence since the law states that an absence is "part or all of a school day."

If a child is unaccounted for during attendance processing, emergency contact numbers identified in the student management system will be called until the child's whereabouts and reasons for absence are established.

If your child is absent due to illness or injury, he/she will not be allowed to participate in

extracurricular or evening activities/programs on that day.

A written parental excuse should be sent with the student when he/she returns to school. In case of absence for more than three days, or upon the principal's request, a statement from the local health department or attending physician may be required when returning to school.

Children may be signed out of school by parents/guardians for business that cannot be handled outside of school attendance hours.

Perfect Attendance

~~It is wonderful when a child's good health permits him/her to attend school regularly. Some students are highly motivated to achieve perfect attendance. However, when illness or other special medical needs arise, we encourage parents to keep the child out of school. Students who attend school every day will receive a perfect attendance certificate at the end of the school year during an awards program.~~

Sign-out of Students

Students that need to leave school early must be signed out by their parent/guardian in the school office. Students will remain in their classroom until their parent/guardian has arrived at school. Students returning to school following an appointment must be signed in at the office before returning to the classroom.

Tardiness

Parents are asked to call the office when their child will be late for school. Please notify the office if your child will be having school lunch. Tardy students must enter the building through the main entrance. **Parents are asked to accompany their children to the office to sign them in.** Students will be issued a tardy slip before reporting to their classroom. In the event of a school transportation emergency such as weather or a substitute driver causes a child to be late, the child will not be recorded as tardy for report card purposes. There may be legitimate reasons for late arrival to school – i.e., medical/dental appointments, etc. After 8:40 am a child is tardy. There is no differentiation between excused and unexcused tardies. However, if the student was at a medical appointment, securing a medical excuse from the physician/dental office will ensure the absence is documented as medically excused.

BICYCLES

Students are permitted to ride bikes to school. The bikes should be licensed in your community. All bikes must be parked in the proper location and should be locked during school hours. Bikes may not be ridden on school premises before school in the morning or before 4:00 P.M. on regular school days. Students are reminded that wearing a helmet is a positive safety precaution.

BIRTHDAY TREATS AND INVITATIONS

Celebrating birthdays is an important part of our Edgerton School culture. We will announce these special days and post birthdays on our birthday bulletin board. **Please check with your child's teacher regarding birthday treats. Please keep in mind that treats must be peanut and**

tree nut free. We encourage you to consider healthy options.

~~Unfortunately, we will not be able to share snacks or gifts with classmates this year.~~

Birthday invitations may not be distributed at school. School staff may not provide addresses and phone numbers due to confidentiality. Addresses and phone numbers may be found in the EES PTO Student Directory which is printed and distributed annually by the PTO.

BUS TRANSPORTATION

Please see WSD Board Policy 8600 Student Transportation Services for information regarding eligibility requirements. If you have any questions, please call the District Office at 414-525-8400 for clarification.

See **CONDUCT – Bus Conduct** for riding rules and regulations.

Bus Route Difficulties

If you have pick-up and drop-off difficulties or a concern about how the driver handles student behavior, please report it to First Student bus company at 414-422-2020. If you feel that the concern has not been resolved, call the school office.

CLASS PLACEMENT

Class lists are developed in the spring for the upcoming school year. Lists include a combination of students across gender, race/ethnicity, and ability levels. Teachers and counselors assist with class list development. Requests for specific classroom placements will be reviewed by the principal. We do not encourage such requests, but recognize that special situations may exist and parents can provide input. **Please understand that room placements are at the discretion of the principal via staff input.**

CONDUCT

The District is committed to maintaining an orderly and safe academic atmosphere. Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of teachers, administrators, and supportive staff. Disobedience, open defiance of proper authority, and disruptive language or behavior shall not be tolerated. Insofar as possible, rules shall be clearly defined, consistently and uniformly enforced in accord with these policies and procedures. WSD Board Policy ag5500

The following code of conduct captures the basic elements of students who display kindness, respect, responsibility, and regard for safety.

EDGERTON ELEMENTARY STUDENT CODE OF CONDUCT

Be Safe

Be Respectful

Be Responsible

[EES Behavior Expectations Matrix](#)

Bus Conduct

Riding the school bus is an extension of the classroom, therefore the School Board shall require students to conduct themselves in a manner consistent with established standards for classroom behavior.

A set of behavior guidelines are listed in the [EES Behavior Expectations Matrix](#) on our Edgerton website. In cases when a student fails to conduct him/herself properly, such misconduct is to be brought to the attention of the building principal by the bus driver. Guidelines for proper notification and due process are identified in WSD Board Policy ag8600. Where continuing or extremely serious problems exist, the bus riding privileges may be suspended. In such cases, the parent/guardian of the student becomes responsible for seeing that the student gets to and from school safely and is in regular attendance.

Parents are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.

Parents are also to be informed that they are responsible for:

1. The safety of their child while going to or from the bus stop and while waiting for the school bus;
2. Their child being at the bus stop prior to scheduled pick-up time;
3. Damage by their child to school buses, personal property, or public property;
4. Informing their children of the rules of conduct and behavior for riding on the buses.
5. Students are expected to conduct themselves in a proper manner at bus stops. The District will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
6. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.
7. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Director of Business Services.
8. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
9. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.
10. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the principal should be consulted.

Drivers may refuse to transport students only if a report of the circumstances has been made to the building principal or designee and the principal or designee has removed the student from the bus. No student shall be put off the school bus except at school or at his/her stop. The driver may not put students off his/her bus unless authorized by the building principal or designee or local law enforcement agency.

Discipline Procedure

1. The driver will fill out a misconduct report. The report must be given to the school within 24 hours of the offense. The misconduct report shall state at least the student's name, offense committed, and the driver's signature and route number.
2. The following action will follow the issuance of a misconduct report:
 - a. First level of discipline (1st misconduct report)—the school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
 - b. Second level of discipline (2nd misconduct report)—the school official will inform the parent of the offense and the student may be denied transportation for up to a week.
 - c. Third level of discipline (3rd misconduct report)—the school office will inform the parent of the offense and the student may be denied transportation for up to the balance of the school year or semester. Suspension and/or expulsion may also be imposed.

Parents or guardians and students are to be aware that in any of the above actions they have the right of due process.

Drivers may refuse to transport students only if a report of the circumstances has been made to the school principal and the principal has removed the student from the bus. No student shall be put off the school bus except at school or his/her stop. The driver may not put students off his/her bus unless authorized by the building principal.

A school administrator, his/her designee, or a bus driver has the authority to assign riders to designated seats.

CONFERENCES - PARENTS AS PARTNERS

Parent/Teacher conferences are held twice per year. Parents will have the opportunity to sign-up online for a conference time several weeks prior to the scheduled conferences. Your attendance at the conference is one way we can assure good home/school communication about the progress of your child. Additional conferences may be scheduled throughout the school year.

DAY CARE CENTERS

The following centers provide transportation to EES:

Kindercare Learning Center, Franklin	425-9330
Kindercare Learning Center, Greenfield	321-4232
Park's Edge Childcare Center	427-9561
YMCA*	274-0759

*The YMCA program is held in the EES main gym. This listing does not constitute a recommendation. Parents should personally check out the day care centers.

DRESS CODE

In school and at all school functions, student dress should be focused on individual safety and personal privacy. Be sure that your child wears clothing and footwear that comfortably meet all of the demands of an active school day including, recess, Physical Education, hands-on Math & Science, Art, and group work on the rug. See WSD Board Policy 5511 for more information.

EARLY DISMISSAL

Students in five-year-old Kindergarten (K5) through Grade 5 will be dismissed at 11:20 A.M. on half days of school. Four-year-old kindergarten (K4) and Early Childhood students will not attend classes on half days.

EMERGENCY CLOSING

When severe weather or other emergency conditions exist so that it becomes necessary to close the school, the public will be notified over the local radio and television stations. In addition, you will be notified by the Whitnall School District *Infinite Campus* Messenger notification system. **Please notify the school of any changes in phone numbers as they occur during the year.**

The Superintendent, or designee, has authority to make the decision on whether or not to close schools due to inclement weather conditions or other emergency situations. His/her decision shall be based upon information gathered from local and county sources and from those who operate buses.

EMERGENCY INFORMATION

Emergency contact information for students is obtained through our *Infinite Campus* student management system. This information is taken from the Student Enrollment Form which is part of your registration. It is very important for this to be filled out completely. Unlisted phone numbers will remain confidential but it is **critical** that we be able to reach you if your child becomes ill or has an accident. Requests for transport to a specific hospital should be clearly stated under the Health & Emergency Information on the enrollment form. **Please notify the school office of any changes.**

EMERGENCY PREPAREDNESS

Specific plans for evacuation and protection are posted in each room. Monthly fire drills, bi-annual tornado drills, and bi-annual school safety incident action plan drills are conducted in accordance with WSD Board Policy 8420.

FEES

The cost of workbooks, math and art supply expenses are partially offset by these fees. School fees will be collected at registration in August. **These fees do not cover personal school supplies.**

Pre-Kindergarten (4K)	\$50.00
Kindergarten—Grade 5	\$60.00

Please note that all fee payments will be applied to school fees first, then extracurricular activities. This may result in a student being unable to participate in extracurricular clubs.

FIELD TRIPS

Field trips may be planned throughout the year. Teachers usually try to provide about two weeks notice. Field trips may require payment of a fee and a possible request for volunteers to accompany the students for supervisory assistance (see volunteers). Usually, field trips take

place completely within the student day.

HEALTH

The school is served by the Whitnall School District Nurse. Health records for vision and hearing screenings and immunizations are maintained by the Whitnall District Nurse, who oversees health room services in all four district schools. She advises on medication and first aid treatment, and is providing service to individual students with special health care needs. Along with the parent and appropriate staff, she will develop an Individual Health Care Plan for children with severe allergies, chronic and acute conditions. The Whitnall District Nurse is involved in health education and screenings of the children.

Injury and Illness

First aid is provided by school personnel when injuries are minor. Rest, in a quiet place, is made possible for youngsters who report that they are not feeling well. If the child is too sick to remain in school, the parent or other adult designated in Infinite Campus will be called and asked to come to the school to take the student home. **It is important that student emergency information be kept updated.**

A child who returns to school too soon after being ill may suffer a relapse and may have to miss more days. Students should not return to school if they are not well enough to participate in the complete program including recess.

Serious Injury or Illness

Suspicion of severe injury or illness will result in an immediate call for **RESCUE SQUAD** service. Parents, guardians, or other adults listed on Emergency Medical Authorization Form will be called at the same time so that the adult may proceed directly to the hospital emergency room.

Depending on severity of injury or illness, children will be transported to the nearest hospital unless otherwise indicated by parent/guardian on the Emergency Medical Authorization Form.

For more information regarding the handling of severe injury or illness please see Whitnall School District Policies 5340 and 5341.

Medication Administration Procedures

If your child requires administration of medication during the school day a Medication Administration Form must be completed and is available on our website linked here [Edgerton Elementary Medication Forms](#). The procedures follow the medical form. Medication Administration Forms must be renewed each school year and/or any time a medication or dosage of the medication is changed. Completed forms for both prescription and non-prescription medications will be maintained in the Health Room. Any questions about medication in school should be directed to the District nurse. See WSD Policy 5330.

Communicable Diseases

Your local health department should be notified if your student contracts a Communicable Disease. Examples of reportable diseases include any form of Hepatitis, Measles, Mumps, Rubella, Whooping Cough, Kawasaki Syndrome, Lyme Disease, Meningitis, Salmonella,

Shigella & Campylobacter. Children with a rash will be excluded from school until clearance is obtained.

We encourage you to check your child's head often for the presence of head lice. It is especially important to check near the end of summer, and after holiday breaks. Feel free to call the local health department or your School Nurse with questions. We have additional information available to you in the School Health Room if requested. Refer to WSD Head Lice Policy # 8451.

Hales Corners Health Department	414-529-6155
Franklin Health Department	414-425-9101
Greenfield Health Department	414-329-5275

Immunization Requirements

Students entering any Wisconsin School at this time must be able to furnish evidence that they have been immunized against Diphtheria, Whooping Cough, Polio, Tetanus, Measles, and Rubella (3 day or German Measles), and Hep. B. Varicella Vaccine or proof of Chicken Pox is required for Kdgn., First & Second Graders.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS ~~2020-2021~~ 2021-2022 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade Number of Doses

Pre K (2 yrs through 4 yrs) 4 DTP/DTaP/DT2
3 Polio 3 Hep B 1 MMR5 1 Var6

Grades K through 5 4 DTP/DTaP/DT/Td1,2
4 Polio4
3 Hep B 2 MMR5
1 Var 6

Grades 6 through 12 4 DTP/DTaP/DT/Td2 1 Tdap3
4 Polio4
3 Hep B 2 MMR5
2 Var6

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4 birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
lkomas Monday, July 21, 2014 at 3:41:51 PM Central Daylight Time 9
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis

HOMEWORK

Homework is the extension of the opportunity for learning beyond the regular classroom period. These assignments are made on the basis of course goals and objectives and teacher determination of individual needs. See WSD Board Policy 2330

The amount of time a student consumes in doing homework is directly affected by his/her individual ability and how efficiently he or she utilizes study time.

LOST AND FOUND

Please label all belongings with your child's name. It is much easier to find the rightful owner when this is done. Our lost and found container is located in the school office. Feel free to visit our lost and found area anytime. Unclaimed items will be donated several times during a school year to a local charity.

LUNCH PROGRAM

The school district uses a computerized, prepaid food service program. Checks payable to Whitnall Food Services should be mailed to P.O. Box 155, Hales Corners, WI 53130 or dropped off at the school office. Another convenient method of payment is through e-funds. Current balances can be obtained by calling 525-8430 between the hours of 5:00 AM and 4:30 PM. Callers will be asked to enter their four digit family number and the last four digits of their phone number.

It is the responsibility of parents/guardians to make sure there are sufficient funds in your child's lunch account. If your family account is in arrears, there will be an interruption of lunch service until the account is brought current. Current balances can be checked online through the Parent Portal of Infinite Campus. **For low balance notification via email, please provide a current email address to foodservice@whitnall.com. Please include your child(ren)'s first and last name (s) when using e-mail.**

Student Lunches	\$2.40	USDA approved Free lunch until 12/31/20
Adult Lunches	\$3.75	
Chocolate or White Milk	\$0.40	

Families who are having financial difficulties are encouraged to apply for the Free/Reduced meal program offered through our District. These benefits are completely confidential and forms are available in the school office.

If you are planning on having lunch with your student we ask you to please call in before 9:00 A.M. to make sure we reserve a meal for you. Please sign in at the main office where you may pick up your visitor's badge before meeting your child in the lunchroom.

MOVING OUT OF THE DISTRICT DURING THE SCHOOL YEAR

If you are moving out of the District after the school year begins and would like to have your student finish the school year in the Whitnall Schools, you MUST fill out a Tuition Waiver Form. This form may be picked up in the District Office at the south end of the high school. This form must be on file in order to complete the school year.

Should you want your student to attend the District the following year, please follow up in the District Office, Superintendent/Board Secretary, 414-525-8411, to find out if there are any options for your particular situation. The options may include: Open Enrollment (must fill out forms during the enrollment window according to State Guidelines); or having the tuition waiver approved for an additional year by the new resident school district. It is the parent's responsibility to follow through on any of these options, per specific guidelines and deadlines.

NON-CUSTODIAL PARENTS

We recognize the importance of parental involvement. Some families have more than one household.

Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once, at times convenient to both parents.

Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order.

Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.

Non-custodial parents should inform the school office and teacher if they would like to receive school mailings. Providing the email address in *Infinite Campus* will enable non-custodial parents to receive electronic mail from the school and the district. In the event of an address or phone number change, please inform a school secretary.

NONDISCRIMINATION POLICY, PARENT NOTIFICATION OF

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. WSD Board Policy 2260

Any questions concerning these policies should be directed to:
Dr. Lisa Olson, Superintendent of Schools
Whitnall School District, 5000 South 116th Street
Greenfield, WI 53228

OFFICE HOURS

The school office hours are 7:30 A.M. until 4:00 P.M.

~~Summer office hours are on Wednesdays from 8:00 A.M. until 12:00 P.M.~~

ORIENTATION

Parent orientation will take place prior to the start of the school on welcome back/orientation night. Dates for welcome back/orientation night will be listed on the district calendar, EES important dates, and on the district website at www.whitnall.com.

PARENT TEACHER ORGANIZATION (PTO)

The Edgerton Elementary PTO is made up of volunteers who organize and run numerous special events and long term programs. Some of these include school-based activities, family events, special assembly programs, monthly meetings and emails, and room parents. Monthly meetings feature business matters and guest speakers. Look for PTO membership and volunteer information at registration in August.

PTO meetings are held in the EES Library at 7:00 P.M. on the dates listed in the calendar on our website.

PHYSICAL EDUCATION

All students are required to have tennis or athletic shoes which will remain at school. Children may be excused from physical education classes when such a need is determined and certified in writing by a physician. This note is required only if a child is going to miss three or more consecutive days of P.E. Parents may request a short term release from physical education in writing. The note should be sent to the classroom teacher who will forward it to the physical education teacher. Shoes and other articles of clothing should be clearly marked.

PROSPECTUS

Purpose: We *engage* learners in a way that fosters *innovation, risk taking, and exploration* to attain personal learning goals without the fear of failure.

Passion: *Knowing, understanding, and encouraging* learners as individuals; Developing natural curiosity in nurturing environments

Values: Advancement, Belonging, Courage

Vision: We're *all* in.

RECESS

All students will go outside for recess each day, except on days of inclement weather. Parents should dress children for outdoor recess accordingly. Please do not request that children stay indoors for recess as we cannot supervise students both indoors and out at the same time. See

[EES Behavior Expectations Matrix](#)

REPORT CARDS and CONFERENCES

Report cards for Grades K – 5 are issued two times during the year. Personal conferences and supplementary progress reports will augment the report card. In individual cases, parents will be contacted by the school when additional conferences are needed. See [Important Dates](#)

Reporting in these grades will consist of a report card with descriptive marks and a narration. Descriptive marks will be:

- E = Exceeding
- P = Proficient
- D = Developing
- B = Beginning

SAFETY & SECURITY

At EES, we make every effort to assure the safety of your children. Visitors enter through the main lobby entrance, which is secure and monitored by office staff. All visitors must follow check in-check out procedures using the Raptor system. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. We have instructed all students and staff NOT to open security entrances for anyone. That way, the security system and visitor traffic can be controlled through the office. If you notice any irregularities such as unlocked doors please report it to office personnel. Our goal is to provide a safe environment where your children can enjoy positive learning experiences. Please see WSD Board Policy 7440 for more information.

SALE OF ITEMS BY STUDENTS

Parents are asked to understand that students should not expect to sell items to school staff members during teacher work hours. Candy, cookie, candle, etc., sales conducted by the child's club or organization may also present the potential for theft or loss when the product or cash receipts are in the student's possession at school.

SCHEDULE

8:35 - 3:35 PM	5 yr. Kindergarten - Grade 5
8:35 - 11:25 AM	4K AM Session
11:00 AM - 11:40 AM	1st and 2nd Lunch/Recess
11:35 AM - 12:15 PM	1st and 3rd Lunch/Recess K5 and
12:15 - 12:55 PM	K5 and 4th Lunch/Recess
12:45 - 1:25	5th Lunch/Recess
12:45 - 3:35 PM	4K PM Session

* An additional 15 minute recess is scheduled either before or after Lunch/Recess for K5-5th grade.

STUDENT DROP OFF-PICK UP

Students should not arrive at school before 8:20 a.m. Playground supervision begins at 8:20 a.m. Sometimes parents drop their children off as early as 8:00 am and want them to go directly into the building. Classroom and office supervision cannot be guaranteed since staff are

involved with numerous preparation activities. Parents are responsible for arranging before school daycare as necessary. We will notify you by note or phone if early arrival becomes a problem.

Parents transporting students to school may use the express drop-off area entering from Edgerton Ave. Children can exit the car and are guided by the orange cones to the southwest doors. To use the park and walk area-enter off Edgerton Ave. – proceed past the shed to the designated parking lot. Please turn off ignition and escort your children to the southwest doors.

Dogs are not permitted on the school grounds due to allergy concerns or possible fear associated for some students.

TECHNOLOGY

Please refer to WSD School Board policy 7540.03 regarding student technology acceptable use and safety.

TECHNOLOGY – WEBSITE / MEDIA USE

Computer information access is a necessity to modern education. The sharing of school work, photos, videos and other media by students over online information systems is essential for modern collaboration.

Occasionally, we post images of students and school activities, and student school work, on District and school websites, including those maintained and monitored by staff members for the following reasons, though not limited to: educational collaboration, extra-curricular and promotional. Please sign the “Website/Media Opt-Out Form” at registration if you do not wish to have your student’s image or school work posted on District-related websites.

TELEPHONE CALLS

It is not always possible for staff members to accept phone calls during school hours. Calls may be forwarded to a teacher’s voice mail, where you may leave a brief message. Your call will be returned at a convenient time. If your call is time sensitive, please contact the school office.

VISITORS

At Edgerton Elementary, we are fortunate to have a high level of parent involvement ~~however; visitors will not be allowed in the school during the COVID-19 Pandemic~~

In conjunction with WSD Board Policy 7440 (Facility Security), 8120 (Volunteers), and 9150 (School Visitors), please use the following guidelines to help us maintain a safe school environment when the restrictions are removed:

- All visitors who want to go beyond the main office must check in using the Raptor system. All first time visitors to the district must sign in using their driver’s license or other valid form of identification. Use the assigned visitor or volunteer label, which includes your name and picture identification.
- Sign out at the main office prior to leaving.
- Don’t be offended if a staff member approaches you on the playground or in the halls and requests that you sign in at the office and obtain a visitor’s badge. Even if you are at

school frequently, not all of our staff/students may know you.

- Schedule appointments with teachers in advance. It is difficult for teachers to drop everything to talk with a parent at arrival and dismissal times.
- All requests for school/classroom visits must be pre-arranged and coordinated through building principal, designee or teacher per WSD Board Policy 9150.

VOLUNTEERS

Classroom teachers are interested in having assistance from volunteers ~~however visitors aren't allowed during the COVID-19 pandemic.~~ Classroom teachers will inform you of volunteer opportunities. Volunteers are also needed to help in the EES office. Volunteers are required to submit for a background check prior to serving in this capacity per WSD Board Policy 8120.

Volunteers are gently reminded that students' right to privacy is of utmost importance.

Therefore, volunteers are bound to the same terms of confidentiality as others who work in the school. The Parent Teacher Organization (PTO) also appreciates the help of parent volunteers. Watch for a flyer outlining the many volunteer opportunities available throughout the school year.

WITHDRAWAL FROM SCHOOL

If you are planning to withdraw your child from school, please inform the school as early as possible. Orderly check out requires some time. When enrolling your student in the new school, a copy of the most recent report card would be of some help to the new principal. Our records will be sent promptly once we receive the official request.

Whitnall Middle School



Student and Parent Handbook 2021-2022

**Whitnall Middle School
5025 South 116th Street
Greenfield, WI 53228**

Main Phone (414) 525-8650

Fax (414) 525-8651

School District Website <https://www.whitnall.com>



Whitnall School District

**How might we engage learners in a way that
fosters innovation, risk-taking,
and exploration to attain personal learning goals
without the fear of failure?**

Whitnall Middle School 2021-2022 Student and Parent Handbook

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Preamble to the Student Handbook

Students have a fundamental right to free public education. Students have a corresponding responsibility to join with other members of your school community in establishing a climate for learning within the school. This handbook represents portions of school policies and guidelines that are essential to the efficient operation of the school district. It summarizes your basic rights and responsibilities as a student at Whitnall Middle School in the Whitnall School District. These rights and responsibilities are complex issues, and you are cautioned that this handbook is only a guide; you should not use it as a final statement of your legal rights.

Whitnall School District Board Policy

The school board policies for the Whitnall School District may be found online on the WSD website. A link directly to the WSD school board policy page is [provided here](#).

Student Handbook Disclaimer

The Student Handbook is intended to help parents, students, and school personnel work together. Many guiding statements and procedures are included in this document but by no means does it encompass every situation. As new board policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made to this handbook. In addition, authorized administrators may modify procedures in the handbook whenever it is deemed necessary and expedient. No procedures should be in conflict with board policies.

WMS Administration

Chris D'Acquisto	Principal	cdacquisto@whitnall.com	414-525-8652
Ryan Relich	Assistant Principal	rrelich@whitnall.com	414-525-8663

WMS Pupil Services Staff

Haley Evanoff	School Counselor	hevanoff@whitnall.com	414-525-8654
Nicole Lussier	School Psychologist	nlussier@whitnall.com	414-525-8795
Courtney Fleischmann	School Social Worker	cfleischmann@whitnall.com	414-525-8655

WMS Office Staff

Dawn Jones	Attendance Secretary	dmjones@whitnall.com	414-525-8660
Julie Sobush	Pupil Services Secretary	jsobush@whitnall.com	414-525-8661
Jan Schwartz	Health Room Aide	jschwartz@whitnall.com	414-525-8659

I. About Us



Welcome to Whitnall Middle School. This handbook is intended as a guide to the information, policies, and procedures that govern the basic operation of our building. It is essential that all students know the contents and use the handbook throughout the year. Additionally, for our parents and guardians this is an excellent resource for many questions or wonderings you may have. Administrators, counselors, and teachers will help answer questions about this guide and/or topics, which it does not address. Our goal is to provide our students with a comprehensive middle school experience and we will do whatever is needed to help our students be successful. Striving to reach this goal must be a united effort on the part of the students, teachers, administrators, parents, and community. The personal benefits students receive from their years here and the reputation of Whitnall Middle School will be determined by the extent to which everyone becomes truly involved and puts forth his/her best effort. As with many documents our handbook is reviewed regularly and updates are made at the beginning of each year. If there are any questions do not hesitate to contact administration.

Our sincere wishes to each of you for a successful school year.

Mr. Chris D'Acquisto, Principal and Mr. Ryan Relich, Assistant Principal

WHITNALL POINT OF VIEW

How might we engage learners in a way that fosters innovation, risk-taking, and exploration to attain personal learning goals without the fear of failure?



WMS Staff Directory: *All extensions begin with 414-525-####

Alexopoulos	Paula	8681	6th gr Science	113	palexopoulos@whitnall.com
Annacchino	Ashley	8687	7th gr Science	118	aannacchino@whitnall.com
Ash	Beau	8797	SDI - Reading / Math	101	bash@whitnall.com
Balcerowski	Michelle	8688	kitchen	kitchen	mbalcerowski@whitnall.com
Basthemer	Greg	8741/8720	Makerspace / Computer Lab	225/221	gbasthemer@whitnall.com
Baumgart	Jennifer	8732	Phyed	gym	jbaumgart@whitnall.com
Benoit	Lisa	8658	custodian	134	lbenoit@whitnall.com
Billmyer	Matthew	8658	Head Custodian	134	mbillmyer@whitnall.com
Borchardt	Jane	8673	7th gr Math	102	jborchardt@whitnall.com
Broeker	Adriann e	8717	7th gr ELA	222	abroeker@whitnall.com
Busateri	Amy	8798	8th gr ELA	230	abusateri@whitnall.com
Carel	Brian	8680	6th gr Science	115	bcarel@whitnall.com
Carriveau	Alissa	8726	Behavioral Specialist	130	acarriveau@whitnall.com
Christopherson	Luke		Tech/Help Desk		lchristopherson@whitnall.com
Cmelak	Lynn	8660	Aide	222	lcmelak@whitnall.com
Cook	Julie	8715	7th gr ELA	215/217	jcook@whitnall.com
Counselor	6 - 8th	8654	6th - 8th Haley Evanoff	Office	hevanoff@whitnall.com
Craig	Ryan	8736	8th gr ELA	238/240	rcraig@whitnall.com
Cusick	Samant ha	8799	7th gr SS	224	scusick@whitnall.com
Custodians		8658	Loading Dock	132	
D'Acquisto	Chris	8652	Principal	100	cdacquisto@whitnall.com

DeLaat	Natalia	8707	French 6/7/8	210	ndelaat@whitnall.com
DeRocco	Grazia	8660	Aide	117	gdrocco@whitnall.com
Drost	Linda	8721	8th gr SS	232	ldrost@whitnall.com
Emerson	Kendall	8717	8th gr Special Education	219	kemerson@whitnall.com
Evanoff	Haley	8654	Counselor 6/7/8	office	hevanoff@whitnall.com
Fleischman	Courtney	8655	Social Worker	100	cfleischman@whitnall.com
Gaidish	Tiffany	8688	Kitchen	kitchen	tgaidish@whitnall.com
Granberg	Julie	8737	Reading Interventionist	242	jgranberg@whitnall.com
Haugh	Nicole	8706	6th gr Special Education	212	nhaugh@whitnall.com
Health Room		8659	Jan Schwartz		jschwartz@whitnall.com
Hilton	Dakota	8722	8th gr Social Studies	234	dhilton@whitnall.com
Hust	Dave	8720	Coding	221	dhust@whitnall.com
Jackson	Sarah	8676	8th gr Science	103	sjackson@whitnall.com
Jolin	Reid	8700	7th gr SS	226	rjolin@whitnall.com
Jones	Dawn	8660	Admin. Asst.	Office/100	dmjones@whitnall.com
Kempen	Kelly	8677	8th gr Science	105	kkempen@whitnall.com
Kennedy	Michaela	8671	8th gr Math	108	mkennedy@whitnall.com
Keup	Amy	8712	Spanish 6/7/8	202	akeup@whitnall.com
Kitchen		8688		Kitchen	
Konrad	Melinda	8660	Aide		mkonrad@whitnall.com
Lambert	Daniel	8723	6th gr Special Ed.	236	dlambert@whitnall.com
Lembach	Jennifer	8688	kitchen	kitchen	jlembach@whitnall.com
Library/LMC		8718		254	jsabbar@whitnall.com
Lochowitz	Shirley	8660	Aide	117	slochowitz@whitnall.com
Lussier	Nicole	8795	School Psychologist	100	nlussier@whitnall.com
Maier	Abigail	8710	6th gr ELA	204/206	amaier@whitnall.com
Malluege	Courtney	8672	8th gr Math	110	cmalluege@whitnall.com
Matuszewski	Calyn	8714	7th gr Special Education	213	cmatuszewski@whitnall.com
Meyer	Kelsey	8709	6th gr ELA	208	kmeyer@whitnall.com
Mueller	Megan	8713	Spanish 6/7/8	200	mmueller@whitnall.com
Myers	Jake	8660	Aide		jmyers@whitnall.com
Nazareth	Michelle	8660	Aide		mnazareth@whitnall.com
Nesemann	Christopher	8735	Special Education Coach	223	cnesemann@whitnall.com
Nowak	Valeri	8729	Band	250	vnowak@whitnall.com

Nurse		8659	Jan Schwartz	office	jschwartz@whitnall.com
Panka	Patrick	8658	custodian		ppanka@whitnall.com
Paull	Jennifer	8706	Speech Pathologist	214	jpaul@whitnall.com
Ptak	Mike	8658	custodian		mptak@whitnall.com
Relich	Ryan	8663	Assistant Principal	100	rrelich@whitnall.com
Ricchio	James	8689	Tech Ed	126/128	jricchio@whitnall.com
Roper	Gina	8705	6th gr SS	216	groper@whitnall.com
Sandahl	Sarah	8732	Phy Ed 6/7/8, Health Science	Gym 201/205	ssandahl@whitnall.com
Sanders	Brea	8659	District Nurse	health	bsanders@whitnall.com
Sandstrom	Maxx	8704	6th gr SS	218	msandstrom@whitnall.com
Sardina	Jackie	8660	Aide		jsardina@whitnall.com
Sawa	Colleen	8724	7th gr math	112	csawa@whitnall.com
Schahczinski	Janet	8688	kitchen	kitchen	jschahczinski@whitnall.com
Schultz	Kay	8660	Aide		kschultz@whitnall.com
Schwartz	Jan	8659	Nurse/Health room	health room	jschwartz@whitnall.com
Science Garage		8678		107	
Seavert	Mike	8674	6th gr Math	104	mseavert@whitnall.com
Senger	Jake	8675	6th gr Math	106	jsenger@whitnall.com
Setum	Beth	8718	library paraprofessional	254	bsetum@whitnall.com
Sliga	Christine	8706	6th gr Special Education	214	csliga@whitnall.com
Smith	Madalyn	8685	Special Education	117	msmith@whitnall.com
Sobush	Julie	8661	Admin. Asst.	Office/100	jsobush@whitnall.com
Staff Workroom		8726		130	
Stibbe	Brad	8718	ELL	254	bstibbe@whitnall.com
Swick	Jenell	8735	Math Coach	223	jswick@whitnall.com
Ulrich	Martin	8728	Orchestra	248	mulrich@whitnall.com
Wagner	Jessica	8727	Chorus	246	jwagner@whitnall.com
Weber	Jim	8658	custodian		jweber@whitnall.com
Weisbrod	Julie	8703	7th gr Special Education	220	jweisbrod@whitnall.com
White	Stuart	8678	7th gr science	116	swhite@whitnall.com
Wilson	Steve	8733	Phy. Ed. 6/7/8	Gym 201/205	swilson@whitnall.com
Zens	Michael	8729	Band	250	mzens@whitnall.com
		8683	Art	228	
		8717	8th gr Special Education	221	
		8735	Literacy Coach	223	

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Board of Education:

Website: <https://www.whitnall.com/district/board-members.cfm>

Members of the 2021-2022 School Board:

- Jonathan Cagle, President
- Quin Brunette, Vice President
- Steven Butz, Treasurer
- Kevin Stachowiak, Clerk
- Jesse Stachowiak, Member
- Karen Mikolainis, Member
- Nancy Zaborowski, Member

Daily Bell Schedule:

Student Schedule

To view a more detailed student schedule, please see [this page](#) of our WMS website.

6th Grade				7th Grade			
7:50-8:48	Core	7:50-8:43	Core	7:50-8:48	Core / Elective	7:50-8:43	Elective
8:52-9:45	Core	8:47-9:40	Core	8:52-9:45	Core / Elective	8:47-9:40	Core
9:49-10:42	Connect	9:44-10:37	Elective	9:49-10:42	Core / Elective	9:44-10:37	Core
10:46-11:39	Elective	10:41-11:34	Elective	10:46-11:39	Connect	10:41-11:34	Core
11:43-12:36	Core	11:38-12:31	Connect	11:41-12:11	Lunch	11:36-12:06	Lunch
12:38-1:08	Lunch	12:33-1:03	Lunch	12:13-1:06	Core / Elective	12:08-1:01	Connect
1:10-2:03	Elective	1:05-1:58	Core	1:10-2:03	Core	1:05-1:58	Elective
2:07-3:00	Core	2:02-2:55	Core	2:07-3:00	Core / Elective	2:02-2:55	Core

8th Grade	
7:50-8:48	Core / Elective 7:50-8:44 Core

8:52-9:45	Core / Elective	8:47-9:40	Core
9:49-10:42	Core / Elective	9:44-10:37	Core
10:44-11:14	Lunch	10:39-11:09	Lunch
11:16-12:09	Connect	11:11-12:04	Connect
12:13-1:06	Core / Elective	12:08-1:01	Elective
1:10-2:03	Core	1:05-1:58	Core
2:07-3:00	Core / Elective	2:02-2:55	Elective



General Class Descriptions:

~~**Core Rotations** are the times available for “Core” classes of math, science, and humanities. Humanities is a combination of English-Language Arts combined with Social Studies. Students have 200 total minutes of these classes each day, which can be structured in flexible ways by Core teachers.~~

Core Rotations are the times available for “Core” classes of math, science, **English-Language Arts and Social Studies**, **Students have 212 total minutes of these classes each day.**

Connect is the time of day where students can work with teachers to receive either extra help or extra enrichment. Interventions are provided during this time as well as passion projects for students who would like to learn topics not traditionally offered during other classes.

II. Academics, Assessments and Grading:



WMS Grading Scale

Grading Scale CHANGE for WMS beginning in the fall of 2020:

Beginning in the fall of 2020, WMS will use a grading scale similar to the scale used at Whitnall High School. Rather than using the terms No Evidence (N), Beginning (B), Developing (D), Proficient (P) or Exceeding (E), WMS will now use a scale that builds from F through A. The meaning of each level has NOT changed, however, so each course rubric will look the same, minus the label of each column:

WMS uses a grade scale that builds from F through A.

All grades, whether formative or summative, will describe a student’s progress toward meeting a content Standard. It is important to note that an “A” will be assigned to students who are able to demonstrate work at deep levels and with the more complex skills of any grade-level standard. *An “A” does NOT mean that a student is working above grade level.*

General Rubric Scale for all content areas: all content areas build off of this general description, but contain information that is specific to the subject area. *(For example, Science teachers determine what the “complex” skills of the given Science standard would be, and describe them in the “A” level of the Science rubric. They then work with students to identify goals and tasks that would show evidence of attaining that particular level.)*

Gr 6-8	F	D	C	B	A
<p>General Success Criteria (this applies to any content area)</p>	<p><input type="checkbox"/> Even with support, information is inaccurate, incomplete, or missing</p> <p><input type="checkbox"/> Information contains major errors or omissions</p>	<p><input type="checkbox"/> Approaching basic components of content, skills, and concepts in the standards with support</p>	<p><input type="checkbox"/> Evidence of use of basic content, skills, and concepts in the standards on routine academic tasks</p>	<p><input type="checkbox"/> Evidence of use of complex content, skills, and concepts in the standards on routine academic tasks with minor errors</p>	<p><input type="checkbox"/> Evidence of accurate and fluent use of complex content, skills and concepts in the standards in open-ended, real world tasks</p>



Student Achievement and Readiness

- **Student Achievement & Readiness:** *Engage students as active participants in quality learning experiences to prepare students for all opportunities both within the Whitnall School District and beyond graduation*
- 1. Promote a learning environment in which every student has the maximum opportunity to achieve academic excellence.
- 2. Develop and communicate district plan to maintain and enhance achievement at the highest academic levels and remediate achievement/learning gaps district wide that are evident in numerous assessment/achievement data.
- 3. Analyze and recommend opportunities for students to assure career, college, and life readiness.



WMS Courses:

Course guide

Links to the course guide for each grade level may be found here:

[6th Grade](#)

[7th and 8th Grade](#)

[6th Grade](#)

[7th Grade](#)

[8th Grade](#)

Add/drop Procedure

Students can add or drop a class within the first week of the semester. However any add or drops can be denied if deemed unreasonable. After that point adds/drops and switches are not permitted.

Failure of classes

Students who do not achieve proficiency will be recommended for summer school.



Academic Honesty:

All student work submitted for the purpose of demonstrating proficiency and/or meeting course requirements must represent the efforts of that individual student. Consequences for academic dishonesty are outlined in individual course syllabi. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software.



Homework:

Homework is assigned based on each student's academic need in the learning process as related to learning targets and concepts. The expectations of homework may include:

- Practicing new skills without penalty to the grade
- Reviewing skills to prepare for an assessment
- Enriching background knowledge
- Expanding or integrating learned knowledge.

A day's absence does not excuse a student from his/her responsibilities on his/her day of return. In most cases, a student will have one day for each day absent to complete missed work. Grades will be incomplete in case make-up work is not completed. An unexcused absence does not excuse a student from schoolwork responsibilities. Any student suspended from school will be allowed to make-up assignments missed during the suspension period.

Homework is formative, meaning it is designed to provide direction for improvement; therefore, it is not averaged with a student's overall achievement grade. Homework is important, because it is a valuable aid that helps students make the most of their experience in school, and reinforces what has been learned in class. Teachers will make every attempt to coordinate relevant homework to maintain reasonable daily assignments.

Parents are the key to making homework a positive experience for their children. We understand the need to balance academics, activities, leisure, and happiness, and we ask for parents to make homework a top priority.

General Homework Guidelines:

- Stress that homework must be done on time. Timeliness is an essential college and career readiness skill.
- Check Google Classroom sites and ask to see your student's digital calendar
- Establish a daily time and place for homework.

- Encourage students to take ownership and manage their workload. Students should start the most difficult tasks first so that they can ask for immediate assistance throughout the course of the school day.



Conferences:

Fall & Spring conferences

Whitnall Middle School offers two structured opportunities per year for family conferences. These dates are published on the [district's website](#). The school determines the format of the conferences each year.

Contacting WMS staff directly

Families are welcome to contact teachers at any time. Please understand that turnaround time on phone calls and emails can take up to 24 hours, since WMS administration and teachers are generally busy during the school day. Staff contact information may be found on the WMS website. You may be transferred to a staff member by contacting the main office at 414-525-8660. We encourage you to contact teachers first if you have a question about academics or behavior.

Our pupil services staff (counselor, social worker, and school psychologist) are available to speak with parents as well. This document explains the roles and responsibilities of each member of our pupil services staff. Contact information may be found at the front of this handbook or on the [WMS website](#).



Right to Review Records:

Cumulative records contain a complete record of each student's educational progress. These records are maintained throughout each student's tenure in the Whitnall public schools. Upon graduation, part of the record is microfilmed for reference. Students and a parent/guardian may request to see their cumulative records at any time with their Counselor. Student records shall be maintained to assist the school in providing the student appropriate educational experiences. Student records shall include all records relating to an individual student, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others and records necessary for and available only to persons involved in psychological treatment of a student. Student records shall be maintained in accordance with state and federal laws and established guidelines. Parents and students have the right to: (a) inspect, review and obtain copies of student records; (b) request the amendment of the student's school records if they believe the records are inaccurate or misleading; (c) consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (d) deny the release of information which has been designated as directory data; and (e) file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

FERPA

The Whitnall School District has declared the following personally identifiable information contained in a student's records as "directory data" pursuant to the Family Educational Rights and Privacy Act (FERPA), a Federal law, and Section 118.125 of the Wisconsin Statutes:

- Student's name, address, and telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Photographs

- Dates of attendance
- Degrees and awards received
- School most recently attended by student
- Publishing student work electronically or on Website

Parents are given the opportunity to “opt out” of the release of directory data at the beginning of each school year during registration. Changing the status of the release of directory data can be accomplished at any time by contacting the district office.

III. Commitments and Expectations



Positive Citizenship/PBIS:

Positive Behavior Intervention Supports (PBIS) System

Just as we explicitly teach academic topics in school, Whitnall Middle School sees the value of explicitly teaching the behaviors we expect students to demonstrate. By explicitly teaching behavior in all areas of the school, we believe that students and staff will be able to spend more time on learning and less time managing behavior.

Students will be taught the school’s expectations throughout the school year, receive positive recognition for meeting these expectations and interventions when their choices do not meet expectations. This program is designed to recognize students for good behavior. An additional goal of the system is to create a building atmosphere in which students respect one another and demonstrate appropriate behavior so that academic learning can be the focus of every day at Whitnall Middle School.

Whitnall Middle School uses the “Whitnall Pride” model for positive behavior:

P - Positive - Bring out the best in yourself and others every day

R - Respectful - Recognizing the value of ourselves, others, and the materials provided for us

I - Innovative - Encouraging a learning environment that fosters risk taking and personalizing learning.

D - Determined - Establish goals centered around growth mindset and relevance

E - Engaged - Taking ownership of my learning and being a “minds on” learner

The entire matrix can be found here.

Code of Classroom Conduct

The student code of classroom conduct policy [may be found on the WSD board policy page](#).

Definitions of specific behaviors

As part of the PBIS system at Whitnall Middle School, specific undesirable behaviors have been identified and defined for staff and students. This creates a common language, a common way to handle inappropriate behavior, and a range of typical consequences for each type of behavior.

Consequences

Consequences for inappropriate behavior vary with the offense. In general, teachers and administration will use the least level of consequence that will result in changed future behavior. Students who continue to display the same type of behavior after multiple interventions or who exhibit serious behaviors will immediately result in increased consequences.

PBIS Matrix



*Future Focused Through Our Actions Today
Proud Past – Bright Future*

	School-Wide
Positive	<ul style="list-style-type: none"> -Lead by example -Encourage others -Assume positive intent
Respectful	<p>Golden Rule Show empathy Respect diversity</p> <p>Honor people, possessions, surroundings, feelings, values, and the law</p>
Innovative	<ul style="list-style-type: none"> - Take risks in learning - Learn from mistakes - Establish goals collaboratively and independently - Share ideas
Determined	<ul style="list-style-type: none"> - Establish goals centered around growth mindset and relevance - Give your best effort
Engaged	<ul style="list-style-type: none"> -Contribute -Inquire - "Minds on" - Own your learning - Demonstrate persistence & grit -Growth Mindset

<p>Classroom Consequences (for minor behaviors) A list of consequences available to any teacher, not in any particular order</p>
<p>Positive reinforcements Reminder from the teacher or other adult Private conversation with the student (either during or after class) Asking student to take a "break" outside of classroom Phone call or email home Lunch/Recess detention After-school detention Parent/guardian conference Loss of privileges</p>

Behavior contracts or agreements
Referral to office (for repeated, unchanging minor behaviors)

Office Consequences (for major behaviors or repeated, unchanging minor behaviors)

Office Referral: An office referral is when the teacher sends a student to the office during a class for disruptive or noncompliant behavior. Students who are removed from the classroom by the teacher may be required to make-up any missed class time after school on the same day.

Lunch Detentions: Students are required to spend an entire lunch period in the office for detentions. Students report directly to this area with their lunch. Students are required to bring work or something to read during their lunch detention. Misbehavior at this time will result in an after school Detention.

In-School Suspension: An In-School Suspension is a partial or full day of school, spent in silent study under supervision. Students will not be permitted to attend their regular classes on this day, but will be provided the homework/assignments they are missing in each class.

Out-of-School Suspension: An Out-of-School Suspension is a designated time when students may not be on any school district property nor attend any school function.

Pre-Expulsion Hearing: A pre-expulsion hearing is a meeting with the superintendent of schools and a middle school administrator for a student who either repeatedly violates school rules or has an offense that may result in a referral to the school board for expulsion. This meeting will determine the next course of action.

Expulsion Hearing: An expulsion hearing is a recommendation by the superintendent of schools to the school board for removal of the student from the school district for a designated period of time or permanently from the district.

Additional Interventions from the office: parent/guardian conference, Restorative Justice sessions between aggrieved student parties, loss of student privileges (i.e., no pass list, technology restriction), referral to school resource officer or police, behavior contracts, and separation orders.



Behavior Expectations:

All students are expected to conduct themselves appropriately while they are attending daily classes and all school related events regardless of the location. Violations of school rules that may endanger the physical or emotional health, safety, or property of others will be addressed very seriously, including suspension and/or expulsion if deemed necessary. It will be understood that during a suspension, the student may not attend classes or any school activities or visit the school grounds.

Profanity

No student may use profanity or obscene language or gestures at any time that he/she is participating in curricular (e.g., Language Arts, speech presentation, etc.) and co-curricular activities. A student violating this policy shall be disciplined in accordance with established procedures.

Public Display of Affection

Excessive display of affection is inappropriate in the halls or on school grounds, and offenders are subject to disciplinary consequences.

Activities Conduct

Various assemblies and other school activities will be scheduled throughout the school year. A school activity may take many forms. Some examples are: two or more classes joined together, an entire grade level, or the entire school. Students are expected to follow established guidelines. All students are expected to walk to the activity with their teachers and sit quietly in the designated areas. Students are expected to behave in a mature manner during the assembly, and to extend the proper courtesies to those people conducting the presentation. At the conclusion, students should remain seated until specifically dismissed. If a student is asked to move his/her seat by an adult, he/she will comply immediately and may ask for the reason(s) after the assembly. Inappropriate behavior (talking, horseplay, gestures, shouting out, etc.) will result in further consequences which may include the loss of assembly privileges for the student.

Detention:

Detention is part of the consequence system at Whitnall Middle School. A student could receive a detention as an immediate consequence for an action or as a result of repeated infractions. There are two time periods for detentions at WMS:

Lunch detention - Student reports to the office with his/her lunch at the beginning of the lunch period and spends the entire 30 minutes in the office. The student should bring work to do, a book to read, or complete work provided by the office for after the student is finished eating.

After school detention - Student reports to detention room for a 30-minute after school detention. Students in after-school detention will be released at 3:30 p.m.

For a detention to count as “served”, the student must:

- Arrive on time
- Stay the entire time
- Sit silently
- Not cause distraction or disturbance to self or others
- Display respectful conduct

Students who report to detention and do not follow these guidelines will be informed at the end of detention that they must re-serve.

Students who skip detention may receive an increased consequence.

WMS administration will work with families that have transportation difficulties, but we expect families to be partners with the school in the consequences that students receive.

Students who participate in after-school activities will serve detentions first before attending co-curricular or athletic practices or events.



Suspension and Expulsion

IN-SCHOOL SUSPENSION

The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in disciplinary action of this magnitude. Parents will be informed of the student’s in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. **Violation of the in-school suspension rules and/or refusal to serve the in-school suspension is considered grounds for suspending the student out of school.** In these cases the

student will return to complete the in-school suspension upon re-entry to school. [Whitnall School Board Policy 5610.02](#)

OUT-OF-SCHOOL SUSPENSION

State statutes permit the out-of-school suspension of students (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of WHS staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn.

Suspended students may not be on any school district property, nor attend any school function, or work in any Co-op or Work Experience Program, during the term of their suspension. For the purposes of making up school work missed while suspended from school, suspensions are considered excused absences; however, assignments may not be provided to suspended students until after their return to school. Students who commit an illegal offense while on school grounds or a school sponsored activity are subject to suspension from school as well as legal charges. [Whitnall School Board Policy 5610](#)

EXPULSION

According to Wisconsin Statutes (S.120.13), the Whitnall Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules; 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; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district. Students who engage in such actions will be considered by the WHS administration for recommendation to the school district administration for expulsion from school. [Whitnall School Board Policy 5610](#)



Code of Conduct:

WMS follows the School Board Code of Conduct- [Policy 5500](#)

The District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, the administration, and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.



Appearance/Dress Code/Backpacks, Purses and Tech Bags:

In school and at all school functions, student dress should be focused on individual safety and personal privacy. During the 2020-21 school year all students will be expected to wear facemasks while in the building until further notice. All students are expected to dress and groom themselves neatly and appropriately. We rely on parents to help students make good choices regarding school attire. All clothing should be in good taste, and have adequate coverage of all areas.

The following types of apparel are not permitted:

- Hats, bandannas and other headgear, sunglasses
- Clothing with inappropriate, sexual, or vulgar messages, reference to drugs, alcohol, tobacco, gangs, or weapons
- ~~Clothing that reveals ANY part of undergarments.~~
- ~~All tops must cover the midriff and both shoulders.~~
- Revealing or provocative clothing, including shirts that expose the cleavage area **or midriff** ~~exposed bra straps, or have extended armpits.~~
- Shorts and skirts need to be an appropriate length. Shorts and skirts must still meet dress code requirements when leggings are worn.
- Footwear must be worn in the building at all times Dress Code Violations: If clothing is deemed unsuitable for school, students will be required to make necessary clothing adjustments and/or change into available apparel (gym clothes).

See board policy 5511 for a detailed explanation of the district dress code policy.

Backpacks, Book Bags, and Tech Bags

During the 2020-21 school year students are welcome to bring a backpack or bookbag to carry books and school supplies throughout the school day. However, backpacks should be stored in their lockers during lunch.

Technology bags supplied by the district (for Chromebooks) are to be used to transport district-owned devices whenever moving between classrooms. The care of district-supplied tech bags is the responsibility of the student to which it is assigned.



Bathroom and Hall Passes

Any student that is moving between rooms or spaces in the school during the school day, other than at passing times, is to have a pass in hand that can be presented on demand to any adult that requests it. In the 2020-21 school year pass may be:

- Written on the official, pre-printed pass paper provided to teachers by the office
- Teachers may have a sign-in / sign-out sheet for bathroom use

If a student must leave the school building before the regular dismissal time, a Dismissal Pass must be obtained from the office and normal parent/guardian pickup procedures followed. Under no circumstances should a student leave the building without permission. Students who leave the building without an authorized dismissal pass will be considered truant and subject to disciplinary action.

Students may not abuse pass privileges by taking long routes through the school, spending excessive time in restrooms, or going to or stopping at places that the pass was not intended to be used for.

Students may not save, reuse, or change passes. Students who misuse a pass will face consequences which may include being placed on a “no pass” list.



Arrival and Departure:

Hours of teacher supervision

- The middle school is open for students from 7:35am to 3:10pm, except on days when the schedule includes an early dismissal or if students are involved in a school-sponsored activity and/or under the direct supervision of a staff member.
- Students should not arrive at school before 7:35am. Supervision before 7:35 cannot be guaranteed since staff are involved in numerous preparation activities and meetings. Student arriving before 7:35 will wait outside until the doors are opened.
- Students may not wait in the building for an after school or evening activity to start unless they are supervised. Students not involved in activities after the end of the school day should be out of the building by 3:10pm.

Parent Drop-off and Pick-up Procedures

- Cars are not allowed in the bus lane before school (7:00-7:50) or after school (2:45-3:10).
- Automobile drop-off and pick-up happens by the drive on 116th street.
- Drivers should form a single line and be aware of the number of students in the area.

Parking lot

- The middle school parking lot is reserved for staff use and for WMS family who have appointments before, during, or after school.
- Handicapped parking spots are only to be used by those with a properly issued tag
- Pickup may not take place in the aisles of the parking lot
- High school students may not park in the middle school parking lot during the school day

Student conduct before and after school

- Use crosswalks and follow adult directions of crossing guards and adult supervisors.
- Students may not be behind the building or on the WMS playground before or after school.
- These policies and procedures will be appropriately applied to all students on WMS premises. This includes high school students on middle school premises.
- Behavior policies apply to WMS students after school, even when they are on other WSD premises (such as in the high school parking lot or waiting for a sibling at an elementary school).

Bicycles, Skateboards, Scooters, etc.

- Bicycles must be placed in bike racks provided by the district and locked. High school students may not use the middle school bike racks. Bicycles must be walked on school property. The school is not responsible for damaged, lost, or stolen bicycles left on school property. Students should provide a suitable lock to ensure the safety of the bicycle.
- Skateboarding is prohibited on school property and skateboards should not be stored in student lockers. Skateboards and/or scooters may be stored in the office if necessary.

Parents/Guardians with appointments

- If you have a meeting with a WMS staff member before or after school, please schedule the meeting in advance and check-in with the secretary. Staff members may not be available without an appointment. During the 2020-21 school year we are asking that all parent / guardian meetings with staff take place virtually until further notice.

Loitering

- Students are to promptly leave school premises and grounds after their daily program is finished. Only students involved in supervised, school-sponsored activities (including detention) are to be on school premises outside of the regular school day.
- Families picking up students after school should not plan on having children waiting on school grounds after 3:10pm.
- Students may not loiter at any WSD property
- Students are not allowed to go to other school district property at any time during the school day without permission from the office.

Students picking up siblings at another WSD school

- High school students may not enter middle school to pick up a middle school sibling.
- Middle school students waiting for a student from Edgerton Elementary may wait outside the entrance to either the middle school or Edgerton, but may not cause disruption at either building. Students waiting at Edgerton must stay away from the building and may not play on the playground equipment, run on the playground, or look in windows. Students waiting for an Edgerton sibling will be respectful of staff and other parents who are also waiting.



Attendance and Tardies

Policy

The WSD school board policy for student attendance may be found by [clicking this link](#).

Wisconsin state law states that students are not to miss more than 10 days within a school year. **A parent/guardian may only excuse their child for 10 days during a school year.** Any illness days that do not have a written medical excuse from an authorized practitioner count towards the 10 day limit. Any student who has excessive absences, whether excused or unexcused, may be referred to Municipal Court for a truancy ticket. It is the parent/guardian's responsibility to get their child to school.

Procedures for reporting absences

Regular attendance in school is required by law and is essential if students are to make satisfactory progress in school. Students are expected to attend all scheduled classes unless prior clearance has been received from a parent/guardian and school administration.

1. Please call the school by 8:00 a.m. to report your child's absence (414-525-8650). Email from the parent/guardian can substitute for a call.
2. If a student is unaccounted for during attendance processing, phone numbers listed in Infinite Campus will be called until the child's whereabouts and reasons for absence are established.
3. No call and no note will result in the absence being recorded as truancy. The administration will determine on a daily basis which students are excused absence and which are truant.

If a student has a medical appointment, a doctor's note should be submitted to the office. Doctor's offices are used to this request, and we encourage you to provide these notes, even for single-day medical issues or appointments.

If your child is absent due to illness or injury, s/he will not be allowed to participate in extracurricular activities. In case of absence for more than three school days, or upon the principal's request, a statement from the local health department or attending physician may be required when returning to school.

If a student will be absent three or more days from school, a **Planned Absence form** is required. A Planned Absence Form can be obtained from the offices or downloaded from the WMS website. It should be signed by the student's teachers prior to the absence to obtain homework. The form is to be returned to the office prior to the absence.

Students may be signed out of school by parents/guardians for business that cannot be handled outside of school attendance hours. Please notify the office in advance, so your child can be waiting for you in the office. Students that need to leave school early must be signed out by their parent/guardian in the school office. Students do not need a parent's signature upon their return to school.

Types of Absences and Tardies

Excused Absence - the following are considered examples of excused absences:

- Physical or Mental condition - with note from appropriate practitioner
- Obtaining religious instruction
- Religious holiday
- Suspension or Expulsion
- Parent permission (up to 10 days per school year) for reasons such as the following:
 - Appointments that cannot be scheduled outside school hours
 - Funerals
 - Legal proceedings requiring the student's presence
 - Vacations

Unexcused Absence - an absence that is not called in by a parent or guardian, does not follow the guidelines as listed above or an absence that is past the 10 day excused absence mark.

Truancy - A student will be considered truant if s/he is absent **part or all** of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the acceptable reason under these guidelines of such absence by the parent or guardian of the absent student. A student will also be considered truant if s/he has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stats.).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plans are carried out.

5 days (partial or full) of unexcused absences 10 days (partial or full) of excused absences	Truancy Letter 1	Conference with Student Phone Call home
+5 days (partial or full)	Truancy Letter 2	Meeting with Guardian and Student Agreement Signed
+5 days (partial or full)	Truancy Letter 3	Possible Truancy Citation and Mandatory Court Appearance Open Enrollment May be Revoked (Wisconsin State Legislature Administrative Code PI 36 and School Board Policy 5200)

Tardiness - A student is considered late. Any student who comes late to school must sign in at the Attendance Office. Repeated unexcused tardiness to school or to individual classes may result in disciplinary consequences. Frequent tardiness may result in further disciplinary action up to and including citations from The City of Greenfield Police Department.

Tardy to School: School begins at 7:50 a.m. If students are not in their assigned location by 7:50 a.m. they are considered tardy to school.

Tardy to Classes: Students are expected to be in their assigned rooms by the start of each class period.

5 Tardies	Warning
10 Tardies	Lunch detention
15 Tardies	Lunch detention + truancy letter 1 (see above)
20 Tardies	Lunch detention + truancy letter 2 (see above)
25+ Tardies	Lunch detention + truancy letter 3 (see above)



Lunch

The school district uses a computerized, prepaid food service program. Checks payable to Whitnall Food Services can be dropped off at school in the collection box or you can pay online through the Infinite Campus Parent Portal.

It is the responsibility of parents/guardians to provide sufficient funds to your child’s lunch account. If your family account is in arrears, there may be an interruption of lunch service until the account is brought current. Current balances can be checked online through the Parent Portal of Infinite Campus. For low balance notification via email, please provide a current e-mail address to foodservice@whitnall.com. Please include your child(ren)’s first and last name (s) when using e-mail.

Lunch Prices: Students \$2.70/Reduced \$0.40

Families who are having financial difficulties are encouraged to apply for the Free/Reduced meal program offered through our District. These benefits are completely confidential and forms are available in the school office or on the Whitnall web site.



Cafeteria and Playground Expectations



Future Focused Through Our Actions Today

Proud Past – Bright Future

	Cafeteria	Playground
Positive	-Say excuse me, please, thank you -Encourage friends to clean up	-Include others - Model sportsmanship
Respectful	-Keep it clean -Respect all staff in cafeteria	- Take care of equipment - Follow normal rules for games

	-Voice Level 2	-No horseplay
Innovative	- Help others - Make healthy food choices	- Include others
Determined	- Pick up after yourself - Pick up trash and toss in trash cans even if it is not yours	- Be helpful - Exercise
Engaged	-Eat quickly -Talk with others at your table -Make space and Invite others	-Engage in appropriate activities

Lunch/Recess Schedule

6th Grade Lunch	12:38 p.m.- 1:08 p.m. 12:33 p.m. - 1:03 p.m.
7th Grade Lunch	11:41 a.m.- 12:11 p.m. 11:36 a.m. - 12:06 p.m.
8th Grade Lunch	10:44 a.m.- 11:14 a.m. 10:39 a.m. - 11:09 a.m.

Lunch Procedures:

- Students who bring cold lunch are expected to enter the cafeteria using the north entrance
- Students who will be purchasing hot lunch are expected to enter the cafeteria using the south entrance.
- Students will sit and eat at their assigned table.
- After 10 minutes students are excused for recess by table.
- After 20 minutes all students are expected to go outside if weather is permitting.



Food and Drink

Food and/or drink are not permitted in the classroom unless permission from the teacher is given. Food/drink are allowed only in the cafeteria. Open beverage and/or food are not allowed in the hallways. Open beverages may not be stored in lockers. Open containers will be confiscated. Student are allowed to carry a water bottle throughout the school day.



School Supplies:

Students are to provide their own pencils, pens, paper, folders, etc. and physical education ~~uniforms~~ **clothing** and padlocks. These items should be with the student on the first day of classes, and every school day thereafter.



Online Registration and School Fees:

The cost of texts, materials, and technology needs are partially offset by these fees. School fees will be collected at registration in August. These fees do not cover personal school supplies.

School Fees = \$85.00

Please note that all fee payments will be applied to school fees before they can cover any extracurricular activities. This may result in a student being unable to participate in extracurricular sports or clubs if school fees remain unpaid.

Some courses/curricular areas may require additional fees for student equipment or supplies. Teachers will notify students and parents as these fees are applicable.

Students may be required to pay for damaged materials or equipment that is left in condition not suitable for the next user.

PHYSICAL EDUCATION CLASS

During the ~~2020-21~~ 2021-22 school year students are expected to wear appropriate clothing and footwear to participate in physical education activities. Students may be excused from physical education classes when such a need is determined and certified in writing by a physician. This note is required only if a child is going to miss three or more consecutive days of P.E. Parents may request a short term release from physical education in writing. The note should be sent to the physical education teacher. *Please note that additional fees apply to physical education classes.

MOVING OUT OF THE DISTRICT DURING THE SCHOOL YEAR

If you are moving out of the District after the school year begins and would like to have your student finish the school year in the Whitnall Schools, you MUST fill out a Tuition Waiver Form. This form may be picked up in the District Office. This form must be on file in order to complete the school year in the Whitnall School District. Should you want your student to attend the District in subsequent year(s), please contact the Superintendent/ Board Secretary at 525-8411 to find out if there are any options for your particular situation. Options may include: Open Enrollment (must fill out forms during the enrollment window according to State Guidelines); or having the tuition waiver approved for an additional year by the new resident school district. It is the parent's responsibility to follow through on any of these options, per specific guidelines and deadlines.

WITHDRAWING FROM THE DISTRICT If you are planning to withdraw your child from school, please inform the school as early as possible, as the check-out process requires some time. Students should obtain a withdrawal form from the guidance office. Students are required to return their iPad, textbooks, library books, and any other school-owned equipment prior to departure. School records may not be released if a proper check-out process has not been completed. After all obligations are met, student records will be sent promptly upon official request from the student's new school.

IV. Health, Wellness, Safety and Security



Alcohol and Drug Policy:

Drugs and Alcohol are strictly prohibited on school grounds. If a student is caught on school grounds with illegal substances consequences will be carried out.

See Board Policies on Drug Prevention Board Policy [ag5530](#), Suspension and Expulsion Policy [5610](#), and Search and Seizure [ag5771](#) for more details.



Health Information:

The health room is staffed with a school nurse or health room aide. The nurse or aide advises on medication and first aid treatment, and provides service to individual students with special health care needs. An Individual Health Care Plan will be developed for children with severe allergies, chronic and acute conditions. The Whitnall District Nurse will maintain immunization records.

Injury and Illness School personnel provide first aid when a student feels ill or has a minor injury. A quiet place may be made available for students who report that they are not feeling well. If the child is too sick to remain in school, the parent or other adult designated in Infinite Campus will be called and asked to come to the school to take the student home. Students should not text or email home before reporting to the health room. It is important that student emergency/contact information be kept updated in Infinite Campus.

- A child with a fever of 100° or above should remain at home until his/her temperature is within normal range (without use of medications) for 24 hours.
- If vomiting or diarrhea occurs, keep your child home from school for 24 hours after last episode (without medication) and until he/she can keep fluids and food down.
- Your child is instructed to report to their teachers any personal injuries, accidents or illnesses that occur during the day. If your child experiences an injury or becomes ill during school hours with a temperature of 100° or more, vomited and/or diarrhea or has visited our health room more than three times in a day, we will contact you or an emergency contact to pick up your child from school.
- All communicable diseases must be reported to the Greenfield Health Department within 24 hours of onset, according to the State Statute 252.05. Please notify the Greenfield Health Department 329-5275.
- If your child is absent for three (3) consecutive days due to illness, he/she will be required to provide a medical excuse.
- If your child has any restrictions due to injuries, a doctor's excuse is required for our records. He or she will remain under restriction until a doctor's release is provided to the school office.

All medications to be administered during school hours must be registered with the **school's health room**. Whether prescription or nonprescription drugs need to be administered during the school day, either the **Medication Request and Authorization Form** or the **Nonprescription Drug Product Request and Authorization Form** must be completed and filed with the health office staff per [Whitnall School Board Policy 5330](#).



Bullying and Harassment :

[WMS Follows Board Policy 5517.01](#)

The following procedures shall be used for reporting, investigating and resolving complaints of bullying.

Complaint Procedures

Building principals and assistant principals and the Superintendent have responsibility for conducting investigations concerning claims of bullying. The investigator(s) shall be a neutral party having no direct involvement in incident(s) upon which the complaint is based.

Any employee who has knowledge of conduct in violation of Policy 5517.01 is required to immediately report his/her concerns.

Any student or third party who has knowledge of conduct in violation of Policy 5517.01 believes s/he has been a victim of aggressive behavior in violation of Policy 5517.01 should immediately report his/her concerns.



Lost or Stolen Items:

If a student believes they have lost something or an item was stolen, the student should report this to administration immediately. Expensive items and large amounts of money should not be brought to school. Items found should be turned in to the Student Services Office immediately. Students are to check in the Student Services Office for misplaced or lost articles. Unclaimed articles are periodically donated to local charities.



Emergency Procedures:

WMS follows [Board Policy 8420](#)

Specific plans for evacuation and protection are posted in each room. Monthly drills and an annual tornado drill are held in accordance with Wisconsin law and Whitnall School Board policies. Lock-down drills are conducted two or more times per year within the first 30 days of each semester.



Skateboards, Bicycles and Skates:

Students are not permitted to use skateboards or skates on school grounds.

Students are permitted to ride bikes to school. Bikes should be licensed in your community. All bikes must be parked in the proper location and must be locked during school hours. Bikes may not be ridden on school premises before school in the morning or before 4:00 P.M. on regular school days. Students are reminded that wearing a helmet is a positive safety precaution.



School Entrance/Access:

We make every effort to assure the safety of your children. Our doors are locked after morning entrance. Visitors “buzz in” and enter through the main lobby entrance. They are required to report to the office where they check in and sign the Visitor’s Register. We have instructed all students and staff NOT to open security entrances for anyone. If you notice any irregularities such as unlocked doors, please report it to office personnel. Our goal is to provide a safe environment where your children can enjoy positive learning experiences. A number of emergency (lock-down, tornado, and fire) drills are scheduled throughout the year. ~~During the 2019-20 school year the District will be implementing the use of the Raptor System, which is a visitor management system.~~ **The District utilizes the Raptor System, which is a visitor management system.** With the raptor system an ID is required. This system allows the school to produce a visitor pass, monitor volunteer hours, and electronically check all visitors against the registered sexual offender databases. Parents/Guardians must walk into the office in order to pick up their child.

Volunteers/Chaperones:

WMS Follows Board Policies [8120](#) and [2340F](#)

While the District acknowledges the importance of volunteerism in its school, serving as a volunteer in the District is a privilege. The District shall conduct background checks on all persons who request to serve as a volunteer or chaperone with the District. Background checks will be conducted through appropriate State agencies or other applicable means. The results of the background checks will be reviewed by the Human Resources Manager. Please click on the above links to review the board policies.

~~*During the 2020-21 school year we will not be allowing volunteers into our building until further notice.~~



Bussing:

Since safety is our primary concern, misbehavior on buses will not be tolerated. All buses are equipped with cameras that the administration may review based on referrals for disruptive or inappropriate bus behavior. School rules apply on buses and at bus stops. In order to ensure that every student has a safe bus ride to and from school, all riders must also abide by the following rules.

Ridership Rules and Expectations

1. Pick-up and Drop-off at assigned bus stop only. Arrive five minutes early.
2. Respect private property and observe safety precautions while waiting for or exiting from the bus.
3. ~~During the 2020-21 school year students must wear a facemask on the bus until further notice.~~
4. Remain seated on the bus at all times facing the front.
5. Nothing may be in the aisle of the bus, including people, backpacks, musical instruments, etc.
6. Do not stand, run, or move about the bus while it is in motion.
7. No throwing or shouting things inside the bus OR out the windows of the bus.
8. Windows remain closed if the bus driver directs them to be closed. If windows are allowed to be open, do not stick head, arms, or any other objects out of windows.
9. No eating or drinking on the bus.
10. Use appropriate language, and volume must be at an appropriate level. Screaming is unsafe for driver.
11. Report any bus damage, on seats or walls, to the driver before the ride begins. Students are liable for damage they cause on the bus and may be referred to police for damage caused.

12. The bus driver is in complete charge. You are expected to follow the driver's rules. Courtesy and respect toward the driver and other students is required at all times.
13. Use cell phones appropriately. No pictures and videos should be taken of other students or the driver.
14. Horseplay, harassment, bullying, fighting (verbally or physically) is not allowed on buses.
15. There is no smoking at bus stops or on buses.
16. After exiting, wait for the driver's signal and cross in the front of the bus. If the student needs to cross the street in a different area, he/she should wait on the sidewalk until the bus leaves the area, and cross at the nearest crosswalk.

Consequences for bus behavior

Consequences for not following the bus rules and causing unsafe conditions include; a written bus referral, parent contact, assigned seat, detention, suspension or removal from the bus, or other consequences deemed appropriate by administration. If a rider is assigned a seat on the bus, parents and bus drivers will be notified, and the student is expected to remain in that seat for the duration specified by administration, which may be from a few days to an entire school year.

Written permission for bus changes

~~During the 2020-21 school year students may not obtain written permission from their parent / guardian to ride the bus of another student.~~

Students may obtain written permission from their parent / guardian to ride the bus of another student. This written permission must be presented to and reviewed by WMS administration.

**Video Monitoring Systems:**

[WMS follows board policy 7440.01](#)

The District approves the use of video cameras on school property and buses for the primary purpose of reducing disciplinary problems and vandalism.

V. Technology



Technology Acceptable Use Policy:

All WMS students are given a Chromebook to use for academic purposes. All students/parents must read and agree to abide by the Whitnall School Board policies listed below including the corollary procedures, rules and exhibits that are associated with each policy.

For use of personal devices at school please click on Board Policy Number 5136 - [PERSONAL COMMUNICATION DEVICES](#)

Acceptable Use Policy (AUP) forms must be signed and submitted before students are issued iPads or allowed to use school computers and/or other devices.

The Internet, real time information access, use of mobile devices and computer information systems have become required tools of the educational process. Teachers need to act on behalf of students as it relates to educational websites and electronic information access. Parent permission with regard to access of these resources is assumed by the District. Parents must notify the school in writing if NOT in agreement to these terms. The request form ("Parent Denial of Computer Information System Access") is available in the school office.

Review the following policy regarding Technology:

Board Policy [7540.03](#) - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Abuse of Network Resources

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

Unauthorized Printing

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to WMS administration.



Technology Code of Conduct:

Using <u>School Issued Chromebooks</u>						
	Before School	Passing Time (Hallway)	Classroom	Cafeteria	Recess	Bathrooms or Locker Rooms
Listen to music (earbuds or headphones and heard only by yourself)	Yes	No	Teacher Permission Required	No	No	No
Surf the Web	Yes	No	Teacher Permission Required	No	No	No
Talk (voice call)	No	No	No	No	No	No
Text, Chat, or Social Media	Yes	No	No	No	No	No
Game Playing	Yes	No	Teacher Permission Required**	No	No	No
Takes Pictures or Video	No	No	Teacher Permission Required	No	No	No**
			** Teachers may have an educational purpose for certain games			** Illegal



WMS Cell Phone Procedure

Goal of this Procedure:

- The goal of this procedure is to create a learning environment that meets the needs of all staff and students through technology devices such as iPads and BYODs.
- The Whitnall School District recognizes the educational value of a Bring Your Own Device (BYOD) program. Providing students and staff with a modern digital learning environment is important to the District. Mobile devices (laptops, tablet computers, etc.) are important supplemental learning aides to the existing curriculum.
- Cell phones do not fall under the BYOD policy and guidelines should be followed accordingly.

~~2019-20~~ **2021-22** Procedure:

- Students are allowed to have cell phones during the following times during school hours:
 - Before school
 - During Lunch
 - After school
- Students are expected to keep cellphones out of sight during class
 - Cell phones should be off or silent during school hours (except lunch).
- Earbuds/Headphones are also not to be used during instruction. In rare cases, students with IEPs may have the use of headphones in their IEP, but in these cases, earbuds should be used in the special education setting.

Infractions will result when the policy is violated:

- Infraction 1: Take and turn in to office (with envelope - provided) student gets back at the end of the day
- Infraction 2: Take and turn in to office (with envelope - provided) for parent to pick up
- Infraction 3+: Take, Student has to turn phone into office daily- student cell phone plan (plan thereafter)
 - Earn it back: 7 school days
 - If a student refuses to turn the phone into a teacher/administrator, the main office is called. If an administrator is available, they will escort the student to the office.
 - If an administrator is not available a message is left and administration will follow up with the student at earliest convenience.

VI. Student and Parent Engagement, Service & Other



Announcements: Announcements are read daily over the PA. Announcements are posted on the Whitnall Middle School website. Students who miss announcements are expected to read them on the website.

Calendar

Whitnall Middle School has a comprehensive website listing school calendar information, staff directory, and webpages. Daily announcements are also [posted on the website](#). The district and school calendar [may be found at this link](#).

Communications

Website

Whitnall Middle School's website is: <https://www.whitnall.com/schools/middle>

Family Newsletter

The Whitnall Middle School family newsletter is entitled WMS In The Middle and is generally sent out bi-weekly. It typically contains upcoming events, learning goals for the upcoming week, information from the PTO, and other information that is particular to Whitnall Middle School families. It does not contain information or promotions from other organizations. A digest of past family newsletters may be found [at this link](#).

Infinite Campus messenger

Infinite Campus is the school information management system for the Whitnall School District. One component of Infinite Campus (IC) is the messenger service. IC Messages are sent to the email that is listed in your emergency contacts. We ask that you provide school with an active email account that you will check often and that you alert school when your email address changes. Once you have the app, please check your preferences so you can be alerted promptly.

District social media accounts

The Whitnall School District seeks to connect with stakeholders in varied formats. On the district website, you will find social media accounts such as [Facebook](#), [Twitter](#), [Youtube](#), and [Instagram](#). As you are willing, we encourage you to follow these social media accounts to become more involved and informed about the educational programming of the Whitnall School District.

School Closings

The decision to close District Schools is made by the Superintendent after consultation with the bus company, neighboring districts, the Weather Bureau, and the Sheriff's Department. The following radio and television stations will be notified of the decision to close District Schools by 6:00 a.m., unless, due to special circumstances, a decision could not be made by that time.

FM Radio Stations		AM Radio Stations	Television Stations
94.5	99.1	WTMJ - 620	WTMJ - Channel 4
96.5	102.9	WOKY - 920	WITI - Channel 6

97.3	106.1	WISN - 1130	WISN - Channel 12
98.3	106.9		WDJT - Channel 58

Co-Curricular Activities:



~~During the 2020-21 school year Co-curricular activities will be limited until further notice.~~ Co-curricular activities are a vital part of the educational system and students are encouraged to take advantage of them, in addition to their academics at Whitnall Middle School. When students commit themselves to an activity, they owe it their best effort, not only to benefit the club, but themselves. Any student that falls behind in their schoolwork should seek extra help from the teacher(s) prior to participating in any co-curricular activity. Students should consider all other obligations before committing themselves to an activity.

The co-curricular program is an integral part of the educational system. While creating an opportunity for students to grow and mature, participation in cocurricular activities is considered a privilege. Therefore, standards may apply to co-curricular participants which may not apply to the general student population. Activities will be scheduled during the day or after school at times convenient to the group and its advisor. Only officially recognized school groups may use the school building or its facilities, unless use is approved through the office with a facility request form. A non-student adult must supervise students in the building after hours, and will be responsible for any damage that may occur that is caused by the supervisor or group of students.

Opportunities for participation

A program of intramural and interscholastic athletics is provided during various seasons of the year. All students are encouraged to participate.

Spectator behavior

Remain seated during the game or event. This allows everyone to enjoy it.

Fighting, harassment, and hazing are not allowed.

Good sportsmanship and orderly behavior are a must.

Alcoholic beverages or drugs are not allowed.

Normal school rules and expectations apply at co-curricular and athletic events, both home and away events.

Students disobeying these rules or exhibiting less than good behavior at any game or event may be denied the privilege of attending future events.

Eligibility for participation

A student must be in attendance at school the day of an activity to be eligible to attend or participate in a co-curricular activity. At minimum, students must be in attendance for at least half of a school day. Emergency situations will be handled on an individual basis, and is at the discretion of the administrators.

If at any time during the season a student is expelled or serves an in or out of school suspension, or is medically excused from Physical Education class, the student will automatically become ineligible to participate in practices or games. The coach must receive notice from the Physical Education teachers or an administrator to reinstate the student. The student will be reinstated when returning to school. A student may not participate in an after school sport on a day that he/she is absent from school because of illness or injury.

WIAA Code of Conduct

Student eligibility for participation in co-curricular and athletic practices, games, and events is governed by the WIAA Code of Conduct.

The Wisconsin Interscholastic Athletic Association (WIAA) code of conduct for coaches can be found here: [WIAA Coach Sportsmanship Code of Conduct](#)

The WIAA's Parental Guide to Sportsmanship can be found here: [WIAA Parental Guide to Sportsmanship](#)

**Infinite Campus:**

Infinite Campus is the District's student information system. All students and parents have access to the system through the Infinite Campus portal. The link can be found in several locations on the district website at www.whitnall.com. Any parent that does not have an Infinite Campus portal account should contact **Kay Larson at: klarson@whitnall.com**.

The parent and student portal contains assignment and report card information for students in grades K-12. You can also make electronic payments for school fees and food services through the portal.

Emergency Contact Information - When you enroll at Whitnall, emergency contact information for all families is placed into Infinite Campus. It is the first place District staff will go to in a crisis to get contact information. Please be sure to keep your contact information up to date in Infinite Campus. Parents can update the information directly through the parent portal or by emailing **Kay Larson at klarson@whitnall.com**. School closings, important district messages and other important information are sent directly through Infinite Campus.

**Field Trips:**

~~During the 2020-21 school year no field trips are being planned until further notice.~~ Field trips may require payment of a fee students must be in good standing with the school for eligibility. Some field trips request parent volunteers to accompany the students for supervisory assistance. Parents volunteering in any area of the school must have a background check on file with the district office. See above for Chaperone and Volunteer Information and Requirements. Board Policy Numbers 8120 and 2340F

**Fundraising:**

All fundraising requests must be approved by school administration prior to pursuing a project.



Homeless Students:

The McKinney-Vento Homeless Assistance Act (MVHAA) defines homeless children as individuals who lack a fixed, regular and adequate nighttime residence. This includes children who share the housing of other persons due to loss of housing, economic hardship or a similar reason. Children living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations are also included in this population. The Local Liaison for Homeless Children and Youth (Liaison) serves as a primary contact between homeless families and school staff, District personnel, shelter workers, and other service providers. The Liaison is responsible for safeguarding the rights of children and youth experiencing homelessness who attend school in this District. The Liaison must be notified immediately upon the enrollment or assignment of a homeless child/youth. Liaison Officer is Susanne Aaesterud 414-525-8514.



Lockers:

Every student is assigned a locker and a combination lock.. Students are responsible for keeping lockers neat and organized. Students have no property interest in any locker. Lockers are subject to search by the administration to protect the health and welfare of the student body. A search will be conducted only when there is reason to suspect violation of school rules and regulations or laws. Authorization to search a locker will be given only by the principal, his/her designee, or a superior. The search will be made in the presence of one school employees and, if practicable, the student. The school will keep a record of all lockers searched, including the reason for the search and the findings. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically. (Board Policy Number 5771)

Students are not to share their locker combinations or lockers with other students. Students found using lockers other than the one assigned to them may be disciplined, which could include loss of locker privilege. Laptop carrying cases should be hung on a hook in lockers. Students are not to keep valuables and/or money in either their gym locker or hall locker. The school will not assume responsibility or liability for any loss of personal property. Students must provide their own padlocks for their physical education locker, and should always lock valuables in their lockers. Students are to keep lockers clean and orderly, and are not to use the lockers to display offensive materials. Lockers may be decorated inside, but this must be done tastefully and cleaned up at the end of the school year. (No contact paper is allowed in lockers.) Lockers must be cleaned out at the end of the year. The custodial staff will clean out those lockers not cleaned out by students.



Messages to Students:

If you must contact your child for an emergency, please call the school office. The message will be forwarded as soon as possible. If you wish to see your child in person, call the office and your child will be waiting for you upon arrival.



Parent Teacher Organization (PTO):

The Whitnall School District has a Parent/Teacher Organization designed to work toward the benefit of all students. Our PTO provides adult volunteers who are actively involved in school projects. Parents are encouraged to visit the Whitnall Middle School website for more information.



Recognition Programs:

Students are recognized in various ways throughout the school year through PBIS: Falcon PRIDE, Recognition Assemblies, and various other opportunities that come up!



Student Services Team:

Our Pupil Services team includes a counselor, social worker and school psychologist. The team is committed to the social and emotional needs of our students in addition to other needs the students may have such as academics.

~~Mr. Gableman~~ **Ms. Evanoff** - Guidance Counselor 525-8654

Ms. Fleishmann - School Social Worker 525-8655

Ms. Lussier- School Psychologist 525-8795



Student Council:

Student council is run by Mike Seavert. If students are interested in becoming a member of student council they should contact Mr. Seavert directly.



Student Advisory Group: The Student Advisory Group is a group of students from each grade level nominated by teachers to work with the administration on a variety of topics to boost student input, involvement and morale. The group serves as the **student voice** and the link between the student body and the administration. Students are nominated by teachers. If students are interested in this group they should contact Mr. Relich directly.



2021-2022



WHS STUDENT/PARENT HANDBOOK

WHITNALL HIGH SCHOOL

5000 South 116th Street

Greenfield, Wisconsin 53228

Web: www.whitnall.com

Main School Number: 525-8500

Attendance: 525-8510

Counseling Office: 525-8524

WHITNALL POINT OF VIEW

How might we engage learners in a way that fosters innovation, risk-taking, and exploration to attain personal learning goals without the fear of failure?

Student Handbook Disclaimer

The Student Handbook is intended to help parents, students and school personnel work together. Many guiding statements and procedures are included in this document, but by no means does it encompass every situation. As new board policies or regulations are developed by the school board or State and Federal Statutes, additions and/or deletions will be made to this handbook. In addition, authorized administrators may modify procedures in the handbook whenever it is deemed necessary and expedient. No procedures should be in conflict with board policies.

**WHITNALL HIGH SCHOOL SCHEDULE
2020-2021 DAILY SCHEDULES**

Main entrance opens for students at 7:00 AM- Bus arrival is approximately 7:35 AM

0:04				Daily Schedule						
			1	7:40 AM	8:26 AM	0:46				
			2	8:30 AM	9:16 AM	0:46				
			3	9:20 AM	10:06 AM	0:46				
			Lunch/Resource - Class		4	10:10 AM	10:56 AM	0:46	Class - Lunch/Resource	
5A	10:56 AM	11:21 AM	0:25				0:46	11:00 AM	11:46 AM	5
5B	11:21 AM	11:46 AM	0:25				0:25	11:46 AM	12:11 PM	5C
5	11:50 AM	12:36 PM	0:46				0:25	12:11 PM	12:36 PM	5D
			6	12:40 PM	1:26 PM	0:46				
			7	1:30 PM	2:16 PM	0:46				
			Falcon Time		2:20 PM	2:46 PM	0:30			

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CURRICULUM

✓ ACADEMIC HONESTY

Whitnall High School (“WHS”) promotes and expects ethical behavior from all members of the Whitnall High School community. Honesty and integrity is valued at WHS in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone. Cheating is defined as: a) copying someone else’s work, such as an assignment, quiz, or test and submitting it as your work; b) allowing another student to copy your work; c) utilizing aids such as notes or crib sheets to assist in completion of a quiz or test when such aids are not authorized by the teacher; d) copying source material or not crediting sources in an attempt to present another’s work as your own on a class assignment such as a research paper; e) doing work for someone else; f) obtaining or providing copies of testing or grading materials without teacher authorization.

Each teacher will inform their students of the consequences for cheating in their particular course. The recommended guidelines are as follows:

First incident in a school year: Teacher talks with the student, office referral, teacher will call the parents, and a grade of zero issued to the assignment, quiz, or test until learning target met. **Second incident in the same class:** Teacher talks with the student, office referral, teacher requests parent conference, and a grade of zero issued to the assignment, quiz, or test. **Second incident in other than the same class:** Teacher talks with the student, office referral, teacher will call the parents, a grade of zero issued to the assignment, quiz, or test until learning target met and office consequence assigned. **Any subsequent incident in the school year:** Teacher talks with the student, office referral, administration requests parent conference, a grade of zero is issued to the assignment, quiz, or test, and office consequence assigned.

✓ SCHEDULE CHANGES

The complex process of scheduling all WHS students and staff is based on the choices that students make for their courses during the enrollment and scheduling period held during the winter of the previous year. One of the responsibilities of making a choice is living with the consequences. Changing classes after the enrollment

period has closed is permitted only in accordance with the following Add/Drop Policy:

The Forms and Fees Days provide each student with a schedule and an opportunity to drop or add classes. If a student needs to drop a course after the semester has started, the request will be deferred until after the Mid-Term Progress Report has been issued by the teacher. At that time the teacher, counselor, and/or administrator will assess the situation and determine the validity of the request. Students must make an appointment with their counselor prior to the beginning of second semester to discuss options. Requests for second semester program changes will be considered one month prior to the beginning of the second semester.

Note that if a class is dropped after the allowed drop/add period has passed, the student may receive and “F” in the dropped class and this grade will be reflected in the student’s GPA calculation.

✓ GRADING

Whitnall High School issues quarterly grades that use a grading system of five basic letter grades and six alternate descriptors of class performance according to [Whitnall School Board Policy 5421A](#). Plus (+) and minus (-) signs after a grade indicate high or low student performance within the specified range. The student’s Grade is calculated on a 5-point system in which the following numerical values are assigned to letter grades:

Level Indicator	Letter Equivalent
5	A
4.76	A
4.666	A-
4.333	B+
4	B
3.666	B-
3.333	C+
3	C
2.666	C-
2.333	D+
2	D
1.666	D-
1	F

In addition to scholarship, grades are indicators of student initiative, attitude, work ethic, and cooperation. The “F” grade means the student has failed the class has earned no credit towards High School graduation. Students who fail a course are expected to make-up the credit by taking an equivalent course in its place.

STUDENTS WHO MERELY ATTEND CLASSES AND MAKE MINIMAL EFFORT IN CLASS TIME OR IN THEIR HOMEWORK SHOULD EXPECT TO FAIL THOSE CLASSES. Students who do not participate in class may be considered a disruptive influence to the learning environment and may be removed permanently from the class with a failing grade.

Students, parents and guardians should understand that teachers require time to effectively provide feedback and grade posting. Teachers will have up to 7 calendar days from the date of submission to provide feedback for a grade. In some cases, this timeline may need to be extended due to late work submission or absence. Students, parents, and guardians must understand that it is important to follow due dates. Students who miss due dates for assignments without making prior arrangements with the teacher may be required to follow reassessment procedures rather than receiving feedback and a grade for the original assignment.

✓ INCOMPLETE GRADE

At the end of each semester, a grade of 'I' may be given in a course for a student as a temporary grade, when unavoidable medical, family or personal hardships beyond the student's control have arisen in his/her life during the grading period. If the work is not made up within the designated time period (the standard time period is 15 days) by the student's Incomplete Grade Contract with the teacher, the student's grade will be changed from 'I' to 'F' on the official transcript.

✓ PROGRESS REPORTS/ REPORT CARDS

WHS no longer sends out student progress reports due to the fact that student progress can be reviewed by the parent/guardian daily via Infinite Campus using the login and password that is sent out to parents/guardians at the beginning of each school year. In the event that the parent/guardian needs to re-request the login and password, a call to the high school office will need to be made. Please be aware that the administrative assistants in the office may ask questions to verify the identity of the person calling.

If the student and or parent believes an error has been made on his/her report card, the student should immediately contact the teacher responsible for the grade. Corrections will not be made after 30 days have elapsed following issuance of the report cards, with the exception of the June report card. If a teacher is no longer available, the grade appeal is to be made to the Principal by June 30th. If the Principal cannot resolve the appeal in June, it will be held open until faculty report in August and resolved by September 1st.

✓ ACADEMIC RECOGNITION

The class rank and laude system guidelines for academic recognition can be found in the Whitnall High School Course Guide. Student class rank and laude recognition are further outlined per [Whitnall School District Board Policy 5430](#).

✓ PROMOTION, PLACEMENT and RETENTION

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made per [Whitnall School Board Policy 5410](#).

Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

Placement: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Student Support Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Support Team with the concurrence of the building administrator.

Student Support Team: A Student Support Team, appointed by the principal each year, will consider situations in which students may not be promoted to the next grade or may not graduate.

Final decisions on student promotion, placement, or retention rest with the building principal.

Students Interested in graduating early from Whitnall High School will need to complete the Early Graduation Application in the year prior to graduation. Students must meet all regular graduation requirements to be eligible for early graduation. Students/Parents will receive a letter confirming or denying their Early Graduation request.

✓ EARLY COLLEGE CREDIT PROGRAM

Wisconsin state law provides some options for students to take courses not offered at WHS at a public or private college. Information about application requirements and fee reimbursements are available in our Counseling Office or on the Wisconsin Department of Public Instruction (DPI) website. There are

important deadlines of **March 1st (for following fall semester) and October 1st (for following spring semester)** for completion of DPI application forms. [Whitnall School District Board Policy 2271](#).

✓ GRADUATION REQUIREMENTS

(See Curriculum Guide and [Whitnall School Board Policy 5460](#))

✓ TRANSCRIPTS

Whitnall High School will provide, at the student's request, transcripts of the student's grades. Students will be allowed 4 transcripts free of charge. Additional transcripts will include a small fee. Transcript requests should be submitted to the Counseling Department. At least 24 hours are required to process requests for transcripts.

ATTENDANCE

✓ ATTENDANCE POLICY

Schools are required by State Statute (S. 118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents /guardians and the students. **ALL students regardless of age are subject to school rules. Students who have reached their eighteenth birthday are permitted to originate their own excuse for absence only if they: Are not living with their parents or legal guardian OR the parent or guardian submits a written statement to the school stating that the student is responsible for himself/herself. Only acceptable reasons for absences will be approved.**

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Truancy, which is defined as: Missing part or all of 1 or more days on which school is held for the semester. If absence extends for more than 3 consecutive days or if student is absent more than 10 days a semester, a physician's statement is required before the students' absences are considered excused. (S. 118.163 and [Board of Education Policy 5200](#))

The law provides dispositions to the court including the immediate or subsequent suspension of a driver's license upon its receipt by the student, an order for the student to participate in a counseling, community service, or supervised work program, or an order to remain home at all times except for attending school or religious worship (S. 118.163, Greenfield Ordinance 10.26).

✓ REPORTING ABSENCES

The parent or legal guardian must call the school attendance office at 525-8500 before 9:00 a.m. each day a student is absent to provide the school with notification of the absence and the reason for the absence. Any calls received after that time may not be accepted. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.

If the parent/guardian does not contact the school within 48 hours of the absence the student is considered unexcused.

✓ EXCUSED ABSENCES

According to Wisconsin law, students are expected to attend school except for LEGAL EXCUSED ABSENCES (S. 118.16) established by the local [Board of Education Policy 5200](#). The State of Wisconsin recognizes the following as acceptable for absences: a. pupil illness f. family emergency b. death in the family g. Impassable roads/extreme weather conditions c. court appearances h. family trips or absences submitted in writing and d. designated religious holidays approved in advance e. professional appointments

The following are not excusable absences in accordance with state attendance laws: a. truancy g. gainful employment b. missing the school bus h. hair appointments c. non-emergency car trouble i. errands d. family trips not approved in advance j. head lice, after 1st day e. shopping k. babysitting/child care f. oversleeping

✓ EXCESSIVE ABSENCES

Students with more than ten absences in a year would be considered excessive. Students with excessive absences are required to bring a written statement from a physician for an absence to be considered excused.

✓ PRE-ARRANGED ABSENCES/ APPOINTMENTS

Any student who knows in advance that he/she will be absent from school for an excusable reason must have his/her parent call the attendance office as with any

other excusable absence. The student must then obtain a Pre-Arranged Absence Form in the Attendance Office to circulate to his/her teachers. **A completed Pre-Arranged Absence Form must be on file 10 school days prior to the absence.** Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence. Students who know of planned absences but do not use this procedure are considered unexcused for the purposes of making up assignments.

All student appointments (such as medical, dental, court, driver's exam) must be cleared in advance through the Attendance Office. A student who will miss one or more classes due to an appointment must have written permission from his/her parent. The parent's written statement should be brought to the Attendance office to obtain a pass for the appointment. The pass will be shown to the teacher whose class the student would miss as a result of the appointment. The student then must sign-out in the Office prior to leaving the building. **Upon returning to school, the student must provide a verification of having been to the appointment at the stated time and must sign-in, in the Office to return to class.** All work missed by the student due to an appointment is his/her responsibility to complete as assigned by the teacher. Any absence from school other than at the appointment time and a reasonable amount of time to go to the appointment and return to school is considered unexcused.

✓ MAKE-UP WORK FOR AN ABSENCE

Students who have missed school for a **legal, excused** reason (including suspension) are entitled to make up assignments. Students with an excused absence shall be allowed the same number of days they were legally absent to make up class work upon their return to school; for example, a student who misses two days of school due to illness shall have two days upon his/her return to school to make up missed work. It is the student's responsibility to obtain any missed assignments, class work, or tests from the teacher. If a student is absent for three or more days, the student or parent may contact the Attendance Office (525-8500) to obtain assignments. Twenty-four hours notice is needed before assignments may be picked up.

Unexcused students may be offered the opportunity to make-up missed assignments, but specific learning activities (such as instruction, labs, etc.) are not available. Appropriate credit is determined to be earned, or not, by the classroom teacher.

Long-term assignments, such as research papers or projects, are due at the time the teacher designates regardless of short-term absence. Teachers will inform students at the time the deadline is set if the assignment falls into this category.

✓ DAILY CLASSROOM ATTENDANCE

At WHS attendance is taken in each class period a student is scheduled. Students will use the classroom kiosk to swipe their student ID or provide the teacher their student number to be admitted into class. If a student does not scan into the class, by default they are marked absent. Furthermore, a student who arrives after the attendance acceptance period will be marked as tardy. Excessive class absences and tardiness to school/class will be handled in a progressive manner, with the last resort being a referral to the Greenfield Police Department for truancy. Tardiness to class is defined as the student coming to class but not being in his/her assigned seat and ready to begin class when the bell rings; each teacher provides the specific details for his/her class. Only school administrators, **not parents**, are authorized to excuse tardiness to school in accordance with district policy and state law. The only legal reasons for being late are the same as those for being absent.

✓ SIGN-IN & SIGN-OUT PROCEDURES

If it becomes necessary for a student to leave school during the regular school hours for reasons such as illness, doctor/dental appointments, court appearances, driver's tests, etc., a parent is to send a written notice or call the Attendance Office in advance of the appointment. The student is to sign out in the Office before leaving the building. Upon returning, the student is to sign in at the Office and will be given a pass for re-admittance to class. Failure to follow this procedure will likely result in an unexcused absence. Students are expected to leave and re-enter through the front exit only. **Anyone picking up a student will be asked to present a photo identification prior to a student being released.**

✓ ATTENDANCE & EXTRACURRICULARS

Extra-curricular participants are expected to attend all classes or they will be declared ineligible to practice or compete on that day. This eligibility issue will be enforced when it comes to the attention of the coach or athletic director. Exceptions are allowed for all field trips linked to current academic courses in which a student is enrolled. Other examples of allowable exceptions can include postsecondary institution sessions or appointments and activities, confirmed medical/legal appointments, funerals, and emergency situations as verified by a school administrator.

✓ CLOSED CAMPUS (GRADES 9-11)

WHS has a closed campus for the entire time school is in session for grades 9-11. On regular school days this means that students may not leave the school building from 7:45 a.m. to 2:45 p.m., unless authorized in writing by office staff. WHS students may not go to the campus of any other school when either WHS or the other school is in session unless both WHS and the other school grant prior written permission. **Students who do leave school grounds without authorization from office staff will be subject to disciplinary action and a truancy citation.**

✓ 12th GRADE OPEN CAMPUS

Grade 12 students without a scheduled class may leave campus, and return, at the approved class change times as long as an approved open campus/work experience application with the student's counselor has been completed and is on file. There is no open campus lunch unless it falls within the student's open campus/work experience periods. All students who leave for open campus/work experience must follow sign in/sign out procedures as listed above. Students must be in good standing and remain on track for graduation. Students must keep track of the changing class schedule and be on time for their academic classes. Students will remain in school during academic periods on his/her schedule.

✓ INCLEMENT WEATHER

We are as committed to the safety of our students as we are to their learning. Therefore, we close our schools (only) when the weather is considered dangerous. We will close school if there is a National Weather Service warning (not an advisory). You can access the thresholds for warnings and advisories here. The decision to close will be made by 5AM and communicated in the following ways: an Infinite Campus message, a post on our website's homepage and by these TV stations: TMJ4, Fox 6 Now, WISN 12, and CBS58. If the school district decides to conduct school but you feel the conditions are too dangerous, we respect your judgement and your decision to keep your child at home.

✓ WITHDRAWAL FROM SCHOOL

Withdrawal from Whitnall High School begins with the student scheduling a withdrawal conference with his/her school counselor. The withdrawal conference will make certain that the student has all the information necessary to receive clearance to withdraw in good standing in compliance with [Whitnall School Board Policy 5130](#). An administrator will give final clearance after the parent or guardian completes a form indicating where the student expects to enroll.

POLICIES AND PROCEDURES

✓ ALCOHOL & OTHER DRUGS

Whitnall School District students shall not possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on the school property, in school vehicles, or during school sponsored activities. The possession, use, distribution, or sale of drug paraphernalia, look-alike drugs, non-alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property, in school vehicles, or during school sponsored activities. Secondary use or distribution of any prescribed drug on school property or during school sponsored activities is prohibited.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or lawn enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy.

Violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action which may include: application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the athletic director and co-curricular coaches/advisors; notification of the district superintendent or designee; suspension from school; recommendation for expulsion.

Use of prescription or over-the-counter medication in compliance with [Whitnall Board of Education Policy 5330](#) shall not be considered a violation of this policy. Smoking and the use of other tobacco products by students is prohibited on all school property.

✓ DRESS & ATTIRE FOR STUDENTS

Student attire must be respectful of others and appropriate for the educational environment at Whitnall High School. Pursuant to [Whitnall Board of Education Policy 5511](#), WHS students are prohibited from wearing clothing or attire which, in the judgment of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning environment. For health or safety reasons specific dress may be required for some courses or activities.

Parents are responsible to ensure their children are properly dressed when arriving for school. Students who are legal adults are responsible for their own proper dress. All faculty, staff, and administrators are responsible to consistently enforce the specified dress code in accordance with Board of Education policy and applicable state law to maintain a learning environment free of disruption.

Hats and Hoodies - Students will be allowed to wear hats and hoodies during non-instructional time. Classroom expectations will be communicated by individual teachers regarding the appropriateness of wearing hats and hoods during instructional time.

During the 2020-21 school year all students will be expected to wear facemasks while in the building until further notice.

✓ **GAMBLING**

Gambling is not allowed anywhere on school premises or at school-sponsored functions unless authorized in writing by a school administrator for a special event. Card and dice playing, including the use of "magic" cards or sports cards, is not permitted on school grounds unless authorized in writing by a school administrator as a school activity. Students are not permitted to have dice at school. Dice are not appropriate at school unless used by a teacher for instructional purposes.

✓ **COMMENCEMENT (GRADUATION) CEREMONY**

Held in the Whitnall High School Gym. Tickets are not required. Students must have met all graduation requirements to participate by due date--no exceptions. Must wear cap & gown and appropriate attire/footwear. All fees/fines and other obligations must be met to participate. **NO BALLOONS OR NOISE MAKERS IN THE GYM.**

✓ **INJURIES**

All accidents and/or injuries which occur on school grounds or while the student is involved in a school-sponsored event or activity must be reported to the High School Main Office as soon as possible. [Whitnall School Board Policy 5340A](#).

✓ **MEDICATION AND HEALTH**

A child with a fever of 100° or above should remain at home until his/her temperature is within normal range (without use of medications) for 24 hours. If vomiting or diarrhea occurs, keep your child home from school for 24 hours after last episode (without medication) and until he/she can keep fluids and food down.

Your child is instructed to report to their teachers any personal injuries, accidents or illnesses that occur during the day. If your child experiences an injury or becomes ill during school hours with a temperature of 100° or more, vomited and/or diarrhea or has visited our health room more than three times in a day, we will contact you or an emergency contact to pick up your child from school.

All communicable diseases must be reported to the Greenfield Health Department within 24 hours of onset, according to the State Statute 252.05. Please notify the Greenfield Health Department 329-5275.

If your child is absent for three (3) consecutive days due to illness, he/she will be required to provide a medical excuse. If your child has any restrictions due to injuries, a doctor's excuse is required for our records. He or she will remain under restriction until a doctor's release is provided to the school office.

All medications to be administered during school hours must be registered with the **school's health room**. Whether prescription or nonprescription drugs need to be administered during the school day, either the **Medication Request and Authorization Form** or the **Nonprescription Drug Product Request and Authorization Form must be completed and filed with the health office staff** per [Whitnall School Board Policy 5330](#).

✓ **NONDISCRIMINATION**

It is the policy of the Whitnall School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, including all career and technical education programs, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Wisconsin state law (S. 118.13). This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. [Whitnall School Board Policy 2260](#)

Any student who feels he/she has been a victim of discrimination in school or at a school-sponsored activity should contact the Principal or Assistant Principal within 24 hours so the matter may be investigated immediately.

✓ **PUBLICATIONS, QUESTIONNAIRES & SOLICITATION**

Students who have materials that they wish to distribute to the student body must have prior authorization from the principal or his/her designee. Students may not solicit funds or pledges or sell items without prior approval from the principal or his/her designee. Fundraisers and activities sponsored by a school organization are exempted. [Whitnall School Board Policy 5830](#)

✓ **SEARCH AND SEIZURE**

Student lockers, desks and other assigned areas are the property of the School District. School administrators may make rules and regulations regarding their

use and have the right to inspect said property and areas. Students have the right to the use of their assigned lockers, desks and other areas, in accordance with the established rules and regulations of the school.

Whenever, in the judgment of school administrators or their designee(s), there is reasonable ground or suspicion to believe that a search and/or seizure action is necessary to protect school property, to avoid disruption of the educational process, or to protect and insure the safety and welfare of individuals in the school, such action shall be taken by the school administrator(s) or their designee(s).

When school administrator(s) or their designee(s) have reason to believe that a student is harboring or concealing upon his/her person, his/her property, or school property, a weapon, prohibited substances or objects, or dangerous item(s), such officials have not only the right, but the obligation, to conduct a search and/or seizure, or to refer the matter to law enforcement authorities. Law enforcement authorities shall be notified in instances where school personnel have reason to believe that a student has upon his/her person or property prohibited substances or objects or evidence of a crime.

School administrator(s) or their designee(s) may request police assistance in cases where this assistance is considered to be necessary or desirable. [Whitnall School Board Policy 5771](#) and [5772](#).

✓ STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. [Whitnall School Board Policy 5500](#)

Any student who, through his/her action, endangers the safety of himself, herself, or others, disrupts the normal educational processes of the school, or who follows a course of conduct which, in the judgment of the school authorities, will result in the disruption of the educational processes, shall be subject to the Suspension & Expulsion Policy of the school district. [Whitnall School Board Policy 5610](#)

✓ STUDENT RECORDS

Whitnall High School maintains individual student records to assist certified district personnel in providing appropriate educational programs for each student. These confidential records are maintained by the principal or his designee. Confidential student health records are maintained separately from academic and behavior records by the school nurse. School records are maintained in compliance with Wisconsin Statute 118.125 and Federal Law (Family Educational Rights and Privacy Act, Title V, Section 438, 439, 440, 513, 514, and 515).

Parents/Guardians and adult students have the legal right to review and/or copy contents of the permanent school records of their children or themselves. Such review must be made by scheduling an appointment with the principal. If copies are requested there will be a charge based on actual cost.

Directory information such as name, address, name of parent or legal guardian, date and place of birth, telephone listing, dates of attendance, major field of study, height and weight of members of athletic teams, years in school, school of attendance, awards, participation in official activities or sports shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parents or adult students refuse to release, in writing on their own initiation. [Whitnall School Board Policy 8330](#)

✓ TELECOMMUNICATION USE

The taxpayers of Whitnall have provided us with computers and some of the best Internet capabilities in Wisconsin for educational reasons. We expect our students to use our computers and our Internet access responsibly. The following guidelines provide students with clear, no-nonsense rules for using the Internet at WHS:

- E-mail may be used only for school work
- The internet may be used only for school work
- Hacking” is not acceptable
- There are serious consequences for violating this school district policy An individual search will be conducted if there is reasonable suspicion that a user has violated the law or board policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. [Whitnall School Board Policy 7540.03 Student Technology Acceptable Use and Safety](#), [Whitnall School Board Policy 7540.07 Students’ Proper Use of District Issued-Email Account](#), [Whitnall School Board Policy 5136 Personal Communication Devices](#)

✓ TOBACCO PRODUCTS

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

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. [Whitnall School Board Policy 5512](#).

✓ TWO-WAY COMMUNICATION / PERSONAL COMMUNICATION DEVICES (CELL PHONES/TABLETS)

The Whitnall School District recognizes the educational value of a Bring Your Own Device (BYOD) program. Providing students and staff with a modern digital learning environment is important to the district. Cell phones do not fall under the BYOD policy and the following guidelines should be followed accordingly. Students who are in possession of a cell phone/two-way communication device may use them before school, during passing time, during non-silent directed study hall, lunch in the cafeteria, and after school. Devices are expected to be off or silent during class. **Earbuds/ Headphones are also not to be used during instruction, unless for teacher approved activities on approved technology.** Students who violate this policy may have their cell phone confiscated until a parent conference is held. Additionally violation of this policy by students will result in disciplinary action which may include: application of school disciplinary practices and procedures; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of law enforcement officials; notification of the district superintendent or designee; suspension from school. [Whitnall School Board Policy 5136](#) Students may not use personal communication devices (cell phones, Bluetooth earbuds, and smartwatches) during instructional time--including Falcon Time. Students can use cell phones before and after school, between classes, during lunch, and during study halls.

~~To support students, each classroom will offer a pocket to stow student phones.¶~~

~~As students enter each class, they will silence their phone and can secure it in one of the pockets, with the screen facing the wall, taking the index card out of the pocket.¶~~

~~As an additional option, s~~Students ~~must~~may leave their silenced phones in their lockers or secure their silenced phones in their backpacks.

If a cell phone is visible or audible during instructional time, see consequences.

- Smartwatches can be used as timing devices. If used as a PCD, students incur cell phone consequence.
- Earpods are not allowed during instructional time. Teachers may allow the use of headset compatible with Chromebooks. If Earpods are used, students incur cell phone consequence.
- ~~In case of an evacuation, teachers will carry the pockets to safety and distribute student phones when outside. If a lockdown occurs, teachers will unhook the pockets and the phones will be distributed quietly and quickly while students are out of the view. In the event of a modified lockdown, instruction continues, so phones remained stowed.¶~~
- ~~If students leave the classroom on a written pass, they should take their phones with them.¶~~
- ~~Students may not take their phones to run to the bathroom, a locker, or the LMC when printing.~~
- iPads are available for use to support instructional activities like photography and videography.
- Phy-ed students should silence their phones and lock them in the gym locker.
- Student volunteers should not be on their cell phones.
- ~~When a class meets in an alternate location, teachers should bring the pockets with them.¶~~
- ~~Traveling teachers will use the pockets in the classroom they are using.¶~~

The District assumes no responsibility for theft, loss, damage or vandalism of PCDs. If a student chooses to bring their phone to class, they are liable even if their phone is taken away.

Cell Phone Instructional Time Consequences:

First Offense: The device stays with the teacher until the end of the day. Seniors who have open campus need to pick up the phone before leaving school for the day. Reteaching should occur when the student picks up the phone. Teachers should enter the incident into EduClimber within 24 hours. If the teacher will not be here at the end of the day the phone will go to Judy, and the student must meet with the teacher the next day.

Second Offense: Teachers deliver the confiscated device to Judy in the main office by the end of the day. Students can pick up at the end of the day. A parent is notified by administration.

Third Offense: Teachers deliver the confiscated device to Judy in the main office by the end of the day. Administration notifies parent. Student can pick up at the end of the day. The student will check their phone in and out of the office at the beginning and end of the day for next 10 days.

✓ VIDEOTAPING IN SCHOOL (INCLUDES PHOTOGRAPHY & FILMING—PHYSICAL & DIGITAL)

Advanced consent shall be obtained from parents or guardians of children when: a. The film or tape will be taken from the Whitnall School District either physically or by electronic/digital transmission b. The film or tape will be viewed by persons who are not professionally responsible for the specific setting, i.e. other—those other than the classroom teacher, the student teacher, or a university student teacher supervisor.

WHS students are not allowed to record any student or staff member, regardless of age or position, without prior approval by both the subject(s) of the video/photo, and a supervising teacher or administrator. Students who violate this policy will be subject to disciplinary action, which can include suspension and recommendation for expulsion. Students and parents are warned that posting video, audio and/or photos on the internet or any type of social media sites will result in stronger consequences. [Whitnall School Board Policy 7440.01](#)

✓ VIOLENCE, HARASSMENT & INTIMIDATION

The Whitnall School District recognizes that the schools need to maintain a learning environment in which students, staff, and parents feel safe. No student shall

threaten verbally, non-verbally, or physically the safety of another person through the use of intimidation or violence. Any verbal, sexual or physical harassment will not be tolerated and will result in disciplinary action.

✓ **BULLYING**

Whitnall High School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. WHS will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs, wikis and social networking sites). School or community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school administrator. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or referral to Police Liaison Officer. [Whitnall School Board Policy 5517.01](#)

✓ **INAPPROPRIATE ITEMS**

Food, toys, lighters, matches, silly string, unsafe items, including laser lights and inappropriate articles for a safe, orderly, and respectful classroom or school environment should not be brought to school. Such items may be confiscated permanently by school authorities. Other disciplinary measures may also result.

✓ **BUS TRANSPORTATION**

Bus transportation is a privilege and authorized according to Board of Education policies and regulations. While on the bus, students are expected to follow all school and bus company regulations. Students who do not comply with these rules may have their bus privilege suspended temporarily, (such as for the rest of the semester), or permanently revoked.

✓ **NEIGHBORHOOD RELATIONS**

Property adjoining the school grounds, like all residential property, is private; therefore, littering and trespassing are not permitted. Police action will be taken against violators who are reported. Just as important as our legal responsibilities are our responsibilities to Whitnall High School. Any action by a WHS student reflects upon the whole school. The neighbors of our school have a right to resent any infringement upon their rights. Be good neighbors and good representatives of our school.

✓ **DANCES**

WHS students must present their student I.D. cards when entering the dance; no student will be permitted to enter without a valid I.D. card, including guests who have a valid Guest Pass for the dance.

Once a student leaves a WHS dance, the student may not re-enter the dance. Once the doors are closed to the dance, students may not enter the dance; if a student is going to be late for the dance for a valid reason, the student must obtain a Pre-Approved Late to Dance Pass in the Office prior to the dance to gain late admittance. Breathalyzer tests or other checks for suspected substance abuse, will take place when a student is suspected of being "under the influence."

Students may be denied admission to a dance if they are not in "good standing" as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of a dance, except when gone for a school-sponsored event, may not attend the dance. A student will become eligible and back in "good standing" after a period of time determined by the school administration.

Students who do not abide by school rules and/or display inappropriate behavior will be required to leave the dance. Parents may be contacted. Disciplinary consequences may also result in accordance with school procedures.

Prom is the formal spring dance held at an off-campus location and hosted by the junior class. Ticket sales are open to only juniors and seniors in good behavioral and financial standing (no outstanding detentions, suspensions, unpaid fees). Freshman students are not eligible to attend Prom. A Guest Pass may be obtained in the Office prior to the dance according to the procedure outlined in the Guest Pass section. A junior or senior may sponsor one guest as follows:

- A WHS sophomore in good standing
- A WHS alum from the most recent graduating class only
- A junior or senior from another high school in good standing, who has satisfactorily provided a guest pass on time to the Office.

✓ **FIELD TRIPS**

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period. Students can be removed from field trips due to behavior concerns at administrator's discretion.

✓ **SPECIAL SCHEDULE DAYS** Throughout the year students may be eligible to participate in special activities. These special schedule activities are offered to students who are in "good standing" behaviorally and academically. Criteria will be established for activities and will be shared with staff and students prior to the day. On occasion a surprise days may occur in which criteria will be shared with students prior to the start of the activity. Students are expected to attend these school days as normal regardless of their standing behaviorally or academically. Students qualifying for Open Campus may be excused from the activities at the discretion of administration.

✓ **FINES/FEES**

Students must pay all financial obligations they have incurred as a result of overdue library materials, misused school materials, damaged equipment, non-returned uniforms, etc. Students are notified of their fines and must pay the indicated amount in the school office. Graduation ceremony, diplomas, yearbooks, and school records may be withheld, privileges may be withdrawn, and disciplinary action may be taken for non-payment of fines. Students are reminded that the best way to take care of a fine/fee is to be careful and responsible enough not to be fined.

✓ **HALL PASSES**

A student must ask a teacher for permission and sign out if they need to leave class for a brief period of time: bathroom, locker, or LMC to print. Only one student may leave a classroom at a time.

If a student needs to leave for an extended period of time: guidance office, the nurse, a teacher's classroom for extra help, or LMC to work for the hour (when available). Teachers should notify the recipient of the student of the time they have left with a phone call or email. The recipient of the student should acknowledge when they received the student with an email.

✓ **FIRE & TORNADO DRILLS**

When the fire alarm sounds, students are to be silent, wait for instructions from their teacher, and then leave the building--without talking--as quickly as possible by the prescribed route. **DO NOT RUN!** When the tornado signal is sounded, the teacher will direct students to the shelter area assigned to each teaching station.

✓ **FOOD & BEVERAGES IN SCHOOL**

It is expected that food and beverages will be consumed by students in a responsible manner at all times. As a general guideline, food and beverages should be consumed only in the Cafeteria. Eating and drinking in the hallways is prohibited. Teachers may permit consumption of food and beverages in their classes. Students are expected to always clean up after themselves immediately when consuming food or beverages. The use of glass containers of any type is discouraged since they readily break and are a safety hazard.

✓ **IDENTIFICATION CARDS**

Each WHS student will receive a pre-printed photo identification card. ID cards must be displayed or carried at school sponsored events, and provided upon request from any staff member. The identification card is also required for daily attendance, LMC privileges, and lunch purchases. A replacement fee of \$ 5.00 is charged for a new identification card.

✓ **LOCKERS**

Every student is assigned and held responsible for a locker. These lockers are the property of Whitnall School District and may be searched at any time, without notice or the student present, by school administrators or their designees. Students are responsible for any damage or abuse to their assigned lock and locker, and the student will be charged for any maintenance work or replacement required as a result of damage or abuse. Students are to keep their lockers clean and orderly and are not to use their lockers to display offensive materials. Changing or sharing lockers is strictly prohibited and may result in disciplinary action. Students are reminded to keep their lockers locked at all times and not to share their lock combination with others. The school is not responsible for items lost from lockers.

Students are not permitted to tamper with the locks or lockers assigned to other students. The combinations to lockers are considered the property of the student to whom the padlock is assigned. Obtaining the combination of a locker belonging to another student deprives that student of their property and expectation of privacy from other students; school and/or legal action may be taken in such instances.

Any problems with locks or lockers should be reported by the student to the Office immediately. Note: These exceptions and policies apply to any and all lockers a student may be assigned (e.g. hall, P.E., art, etc.). The school provides every student with a locker for the student's belongings. The school may not be able to assist with unlocked items that go missing.

✓ LUNCH

Students are assigned to one daily lunch period. Since classes are also in session during this hour it is important for students to be respectful of others and follow the established procedures for lunch. Students who skip in front of others in the line may lose food purchasing privileges for a quarter, semester, or the entire year. All food and beverages are to be consumed in the Cafeteria. There are no open campus lunch privileges, students may **NOT** leave the campus during their lunch period. Students who walk through the food line without paying will be disciplined appropriately and may be referred to the Greenfield Police Department if the private food service provider chooses to press charges.

✓ MESSAGES

Messages are taken for students by the Office staff when emergencies or unforeseen events occur. Emergency messages are delivered immediately if the student can be located in a classroom.

✓ PARKING & CAMPUS DRIVING PRIVILEGES

Students driving cars or trucks to school must park in the student parking lot only. Cars are to be parked within the yellow lines and facing forward only. At no time during the school day may a student park anywhere except in the student parking lot. Improper parking, or parking in an area other than the student lot, or parking without a permit may result in school disciplinary measures and/or ticketing by the police and/or towing from WHS grounds. All cars and trucks driven to school **MUST** be registered in the Office at the beginning of the school year, purchase a permit, and have the permit properly displayed. Parking permits are not transferable to another student for any reason.

Students may not be in their cars during the school day. Upon arriving at school, students should lock their vehicle and leave the parking lot immediately. No student is permitted in the parking lot during school hours without a valid parking pass from the Office. Student vehicles on school district property may be searched if there is reasonable suspicion that something illegal is stored in the vehicle(s).

WHS and the school district are not responsible for any damage or loss to vehicles parked on school grounds. Driving to school and parking on school district property are privileges, not rights. Students who do not drive sensibly and carefully will have their driving and parking privileges revoked for all school district property. Violation of such revocation will result in tickets being issued by the Greenfield Police Department and further disciplinary action by the school district.

✓ SCHOOL EQUIPMENT

Whitnall High School provides a great deal of equipment for student use. This includes, but is not limited to, computers, calculators, general office equipment, general kitchen appliances, electronics equipment, technology education tools and equipment, athletic equipment, and library equipment.

Students are held responsible for any damage that occurs to the equipment he/she is using. If it is determined by the instructor, the administration, and/or police liaison officer that the student is responsible, the costs incurred in correcting the problem(s) will be charged to that student(s).

It is further understood that school-owned equipment is to be used for class-assigned, teacher approved work **ONLY**. Unauthorized use may result in said student being banned from further use of specific school equipment/property.

✓ SIGNS IN HALLS / HANDOUTS

Any signs or handouts must be approved by the administration before being put up in the hallways or distributed in school at any time. Signs may be placed only in approved areas with clear tape or thumb tacks.

✓ STUDY HALLS

Study Hall is regarded as part of the student's mandatory instructional time by the State of Wisconsin and the Whitnall School District. Therefore, students who are assigned to a Study Hall must attend or be subject to the same consequences as missing any other class. Students are expected to be on time for their Study Halls and engage in appropriate behavior while in the Study Hall.

The minimum Study Hall behavioral expectations are as follows: every student is expected to bring study or reading materials and use them; silence is expected at all times unless specific permission is granted by the supervisor for students to study quietly together; food and beverages are not permitted; established hall pass procedures are followed to other rooms or areas of the school. Not complying with Study Hall behavioral expectations will result in disciplinary consequences. Students wishing to leave study hall to work in another area of the building must have a pass from one of their existing teachers to sign out of study hall. This pass must be obtained prior to the study hall period.

✓ TELEPHONES

The Office provides a telephone for student use. Students must receive permission from a staff member before using a telephone. **These phones are for special situations and are not for general conversation during the school day.**

✓ VISITORS

Visitor Passes will be issued to guests, parents of WHS students, and WHS alumni if they want to visit during the school day with approval by the Administration. All visitors must report directly to the Reception Office when entering the school. Visitors will be required to present photo identification upon signing in.

DISCIPLINE

✓ CLASSROOM CODE OF CONDUCT

State Law (S. 118.164) provides for the permanent removal of a student from a class for certain types of disruptive and unacceptable behavior.

A student may be removed from class for conduct or behavior which: A) is incompatible with effective teaching and learning in the class; B) interferes with the ability of the teacher to teach effectively; C) is disruptive, dangerous or unruly; D) violates the behavioral rules and expectations set forth in the student handbooks and district policies; E) Violates the district's policies regarding suspension or expulsion

For the purposes of this code, a class is any class, meeting or activity, which students attend or in which they participate while in school under the control or direction of the district. "Class" also includes regularly scheduled district sponsored extracurricular activities.

A teacher of the class is defined as the regularly assigned teacher of the class, or any person assigned to teach, monitor, assist in or oversee the class. If there is more than one teacher in the class, it is advisable that all teachers of that class assent to the removal of the student. The parent/guardian of the student, and/or the student, shall have the right to meet with the building administrator and/or teachers) who made the request for removal. Where possible, such meeting shall be scheduled within three days of the request for a meeting. At the meeting, the building administrator shall inform the parent/guardian and/or students as fully as possible the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this code shall prevent the building administrator from implementing a removal to another class, placement or setting, prior to any meeting, notwithstanding the objection of the parent/guardian or student. The parent/guardian may appeal this decision to the next highest level of administrative authority, be it building principal, district administrator or designee. [Whitnall School Board Policy 5500](#)

✓ DETENTION

Detentions, before/after school, lunch or Saturday morning, primarily serve as a reprimand and as a deterrent for further violation of school policies and procedures. Unless other arrangements are made, detention must be served at the time and place indicated when issued. A student who has not served all his/her detentions by the end of the semester may be prohibited from attending/participation in school activities or receive a truancy citation if detention is related to attendance. If a student fails to serve detention(s), in-school suspension or out of school suspension could result.

✓ IN-SCHOOL SUSPENSION

The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in disciplinary action of this magnitude. Parents will be informed of the student's in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. **Violation of the in-school suspension rules and/or refusal to serve the in-school suspension is considered grounds for suspending the student out of school.** In these cases the student will return to complete the in-school suspension upon re-entry to school. [Whitnall School Board Policy 5610.02](#)

✓ OUT-OF-SCHOOL SUSPENSION

State statutes permit the out-of-school suspension of students (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of WHS staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. **Suspended students may not be on any school district property, nor attend any school function, or work in any Co-op or Work Experience Program, during the term of their suspension.** For the purposes of making up school work missed while suspended from school, suspensions are considered excused absences; however, assignments may not be provided to suspended students until after their return to school. Students who commit an illegal offense while at on school grounds or a school sponsored activity are subject to suspension from school as well as legal charges. [Whitnall School Board Policy 5610](#)

✓ EXPULSION

According to Wisconsin Statutes (S.120.13), the Whitnall Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules; 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; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district. Students who engage in such actions will be considered by the WHS administration for recommendation to the school district administration for expulsion from school. [Whitnall School Board Policy 5610](#)

CO-CURRICULARS

✓ CODE OF CONDUCT

All students who participate on athletic teams, performance activities, school clubs, and leadership positions, as listed in the Whitnall High School Athletics and Co-Curricular Code of Conduct, must adhere to the Whitnall High School's Code of Conduct. The Code of Conduct is available on the high school website under the Activities Tab under Resources. Both the student and his/her parent/guardian must sign the Code of Conduct annually.

✓ ATHLETIC TEAMS

Whitnall students have many opportunities to become involved in interscholastic athletic teams. All teams follow the rules of the Wisconsin Interscholastic Athletic Association (WIAA). Students are urged to listen to announcements and seek information from coaches for specific details about teams.

Fall Sports: Cheer Team, Boys Cross Country, Girls Cross Country, Dance Team, Football, Boys Soccer, Girls Tennis, Girls Volleyball, Boys Volleyball, and Girls Swimming.

Winter Sports: Girls Basketball, Boys Basketball, Gymnastics, Boys Swimming, Wrestling, and Cheer Team.

Spring Sports: Boys Golf, Girls Soccer, Girls Softball, Coed Track/Field, Boys Baseball and Boys Tennis.

Club Sports: Powerlifting, Rugby and Bowling

✓ CLUBS AND ACTIVITIES

The following competitive activities are available to students with staff advisors/coaches: Forensics, DECA, Model UN, Mu Alpha Theta, Mock Trial, Robotics, and Academic Decathlon. Non-competitive options include: AFS, Art Club, DFC, FCA, French Club, Chess Club, School Newspaper, Student Council, Theater Productions, National Honor Society, Science Club, and Yearbook. Additional clubs and activities are announced from time to time during the year. Students are welcome to work with staff to develop clubs and activities that are of interest to them.

✓ SPECTATOR RULES

- No profanity or inflammatory speech
- No obscene gestures
- No noisemakers
- No taunting
- No alcohol – drugs – tobacco
- No pushing or fighting
- All spectators must be in bleachers
- No throwing items of any kind
- No walking on game floor
- No admittance to prohibited people
- No gambling
- No climbing or running (includes bleacher railing)
- All Woodland Conference and WIAA rules of conduct

Students who violate these rules, school rules, or directives from event staff – at WHS or at other schools – will be subject to disciplinary action, referral to police, and sanctions of the WHS Activities Code. Students may be denied admission to school sponsored events if they are not in “good standing” as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of an event, except when gone for a school-sponsored event. A student will become eligible and back in “good standing” after a period of time determined by the school administration.

✓ SPORTS PHYSICAL

Students who are interested in participating on an athletic team must have a completed sports physical card on file prior to practicing or trying out for any sport. The physical is valid for one year and may be followed for one year with the alternate physical form. Complete details and copies of the physical forms to take to the student's physician are available in the Activities Office.

OFFICE DIRECTORY

Go to the ATTENDANCE OFFICE if you:

- Want an appointment with an Administrator
- Need to leave school early Need a Pre-Arranged Absence form
- Have a question about your attendance
- Need an Appointment form
- Want an item placed in a staff member's mailbox
- Want to report a problem or concern Have a question about your detention
- Want to apply for a Dance Guest Pass
- Want an appointment with the Police Liaison Office
- IC login
 - Have a problem with your lock/locker
- Want to pay fees or money owed to the school
- Need a parking permit Arrive to school late
- Have lost or found an items
- Need to pick up a sick child

Go to the ATHLETIC OFFICE if you:

- Want a sports physical forms and other sport related paperwork
- Want an Athletic Handbook
- Need a sports schedule

Go to the COUNSELING OFFICE if you:

- Want to apply for a work permit
- Have a question about your schedule
 - Want to add or drop a class
- Have a question about your grades/credits
- Want college or career information
- Need PSAT/ACT/SAT testing information
- Want an appointment to meet with your counselor
- Are withdrawing or transferring from school
- Have a friend you want to help
- Want scholarship information

Go to the POLICE LIAISON OFFICER if you:

- Want to report a crime
- Have a question about a legal matter

Date: July 12, 2021

To: Whitnall School Board

X Report Only

From: Administration

Subject: Student Assessments – Student Achievement

Summary and Background:

Student Assessments – Student Achievement

This report is the first of the monthly assessment reports as discussed on May 10th. The July Assessment Report will articulate what phase of the student achievement process we are in for different assessments.