



# Middleton-Cross Plains Area Schools Elementary Handbook

## KEEPING IN TOUCH...

We make every effort to keep you up to date on all of the pertinent news as it happens. The following are some of the tools we use to keep you informed:

### Emergency Contact

The District uses a variety of methods to keep parents informed in case of an emergency. When important information needs to be shared with parents, the District may send a phone message and/or e-mail. The system will be used for emergencies or time-sensitive situations, such as late buses or event cancellations. If school is cancelled, you will receive an automated phone call from the District.

**New This Year-** Parents will be able to update their contact information online with current phone and email addresses. Parents will need to update their email for District and School eNews separately.

### eNews

All families who received the District eNews during the last school year will continue to receive District eNews as well as their school eNews. You have the option to opt out of these newsletters. If your child will be attending a new school, please subscribe to the new school's eNews by going online at [www.mcpasd.k12.wi.us](http://www.mcpasd.k12.wi.us).

### Web Page

Looking for the athletic schedule? Wondering what's new at the school district? Visit the District website at [www.mcpasd.k12.wi.us](http://www.mcpasd.k12.wi.us)

### School-Community Connection Newsletter

The District sends a newsletter to all residents two times a year.

## About this Handbook

Dear Parents

This document contains helpful information for you and your family as your child attends elementary school. Please use this document to learn about the District's policies and procedures. All of the District's policies are located on the web at [www.mcpasd.k12.wi.us](http://www.mcpasd.k12.wi.us). Feel free to contact your child's school office with any questions that are not answered to your satisfaction in this document.

## MCPASD School District Sets 2011-12 Goals

**1. Global Awareness Initiative and 21st Century Skills Statement** - Middleton-Cross Plains Area Schools strives to provide a world class education for all students. We intend to direct time and resources towards preparing our students for life in a 21st century global society. All students in our District need to be conversant in areas that will prepare them for immersion in a complex global environment, regardless of their chosen field of study or work. This initiative crosses the 4K-12 curriculum and will engage all schools and the community in the planning process.

In a more concerted effort to enhance the manner in which our students are taught to become contributing members of a global society, we would like our schools to emphasize:

- The interconnectedness of the world's cultures, politics, and economics.
- Recognizing, analyzing, and evaluating trends in global relationships.
- Creative problem solving, critical thinking, and innovative thought processes.
- Understanding issues from cultural perspectives other than our own.
- Encouraging study and travel abroad.
- Technical competence and the critical impact that technology has had in our world.
- Technological innovation that can expand curriculum, opportunity, and our students' world view.
- Outreach to the community for resources and expertise to further global awareness.
- The role of world languages in preparing students for an international environment.

It is our hope that all students are touched by this initiative, in all courses and at all levels of our curriculum. We appreciate any innovation that can be brought to our students to achieve this goal.

**2. Enhance and improve our technology framework, infrastructure, and support to improve instructional delivery, student achievement, and organizational efficiency.**

- Specifically, planning for comprehensive professional development for instructional integration.
- Expanding the ability of students to utilize personal mobile devices at school for educational purposes.
- Developing strategies to support access to students/families with limited or no access to technology to support learning in the home.
- Continue to develop a more sophisticated system of online learning in both the regular 4K-12 program and in the 21st Century eSchool.

**3. Increase overall student achievement and reduce the achievement gaps** that are connected to ethnicity, socioeconomic status, using local, state and national assessment indicators to document improved learning on the part of our students. The "Continuous Improvement Process" will be a primary component to achieve this goal. Expanded benchmark data will be established to monitor and report on to determine progress annually.

**4. Increase the overall student achievement in literacy**, using local, state and national assessment indicators to document improved learning on the part of our students. Initiate local assessment that will provide teachers and administrators with more immediate data to address student learning needs.

**5. Monitor enrollment growth trends and assess needs for additional facilities**, especially at the elementary level.

**6. Prepare and implement a plan to deal with budget shortfalls** with a combination of revenue generating strategies AND budget reductions/constraints in a proactive fashion. To engage with state and local leaders to solve the ongoing budget issues facing public education.

**7. Expand efforts to communicate with all citizens** of the school district utilizing electronic and traditional communication tools.

**8. Establish the Education Foundation** as a vibrant component in the school district and the community at-large.

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# District Code of Conduct

The Middleton Cross Plains Area School (MCPASD) is a place of education where each child has the right to learn and grow in a supportive environment among people who are caring and cooperative. MCPASD is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, school-wide learning community.

The code has been guided by the following philosophy:

All members of the learning community (students, staff, parents, and community) are essential to creating and maintaining a positive learning environment.

- The school environment must be physically, socially, and emotionally safe for everyone.

## CODE OF CONDUCT LEVEL I

Least Serious Infractions (may be handled by classroom teacher/staff)

### STUDENT BEHAVIOR

May Include / Not Limited To:

- Cheating
- Derogatory comments
- Destruction of property / belongings
- Disrespect
- Dress code violations
- Failure to identify self
- Horseplay/unruly behavior
- Insubordination
- Profanity
- Tardiness
- Taunting
- Use of communication device during school day
- Use of non-sanctioned electronic devices
- Violation of internet and other technology use agreement

### POSSIBLE INTERVENTION / CONSEQUENCES

(May include documentation)

- Educate/conference with student of appropriate behavior
- Provide restorative circle /conference
- Discuss behaviors and reach agreement for future behaviors.
- Mediation
- Monitor and provide feedback on behaviors
- Restitution Involve parents / care givers to assist in modifying behaviors
- consult student services staff
- Behavior contracts
- Temporary removal
- Detention / loss of privileges
- Reflective activity

- The code of conduct is a framework to facilitate teaching and learning by establishing clear expectations and appropriate consequences.
- Desired behaviors should be communicated, taught, and modeled continually throughout the school year at all levels.
- Systematic communication and reflection, based on data and observations, on an individual and collective basis are vital to the successful implementation of the code of conduct.
- Conflicts will be handled with respect for the rights of all involved.

## CODE OF CONDUCT LEVEL II

More Serious and/or Chronic Infractions (likely referred to building administration)

### STUDENT BEHAVIOR

May Include / Not Limited To:

- Profanity directed at staff
- Cheating / plagiarism
- Theft
- Harassment / bullying / extortion
- Vandalism
- Repeated / significant dress code violation
- Chronic / severe insubordination
- Leaving classroom without permission
- Disruptive use of communication device / electronic device
- Pornography / obscene materials
- Disorderly conduct
- Truancy
- Possession/Use of controlled substances (tobacco, alcohol, other drug paraphernalia)
- Gang related expression, communication and activity
- Fighting / battery
- Lying / obstructing
- Gambling
- Possession of non-dangerous knife which is not used in a threatening manner
- Repeated violations of Level I school rules

### POSSIBLE INTERVENTION / CONSEQUENCES

(Must include documentation)

- All interventions listed under Level I
- Suspension (in or out of school)
- Involvement of BCT and functional behavioral analysis
- Involvement of outside agencies
- Involvement of police
- Short term removal from setting
- Long-term removal from setting

The code of conduct that follows assists both students and teachers/staff in creating a safe community which fosters personal growth both behaviorally and academically. Consistent with these philosophies, the district may utilize restorative practices as a response to behavior which impacts the community. Restorative practices are designed to resolve behavioral concerns within the community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and encouraged to return and positively contribute to the community. Parents/guardians are valued members of our learning communities and are critical resources in helping students learn to resolve code of conduct violations and behave in a manner that creates the safe learning environment for all. We will encourage and support parents/guardians in playing an active role in this process.

## CODE OF CONDUCT LEVEL III

Most Serious Offenses which Jeopardize Health /Safety of Others

### STUDENT BEHAVIOR

May Include / Not Limited To:

- Weapons (including look-alikes)
- Sexual assault
- Distribution of controlled substance (including look-alikes)
- Arson
- Unauthorized access and/or destruction of electronic data
- Significant property destruction
- Physical assault
- Bomb threats
- Intentional false fire alarm
- "Felony" theft
- Serious verbal threats/significant harassment
- Repeated violations of Level II school rules

### INTERVENTION/CONSEQUENCES

(Must include documentation)

#### Mandatory

- Suspension\*
- Police involvement\*
- Student services involvement

May also include:

- All interventions in Levels I and II
- Pre-expulsion agreement
- Expulsion
- \*Optional at elementary level

Note: Wisconsin statute 120.13 requires expulsion for at least one year for possession of a firearm while at school or under school supervision.

•A functional behavioral analysis and possible creation of a behavioral intervention plan is mandated when there are 3 or more violations of Level II or higher within a semester.



## Attendance/Safety

### **District Attendance Line 829-9050**

Children are required by law to be in attendance except that they may be excused for illness or a religious holiday. Full-time elementary students must be scheduled for the full day to be in compliance with State Statute. If your child is absent, and we do not receive word from the parents regarding the absence, we will call the parent at home or work. By state law, regular school attendance is the joint responsibility of the parents and school. The school authorities must enforce the law as cited by Statute 118.15. At the same time, parents have the responsibility to see that regular attendance is maintained. Absences without parent permission are considered to be unexcused.

Parents are asked to leave a message at 829-9050 (24/7) each day a child is absent.

### **Notes to Your Child's Teacher**

We greatly appreciate when notes are sent to school for the teacher & office regarding an absence, planned vacation, doctor or dentist appointment, change in the daily routine, i.e. bus to babysitter, home, friend's house etc. These notes can be very helpful, especially if your child's regular teacher is absent and there is a substitute in the classroom. As much as the use of e-mail is great, if the regular teacher is absent, the emailed message will not be checked that day. Please, send notes with your child or call the attendance line at 829-9050 if you need to report an absence.

### **Returning to School After an Absence**

Children or their parents are responsible for finding out what work needs to be made up due to absence.

### **Staying in from Recess After an Illness or Injury**

If you feel your child is well enough to return to school after an illness or injury, but would like to have him/her remain indoors during recess, a note from your child's doctor is required to keep your child inside for recess due to illness.

### **Taking Children out of School for Vacation**

Although it is not recommended to take children out of school for an extended period of time, we will make reasonable attempts to supplement work missed. Advance assignments and sending classroom materials, etc., will be limited, and at the discretion of the teacher. Teachers will not be expected to reteach a lesson. If you are taking your child out of school for an extended period of time,

please complete and sign the form available in the school office. The completed form should be returned to the school office prior to the absence.

### **Doctor or Dentist Appointments**

If possible, please make appointments for times other than during school hours. If this is not possible, please inform the teacher of the time you will pick your child up and when he/she will return to school. In all cases, students should be picked up at the school office, and check in at the office when returning to school.

### **Safety Measures**

For the safety of everyone, it is necessary to prohibit some items that are potentially dangerous. For example, items contained in glass jars are not allowed on the bus. Knives, toy guns or dangerous toys of any kind are not allowed in school. Please bring animals to school only after obtaining permission from the building principal and teacher, and completion of District-required forms, because children may be allergic to certain animals.

### **Tornado Drills, Fire Drills, Evacuation Drills**

Every school practices drills in case of an emergency (tornado, fire, school evacuation). Each school has a designated outside location in the case of an all-school evacuation. During an emergency during the school day, staff members follow procedures to ensure the safety of students (i.e. lockdown of classrooms).

### **School Safety Zones**

For the safety of all children coming to and from school, the schools have established marked areas that MUST be free from vehicular traffic. It is imperative that drivers of automobiles observe these safety zones and under no circumstances use these zones for parking or for the drop off or pick up of students.

### **Safety Patrols**

Each Principal may designate safety patrol needs and responsibilities based on guidelines established by state law.

### **Bicycles**

Parents are urged to allow children to ride bicycles to school only when they are sure the children have the maturity, ability and good judgment to ride safely. Riding bicycles to school is potentially dangerous for primary grade children. All riders are encouraged to wear helmets. It is also advisable to have your bike registered at the Middleton or

Cross Plains Police Department. Bicycles are to be placed in the bicycle rack at each elementary school. It is recommended that bicycles be locked. Please keep in mind the following safety suggestions: a. no double riding, b. when crossing intersection, stop, look four ways, and walk the bicycle across the intersection; c. people walking have the right-of-way; and d. keep the bicycle in good mechanical condition. Students should walk their bikes on school grounds.

### **Skateboards, Roller Blades, Shoes with Rollers, and Scooters**

Due to liability and safety of children, skateboards roller blades, shoes with rollers and scooters are not allowed on the bus, or on school property.

### **Toys**

Toys, electronic devices, and other objects of significant value (i.e. trading cards, jewelry, collectible items, etc) are permitted only if needed as part of a classroom activity. The district assumes no responsibility for such items that are lost, stolen, or broken at school.

### **Property Damage**

Intentional damage to school property must be paid for by the person involved.

### **Use of Telephone**

Students may be allowed to use the office telephone, with permission from the classroom teacher or office personnel. Please limit the number of phone calls by making arrangements for after school activities ahead of time.



# Student Services/Special Education

## Special Education

The District provides services for students with disabilities who have been identified as needing special education services. These services are provided in accordance with state and federal guidelines.

If you have concerns about a child's development, contact the school district, and ask to have the student screened for possible special education services. If the child does not attend a district school but is a resident of the school district, please contact Jerry Nicholson, Director of Student Services, at 829-9054.

## Other Student Services

The Student Services staff within each building provides services in the areas of counseling, social work, school psychology, and nursing. These professionals work with staff, parents, and community resources to assist students in personal, social, educational, health, and occupational development through individual, small or large group sessions as well as collaboration with other staff.

## Counselors

MCPASD offers comprehensive school counseling in grades K-12 with credentialed counselors in every building. Counselors address three broad and interrelated domains of student development: academic, career, and personal/social. The counselors collaborate with the entire staff to meet these developmental needs. The counseling program is an integral part of the total educational program. It is aligned with the Wisconsin standards and is proactive and preventative in focus. It assists students in acquiring and using life-long learning skills. More specifically, our school counseling program employs strategies to enhance academics, encourage self-awareness, foster interpersonal communication skills, provide career awareness, develop employment readiness, and impart life skills for all students.

## Social Workers

A school social worker's goal is to assure academic success for every student by reducing or eliminating the social, economic, and environmental barriers that may interfere with a student's ability to benefit from his/her education. Social workers assist students with school and family issues and establishing linkages to community resources as needed. School social workers recognize and support individual and family strengths in an effort to assist students to gain the most from their educational experiences.

## School Psychologists

A school psychologist promotes educationally and psychologically healthy environments for all students by seeking to address problems impacting learning, enhance independence, and promote optimal learning. They assess areas where students are struggling and excel; they determine how best to use the student's strengths to minimize problems that interfere with learning. A school psychologist works with students, school staff and parents to fit the pieces together that will help each child find his or her success. They are also a key member of teams that develop individual learning plans and evaluate the effectiveness of those plans.

## School Nurses

School nursing is a specialized practice that advances the well-being, academic success, and life long achievement of students. School nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family adaptation, self-management, self-advocacy, and learning. Nursing assessment and interventions may include working with students with urgent health needs for stabilization/resolution of urgent health concerns. Students are managed with chronic and ongoing health problems in cooperation with parents and community health care providers. School nurses participate on Individual Education Plan (IEP) teams as well as coordinate the development of Individual Health Plans and Emergency Action Plans. Communicable disease identification, monitoring, and practical disease control is done on a daily basis.

Students with medically fragile conditions may require nursing procedures delegated and monitored by the school nurse. Specialized health care procedures during the school day include blood glucose monitoring, gastronomy feedings, and catheterizations. Delegation of these procedures requires training and supervision of the school nurse. School nurses provide medication training and supervision of injectable medication such as EPI PEN (adrenalin) for severe allergic reactions as well as insulin and glucagon for students with diabetes.



# Nutritional Services

## School Nutritional Services

Milk.....	\$0.40
Special Elementary Milk Break.....	\$0.40
BREAKFAST	
Elementary.....	\$1.35
Middle School.....	\$1.60
High School.....	\$1.85
Reduced	\$ Free
Adult/All Guests.....	\$2.50
LUNCH	
Elementary.....	\$2.40
Middle School.....	\$2.65
High School.....	\$2.95
Reduced.....	\$0.40
Adult/All Guests.....	\$3.50

School Nutrition Services (SNS) provides school meals daily for students in our District. Elementary students may choose between our hot lunch option or a cold sack lunch. Middle School and High School students are offered further options each day including additional retail and vending services. All products offered to students by the SNS meet or exceed our District Wellness policy guidelines.

In addition to lunch options, students can enjoy breakfast at West Middleton, Elm Lawn, Sauk Trail, and Northside Elementary, Glacier Creek Middle School, Kromrey Middle School and Middleton High School.

## School Menus – Published Monthly Just for You

Menus are posted online at [www.mcpsd.k12.wi.us](http://www.mcpsd.k12.wi.us). You may also find a copy of the current menu posted in each cafeteria, your school office and the Lunch Express office. Menus for the coming school month are generally available on the web approximately one week in advance. Menus may also be included in the monthly school newsletters. We also publish specialty menus as a service to students and parents. These include carbohydrate counts, egg allergy and gluten free as needed. These are available to you on our web page.

Our menus are carefully planned to provide the calories and nutrients necessary for students to be successful throughout their school day. Student preferences help guide the menu to insure school meal time is enjoyable as well as healthy.

## Elementary Classroom Milk

Elementary Milk Break is charged directly to your student's Lunch Express Account. Your student will be charged \$.40 only on the days that they take milk. Students approved for free/reduced meals will receive free milk at break time. These charges are posted to

your student's account one to two weeks following the date of service. This may affect your month end statements. Students experiencing lactose intolerance may receive lactose free milk as a substitute.

## Classroom Celebration for Birthdays or Special Events

Remember our very popular Lunch Express Celebration Treats. You choose the items and order via phone, fax or email. The products are delivered to your student's classroom and your student's account is charged – What could be more convenient and fun than this? The Celebration form is available online.

## How to Pay for Your Child's Meals

Families prepay for school meals using one of three methods; using our online payment system, sending a check or bringing cash to the Lunch Express office.

### • Paying online

Lunch Express uses a website called MyNutrikids for parents to manage their student account(s). You may pay for meals, set low balance accounts and view transactions from the previous month.

### • Accessing Your Account

To access your family's account, you will need each student's district ID number. This will be the number they use to access school computer and library services throughout their years with the district. Please contact Mary Spurgat @ 829-2343 ([mospurgat@mcpsd.k12.wi.us](mailto:mospurgat@mcpsd.k12.wi.us)) if you need assistance with your student(s) ID Number

### • Making Deposits Online:

Parents can choose to make a credit or debit card deposit in their student account. A \$1.75 PayPal convenience fee for each complete deposit is paid by the user. Lunch Express does not receive any part of this fee. It is for the convenience of online account management. If you have multiple students within the district, we recommend one deposit for all individual student accounts for \$1.75. The payment will post to students account almost immediately with a credit card. If you use a debit card, it can take up to ten business day to post to students account. PayPal waits until payment clears both banks. Please note: when completing your deposit, please scroll down and click the orange PAY NOW button. You will ALWAYS receive a confirmation email if the transaction is complete.

### • Making Deposits in Person:

Parents can deposit cash or checks at the

Lunch Express Office located at the District Operations Center or any of the schools secure drop boxes. Cash payments are recommended only at the Lunch Express office to provide you with a receipt of the transaction. Please indicate students' first names in the memo section of your check or first and last name if their last name is different. Unless otherwise indicated, the DOC will split the amount evenly among each child in the family.

## Who would I contact for information?

- Student Accounts & Celebration Orders  
Mary Spurgat 829-2343
- Free & Reduced Applications & Student Accounts  
Amy Gundeck 829-2344
- School Menus  
Amy Jungbluth 829-2345
- Student Health & Allergies  
Susan Peterman

Address:  
Lunch Express Office  
2130 Pinehurst Drive  
Middleton, WI 53562  
(drop box by front door)

## Discipline

### Nonviolent Crisis Intervention

Because we are concerned for the care, welfare, safety, and security of our students and staff, we will utilize Nonviolent Crisis Intervention® techniques for crisis situations. Staff members have received training from Crisis Prevention Institute, Inc. certified instructors in these techniques, which include verbal de-escalation of a crisis and if needed, nonviolent physical crisis intervention.

### Staying After School

There may be times when a child is expected to stay after school at the direction of the teacher or principal. Parents will be notified in advance, so that arrangements can be made.

## District Wellness Policy

The MCPASD Board of Education approved a Wellness Policy to encourage children's and adult's health, well-being, and ability to learn by supporting healthy eating and physical activity.

All food and beverage items served or sold in the schools must meet acceptable nutritional standards.

The guidelines include the sale of:

- No or low calorie beverages with up to 10 calories/8 ounces (e.g. diet sodas, diet and unsweetened teas, fitness waters, low calorie sports drinks, flavored waters, seltzers);
- Low fat and non-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories / 8 ounces;
- 100% juice with no added sweeteners, up to 120 calories eight ounces, and at least 10% daily value of three or more vitamins and minerals;
- Light juices and sports drinks with no more than 66 calories 8 ounces;
- Food items that have no more than 30% of their total calories derived from fat and no more than 10% of their calories derived from saturated fat. Nuts and seeds are exempt due to their nutrient density and levels of monounsaturated fat.

These guidelines apply to beverages and food items sold on school grounds during the regular and extended school day, including activities such as clubs, yearbook, band and choir practice, student government, drama, and childcare / latchkey programs. These guidelines do not apply to school-related events where parents and other adults are part of an audience or are selling beverages as boosters during intermissions, as well as immediately before or after an event. Examples of these events include school plays and band concerts.

## After School Child Care

After school child care is provided from 2:52-5:45 p.m. by two separate agencies for the students at the sites listed. For further information regarding rates and program description, please contact the appropriate agency. In addition, a number of local preschools in the area offer after school daycare programs. Some contract with the transportation center to drop students off.

Please check the bus routes of your school to determine these sites or contact the transportation center at 828-1690.

Park  
CP Kidsafe  
Mail: PO Box 72, Cross Plains, WI 53528  
Phone: 608-219-7595\ Web: [www.cpkidsafe.org](http://www.cpkidsafe.org)  
Email: [cpkidsafe@gmail.com](mailto:cpkidsafe@gmail.com)

Northside, Sauk Trail & Sunset Ridge:

West YMCA  
5515 Medical Circle Madison WI 53719  
276-6606

Elm Lawn, West Middleton and West Middleton at Wisconsin Youth & Family Center

After School Day Care, Inc.  
1201 McKenna Blvd. Madison, WI 53719 276-9782



# School Procedures

## Visit Our Web Page

Keep track of school district news on the web. In addition to news, check out the district events calendar, the lunch menu, the Board of Education agenda/minutes, and information the district's programs and schools. <http://www.mcpcasd.k12.wi.us>

## Sign up for E-news

Why wait for the school newsletter? Keep on top of things through e-mail. Parents can sign up online for District news, be informed of school closings, and or receive e-mail from any of the District's school e-mails. Signup online at [www.mcpcasd.k12.wi.us](http://www.mcpcasd.k12.wi.us).

## Enrollment Form

Each school year parents will be asked to review their enrollment form. In the event of an illness or serious injury to a child during school hours, parents will be contacted immediately. It is important that all requested emergency information on the enrollment form be accurately updated with changes including a parent's signature. Please fill out both sides of the form and return to the District as soon as possible. Parents will be able to update their contact information online with current phone and email addresses. Parents will need to update their email for District and School eNews separately.

## Visiting School

Parents are encouraged to visit school during the regular school day. Some teachers set aside special times for your visit, while others prefer that you come at your convenience. It is best if you do contact your child's teacher in advance to assure a visit that will enable you to have a very productive experience. Please check in at the office, and sign the guest register to receive proper authorization, and to get helpful directions. Teachers are directed to send unauthorized visitors to the office. This includes all school areas, both in and outside the building, and refers to ALL parents and visitors. Your cooperation in this matter will help us ensure the safety of the children, and minimize disruptions of school routine.

## Volunteers

Many school learning experiences are greatly enhanced with educational volunteers. This includes both volunteering at school, and/or working on projects at home. Parent volunteers are necessary, encouraged, and appreciated. If you all interested in becoming

a volunteer, contact us at school. WE NEED AND WANT YOU!

## Non-custodial Parents

According to Wisconsin State Statute, non-custodial parents of any student may be provided all report cards, notices of school activities, disciplinary reports, conference appointments, and summaries, or other student records which are provided to the custodial parents, unless otherwise expressly curtailed or restricted by a provision of a court order provided to the principal. Some schools ask parents to supply the school office with self-addressed stamped envelopes. The school office will then send you copies of information provided to the custodial parent.

## School Communication

Any questions? Need some help? Please call us at school.

We're here to offer assistance in whatever way we can. Clear and timely communication between home and school and parent involvement all contribute to the total educational experience of the student. The following are just some examples of communication we expect will be taking place during the school year:

- Please call the attendance line whenever your child is absent. The attendance line is available 24 hours/day.
- A telephone call when a parent has a concern or question about anything at school.
- A visit from a parent who is interested in seeing education "live" in the classroom, or who would like to speak personally with a staff member.
- Reading the parent newsletter.
- Receiving School E-news
- Notes and telephone calls from staff members to parents.
- Regular parent newsletters.
- Completed assignments brought home and returned by the student.
- Special printed announcements from the school, Parent-Teacher Association about upcoming events.
- Student report cards at the end of each grading level.
- District Newsletter sent by US Mail.
- District/school web site
- Newspaper articles telling of school programs and events.
- A letter scheduling parent-teacher conference times with you.
- PTA meetings are an important source of information.

## Where to go if you have a question or concern...

It's often very frustrating when you have a question or concern and you don't know how to go about getting an answer. The following information outlines the general philosophy of the District. If you have a concern over a school-related matter, please adhere to the following:

1. If the concern is with a teacher and or classroom service, a conference with the teacher should be scheduled at a mutually convenient time. The matter should be discussed openly and frankly.
2. If the resolution cannot be reached in a conference with the teacher, the matter should then be discussed with the principal. In certain cases, a letter may be requested by the principal
3. Most concerns can be resolved at the local school level. However, if further steps become necessary, a parent/guardian may contact the Superintendent. The school principal may be a part of any discussion with a parent/guardian resulting from a central staff contact.
4. If necessary, concerns may be taken to the Board. If a parent/guardian feels it is necessary to take a concern to the Board level, this may be done by writing to the Superintendent or the Board, preferably followed by a personal appearance at the earliest scheduled Board meeting.
5. In certain cases, a parent/guardian with special circumstances will go to other employees in the school organization if the problem is not a classroom concern. Examples would be related to central office directors, food services, district matters, transportation issues, or other non-school or classroom matters. These can be referred to the administrator and or employee responsible for the given areas of responsibility.
6. Letters addressed to the Board of Education should be sent to the Superintendent's office, at the District Administrative Center, 7106 South Avenue, Middleton, WI 53562. The Superintendent will distribute a copy of the letter to the Board of Education at the earliest scheduled meeting. The letter will be acknowledged during the written communications portion of the meeting.



# Weather

## Closing School Due to Adverse Weather Conditions

Our practice is to close schools due to weather conditions if buses are unable to pick up a majority of the students riding the buses. If one school can't operate, all schools are closed. The decision to close schools is made by the Superintendent, after consultation with the transportation supervisor, weather bureau, sheriff's department, and a conference telephone network with area superintendents.

The following radio and TV stations will be notified: WTDY AM 1480, WOLX FM 94.9, WMLI FM 96.3, WMAD FM-92, WIBA-FM 101.5, WWQM 106.3, WJJO-FM 94.1, WMGN-FM 98, WMMM 105.5, WZEE-FM 104.1, WIBA AM 1310, WIBU 1240AM, WTSO-AM, WMLV (La Movida) 1480 AM, WMTV-15, and WISC-3. School closings will also be included in the Info-Activity line 829-9040. If District schools are closed for the day, St. Francis and St. Peter's Elementary Schools will also be closed. Under unusual circumstances, a later starting time may be considered due to inclement weather conditions.

In the event that school is closed for the day, co-curricular evening activities will be canceled.

In the event that a road is judged to be unsafe for travel, the bus driver will notify the school of the students not transported. Under such conditions, students not picked up in the morning will not be delivered home by bus. Students kept at home during inclement days will be allowed to make up work.

## Entering the Building on Cold Mornings

When the air temperature is 0°F or colder and/or the wind chill factor is -10°F or colder, all students shall be permitted to enter the building upon arrival to school, and will be kept indoors during recess periods in grades K-8.

Each school principal will develop procedures for providing supervision of students in such situations.

### Recess Periods During Cold Weather

All elementary schools in the Middleton-Cross Plains Area School District follow similar guidelines for requiring students to stay indoors due to cold weather.

The wind chill is the criteria used and is applied as follows:

1. Warmer than 0 degrees Fahrenheit - Outdoor Recess
2. Colder than 0 degrees Fahrenheit or -10 degree wind chill - Indoor Recess

## Cold Weather Reminders

1. Children must be dressed adequately to be outdoors during recess periods and after eating lunch. The use of snow pants and boots is encouraged so children may take advantage of the snow.

2. It is necessary that shoes be worn by children at all times when in the school

## School Procedures

### Lost and Found

Many articles of good clothing turn up in the lost and found, only to go unclaimed. To prevent this problem from happening, please make an effort to mark your child's clothing with his or her name, and check the lost and found frequently. Periodically, unclaimed items will be donated to local non-profit organizations.

### Student Fees and Fines

In accordance with State statutes, the district may charge students fees for certain activities, courses and services that may require additional funding and may assess fines when school property is damaged or lost.

### Birthday Treats

During the course of the school year, students will often celebrate their birthday by bringing a treat. Treats are not expected. If your child wishes to bring a treat, please contact the child's classroom teacher to have the accurate number of children in the classroom. Healthy treats are encouraged. Birthday treats are available through the MCPASD Lunch Express Catering Program 828-1699. Please refer to the district to the district and building wellness policies for more information.

### Invitations to Parties

If a private party is being planned outside of school, please distribute invitations outside of school, so that those children not receiving an invitation do not feel excluded. Class lists will not be given out ahead of the designated posting time to assist in the distribution of invitations or for any other reason.

### Candy and Gum

Candy or gum chewing is discouraged at school except in special situations. These items may only be consumed as special treats at room parties and candy may be eaten in the lunchroom as part of a child's cold lunch.

### Pictures

A private studio will take individual student pictures. Picture day is listed on the calendar of events. This program is offered as a convenience to parents, with no obligation to buy them. The school or parent organization

buildings. When snow boots are worn, shoes should be carried or kept in school to be worn during the day.

Children should not arrive at school excessively early.

Supervision before 8 a.m. is not provided. Children may enter the building at 8:05 a.m., and into the classroom at 8:10 a.m.

may make a small profit from them for the enhancement of school programs.

### Tutoring

Students will not be dismissed from school for private tutoring. The use of private tutors during the school day is prohibited. Exceptions may be made under special circumstances approved by the superintendent.

### Supplies

Many of the basic school supplies and materials are provided by the school, such as penmanship paper, art paper, workbooks, textbooks, paint, etc. Each grade level has a prepared list of necessary supplies unique to that particular grade.

### Homework

As a district, we do not have an official homework policy, but there will be many occasions when a child will be expected to do school work at home. This may include review of math facts, studying spelling lists, writing research papers, or working on science projects. Parents are encouraged to establish a quiet study time at home each evening for reading and/or homework purposes. Parents should contact their child's teacher regarding concerns about homework to receive clarification.

### Excuses From Physical Education

Children unable to take part in physical education class should have a note from a doctor.

### Progress Reports

Parents will receive report cards at the end of each trimester. (Kindergarten at the end of each semester). Teachers take into account the child's effort, achievement, ability and behavior. The reporting system is an effort to expand and clarify these areas, so that communication between home and school can remain clear and concise. Any questions about the progress reports should be directed to the teacher soon after the report is received.



## Health Services

Our MISSION is to promote the health, learning, and overall well being of all students thereby strengthening and improving academic performance.

Our VISION is to ensure that school health services are effective in addressing the health and safety needs of students by providing leadership and direction to school personnel, parents, and community organization to provide the critical linkage between health and student achievement.

The health, safety, and welfare of our students are extremely important to us. There is a health room in each of the schools in our district which is staffed by a health assistant who works under the supervision and direction of the school nurse. When caring for students, the health room staff and other district employees follow district policies and procedures developed by our school board, administrators, and school nurses that comply with state laws and reflect DPI (Department of Public Instruction) and Wisconsin Department of Health Services guidelines.

You can help us provide the best possible care for your student(s) by:

- Annually completing the Student Enrollment Form accurately and thoroughly. (Please be sure to report past and present medical information)

- Notifying us when information on the form changes. (Change of parent home/work phones, health/medication information)

- Notifying the individual(s) you listed as emergency contacts on the Student Enrollment Form.

Please prearrange for them to act in your behalf when you are not available. This includes transporting and caring for ill or injured students.

### School Nurse

The primary role of the School Nurse is to support student learning. School Nurses are a critical link between the health and educational communities. In the school system, School Nurses monitor students with chronic health problems and assist in planning and providing individual accommodations to optimize learning. Students with diabetes, ADHD, asthma, and other chronic conditions require care and case management by a registered nurse. School Nurses also provide specialized care for students who depend on the use of medical equipment and technology during the school day. This includes nebulizers, ventilators, catheters, feeding tubes, glucose meters, and insulin pumps. Their skill and training with this equipment cannot be replaced professionally

or legally, by teachers, aides or other staff unless delegated by a school nurse.

### What if my child has a medical emergency?

In life threatening situations or in situations where the need for immediate medical care is suspected the school has a responsibility to act on behalf of the injured or ill student, employee or program participant. Emergency medical services must be activated by calling 911. The principal, designee or program supervisor must act on behalf of the parent or guardian when medical assistance and response time may be critical to preserve life or prevent major disability. In these instances emergency medical services are called first, parents or guardian second.

### What if my child is injured or ill?

The district's Student Enrollment Form is completed and signed annually by the student's parent or guardian and kept in each school office.

Emergency information on the form includes student health information. No child who is ill or injured will be allowed to leave the building during the school day without the permission of his/her parent or guardian.

Additional contacts are listed by the parent/guardian in case they cannot be reached. These contacts may remove the child from school if needed for illness or injury. On the day of the illness or injury, the parent/guardian may give permission for others to remove their child. It is the responsibility of the student's parent/guardian to update the school/district with new information.

### Does my child need a physical?

It is recommended that students entering early childhood special education programs and kindergarten have a physical and dental examination prior to starting school.

Parents of kindergartners are encouraged to arrange for their child's eyes to be examined by an optometrist or evaluated by a physician by December 31 following the student's enrollment. Examinations shall be paid for by the child's parent or guardian. The forms will be maintained in the school health room.

### What screening programs are available?

Nursing/Health Services conduct the annual hearing screening program for children in early childhood, kindergarten that have not turned in recent medical or eye exam forms and children with suspected hearing problems who are referred from other grades. Nursing/Health Services conduct the annual distance vision screening program for children in grades 1, 3, 5, and early childhood and kindergarten students that have not turned in recent medical or eye exam forms.

Children with suspected distance vision problems who are referred from another grade will also be screened. Children who fail an initial screening both hearing and vision will be rescreened and the parent/guardian will be contacted if the child fails the second screening.

### Medical concerns

We ask parents with their child's medical providers to complete and return a care plan appropriate for student's medical condition. Forms are available on the web site and in each health room for allergy, asthma, diabetes, seizures, and general conditions. The school nurse will then develop Individual Health Plans and/or Emergency Action Plans as needed. This information will be shared with appropriate staff.

### Extensive injuries and illness

Please call the health room to report any disability, serious injuries, illnesses or impending surgery. We will be glad to help make arrangements for your student's return to school.

### What is the procedure for medication?

#### A. Prescription Medications

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication. (See Medication Information Form) The statement must include:

- Student name, date of birth
- Medication name, dose, route frequency, time/conditions, duration
- Reason for medication
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Medication Administration Information Form is available in each health office and downloadable on the district web site.

- Requests must, be renewed each year or more often if changes in dosage occur.
- All changes will be noted on the medication administration record, dated and initialed by the designee.

- Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

- The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. (not understanding this statement)

- The nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

**B. Non-prescription Medication**

• Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer (Medication Administration Information Form).

• Medication Administration Information Form is available in each health office and downloadable on the district web site.

• Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.

• Non-prescription medications must be supplied by parent in the original container with the student's name affixed.

• Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a

- Practitioner's signature.
- All medication must be supplied by the parent.

• Medication administered by school personnel will be kept in a locked secure place. It is the responsibility of the student to get his/her medication at the designated time. Only empty medication containers will be sent home from school with students for safety reasons. All medication must be reclaimed by the parent at the end of the school year or it will be discarded.

**C. Self-Administered Medication**

• Students with asthma may possess and self administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have on file an Asthma management Plan or Medication Administration Information Form with the written approval of a prescribing practitioner and the student's parent or guardian updated annually.

• A student with life-threatening allergies may possess and use an EpiPen upon receipt

Administration Information Form. This form has the written approval of a prescribing practitioner and the parent or guardian updated annually.

• A student with Insulin Dependent Diabetes Mellitus may possess and use insulin upon receipt of the Diabetes Medical management Plan or Medication Administration Information Form. This form has the written approval of a prescribing practitioner and the parent or guardian updated annually.

**When does my child need to be immunized?**

The District follows Wisconsin State Statute 252.04 which requires all students through grade 12 who do not submit waivers to present evidence that they have received the first dose of each vaccine required for their grade within 30 school days of admission. The second dose must be within 90 days of admission and the third and fourth dose if required for their grade within 30 days of the beginning of the next school year. Students whose parent/guardian signs a religious or personal waiver are compliant within the law. Students whose physician signs a health waiver are compliant with the law. Waivers are available in the health rooms of each school. See Immunization requirements for the 2011-12 School year.

**Information about Free Public health Immunizations**

Clinic Information for Dane County Free Immunization Clinics is available in the health rooms of each school and on our web site. The Middleton Free Immunization Clinic is at St. Bernard's Church on the corner of University & Parmenter (use rear entrance). The clinic is the 1st Thursday of each month from 3:00-5:00 p.m. No appointment is needed. A parent or legal guardian must accompany children under 18 years of age.

If you have any questions about this requirement please talk to your child's health

care provider or Public Health Dept. Madison & Dane County(266-4821).

**What are the guidelines for deciding if your child is well enough to go to school?**

As a parent it is difficult to decide if your child is well enough to go to school. Here are some guidelines to help in decision making.

• A child should remain home when illness such as a sore throat, vomiting, diarrhea, nausea or cough will prevent them from functioning in class.

• It is best practice to keep your child home until food is tolerated.

• Children should stay home until no fever (100.0 oral) has been present for 24 hours without medication.

• Many times a child cannot concentrate on classroom activities and may expose children to their illness.

**What are the guidelines for Communicable Disease?**

The District follows federal regulations, state statutes, administrative rules, city ordinances and the procedures followed by Public Health Madison & Dane county and the Wisconsin Department of Health Services regarding known or suspected communicable diseases, as well as the reporting of disease and disease control. Communicable disease identification and practical disease control is a daily responsibility of the health services staff.

• Please remember to use the attendance line (24 hours a day) to report when your child has a communicable disease such as influenza, pertussis, chicken pox, strep throat, fifth's disease mono ringworm pink eye, or the nuisance of head lice.

**The following are the 2011-12 state immunization age/grade requirements.**

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>		3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grades K through 3	4 DTP/DTaP/DT/Td		4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grades 4 through 5	4 DTP/DTaP/DT/Td		4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grades 6 through 9	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grades 10 through 11	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grade 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

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) to be compliant. (Note: a dose 4 days or less before the 4th 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).

3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten 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).

5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).

6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.



## Board of Education

The Board of Education consists of nine citizens representing various areas of the District, who serve a term of three years and/or until their successors are elected and qualified. Terms are arranged so that three new seats are open for election each year.

### Meeting Times and Place

The Board of Education generally meets the second and fourth Monday of each month, with the exception of Monday evenings which fall on holidays, spring or winter break, or when it is not deemed necessary by the Board. These meetings are usually held in the District Administrative Center (DAC) beginning at 7:00 p.m. and are open to the public. Generally, the agenda follows a specific order: Call to order and roll call. Approval of Board meeting minutes, Special Recognitions, Consent Agenda, Financial Reports, Communications - Correspondence, Public Appearances, Items for Information/Discussion, Items for Action, Reports, Future Agenda Items, Next Meeting Date and Adjournment. In the interest of time, certain 'Housekeeping' agenda items may be placed on Consent Agenda. Generally, these items have been reviewed by Board members through documentation received prior to the meeting and require no discussion. At the beginning of the meeting, the Board President will make suggestions of Board agenda items to be addressed with one motion. Board members have the option of accepting or rejecting the agenda item for the Consent Agenda. Only items receiving a unanimous vote may be on the Consent Agenda.

### Agenda

The agenda for the Board of Education meeting is available on the web at <[www.mcpsd.k12.wi.us](http://www.mcpsd.k12.wi.us)> the Thursday before the Board Meeting. A copy is also posted at the District Administrative Center, City of Middleton, Town of Middleton and the Village of Cross Plains.

### Correspondence

Written communication to the Board is acknowledged under the communications portion of the agenda. If you write a letter to the Board President, and send it care of the District Administrative Center, the letter will be reviewed by each Board member before or during the meeting.

### Public Appearances

You are welcome to make a public appearance of 3-5 minutes during the communication portion of the meeting. Please register with the Board President or designee prior to the beginning of the meeting, or through the Superintendent's office during office hours (829-9004.) You will be asked to state your name and address for public records. The Board will listen to all concerns, but may not necessarily take action that evening. The Board can only address an item if it appears on the agenda that evening.

### Minutes

Official minutes of the previous special, and regular Board meetings, are published on the website. They are also published in the Middleton Times-Tribune after they have been approved by the Board of Education.

## Board Contacts

Ellen Lindgren, President Area IV  
217-5938  
[elindgren@mcpsd.k12.wi.us](mailto:elindgren@mcpsd.k12.wi.us)  
6621 Maywood Avenue Middleton, WI 53562  
term expires 2013

Tim Statz, Vice President Area II  
798-4844  
[tstatz@mcpsd.k12.wi.us](mailto:tstatz@mcpsd.k12.wi.us)  
2617 Baer Street Cross Plains, WI 53528  
term expires 2012

Diane Hornung, Clerk Area III  
833-5533  
[dhornung@mcpsd.k12.wi.us](mailto:dhornung@mcpsd.k12.wi.us)  
7719 Greenwood Road  
Verona, WI 53593  
term expires 2013

Bob Green, Treasurer Area II  
798-4351  
[bgreen@mcpsd.k12.wi.us](mailto:bgreen@mcpsd.k12.wi.us)  
3094 Creek Side Way  
Cross Plains, WI 53528  
term expires 2014

Annette Ashley Board Member Area IV  
836-9882  
[aashley@mcpsd.k12.wi.us](mailto:aashley@mcpsd.k12.wi.us)  
3702 Mandimus Court  
Middleton, WI 53562  
term expires 2014

Jim Greer Board Member Area I  
831-3552  
[jgreer@mcpsd.k12.wi.us](mailto:jgreer@mcpsd.k12.wi.us)  
5228 Scenic Ridge Trail  
Middleton, WI 53562  
term expires 2013

Leeanne Hallquist, Board Member  
Area IV 203-5714  
[lhallquist@mcpsd.k12.wi.us](mailto:lhallquist@mcpsd.k12.wi.us)  
1353 Boundary Road, Middleton, WI 53562  
term expires 2012

Bob Hesselbein, Board Member  
Area IV  
836-7003  
[bhesselbein@mcpsd.k12.wi.us](mailto:bhesselbein@mcpsd.k12.wi.us)  
1420 N. High Point Road, Middleton, WI  
53562  
term expires 2014

Stuart Rossmiller, Board Member  
Area V  
203-5382  
[srossmiller@mcpsd.k12.wi.us](mailto:srossmiller@mcpsd.k12.wi.us)  
18 Shade Tree Court  
Madison, WI 53717  
term expires 2012

**Email the Entire Board: [board@mcpsd.k12.wi.us](mailto:board@mcpsd.k12.wi.us)**



# MCPASD POLICIES & NOTICES

## Notice of Child Find Activity

### *Confidentiality of Personally Identifiable Information*

The Middleton-Cross Plains Area School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year:

- Preschool screening of 3-4 year olds
- District assessment of all school age students
- Screenings upon request of home-schooled students, students enrolled in private schools and students transferring into the district.
- This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher, and not available to others, and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations,

written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health, that is not a pupil physical health record is treated as a patient health care record, under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

### **Annual Notice of Special Education and Evaluation Procedures**

Upon request, the Middleton-Cross Plains Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Jerry Nicholson, Director of Teaching and Learning-Student Services, Middleton-Cross Plains Area School District, at (608)829-9037 or by writing her at 7106 South Avenue, Middleton, WI 53562.



# Student Records

Student records are maintained in the interest of the student, to assist the school in providing appropriate educational programs. There are state and federal laws regarding student records. District Policy No. 347 defines the process for collecting, storing, maintaining, transferring and disposing of student records. This policy defines student records and specific types of records which are kept, parents' and students' rights related to educational records and the process for reviewing and amending educational records is outlined. Student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval.

## Common questions regarding student records include:

### What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. WI statute Sections 115.812(2) also relate to pupil records.

### What is directory data and how is that disclosed?

Directory data includes: student's name, address, telephone listing, photographs, date of birth, participation in officially-recognized activities and sports, weight and height of members of athletic teams, year in school, dates of attendance, degrees, awards received, and the name of the school most recently attended.

This information is considered public information and may be released to persons and the media, unless otherwise notified in writing within two weeks of the beginning of school by parent/guardians or adult student. Objections to the release of records should be filed with the building principal.

Names of families will appear in school directories unless directed otherwise within the first two weeks of school. This policy is in accordance with Wisconsin Statute 118.125. Parents or guardians and students have the right to inspect, review and obtain copies of student's records per district Administrative

Procedure IV-M.1.

Beginning in July, 2002, each LEA must comply with a request by a military recruiter or institution of higher education for secondary students' names, addresses, and telephone numbers, unless a parent has "opted out" of providing this information. Parents, guardians of secondary students or adult students will make a decision on an annual basis on whether this information will be disclosed or not.

### Will my child's photograph be used on the Internet?

A child's name or photograph may appear on District-sponsored web pages, unless parents sign and return the acceptable use internet agreement form within fourteen (14) days from the start of school expressing that they not appear. The acceptable use internet agreement form should be included with

registration materials. Photos and names of students will be published only when appropriate. Discretion will be used to protect the privacy of the individual.

### What if I have questions about my student's records?

Parents, guardians and adult students have specific rights regarding student records. More detailed information regarding the privacy/release of student record information can be found in District Policy No. 347 which is available through the district website. Copies of the policy are available from the Superintendent's office. You may contact Cheryl Janssen at 829-9004. If you have questions concerning FERPA and/or student records and rights related to these records, please contact either of the Directors of Teaching and Learning: Jerry Nicholson at 829-9054, or Sherri Cyra at 829-9058.

## The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask [Name of] School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2) (a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.



## Policies

This section provides an overview of frequently referenced District policies. Complete District policies can be found online at [www.mcpsd.k12.wi.us](http://www.mcpsd.k12.wi.us).

### Attendance requirements(Policy 431)

Wisconsin State Statutes and the Middleton Truancy Ordinance state that all students who are required to be in school attendance, are expected to be in full time attendance, and to carry at least the minimum class load.

Students may be released during the school day to participate in Board-approved activities in accordance with established procedures.

### Curriculum Modifications (Policy 342.6)

The district strives to meet the educational needs of all students in the district, help students develop to their maximum potential, and pace the educational programs to reflect a variety of learning rates and styles.

The district recognizes that program or curriculum modifications may occasionally be called for to meet the individual needs of students. Therefore, the District shall consider program or curriculum modifications at the request of individual students and/or their parents/guardians.

Section 118.15(1)(d) of the state statutes provides parents/guardians and students with the opportunity to request program or curriculum modifications for the student and authorizes the district to approve or deny such requests.

Parents/guardians should initially contact the student's teacher(s) to request any curriculum modifications.

### No Smoking Policy

The school district is mandated by the state to prohibit the use of all tobacco products on school district property.

### Is my child allowed to attend religious education during school hours?

According to State Statutes, the board permits students with the written permission of a parent or guardian, to be absent from school not more than 60 minutes per week to obtain religious instruction during the required school attendance hours. The District has no liability for a student who is absent from school in accordance with this statute.

### Electronic Devices

Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic devices with communications functions or the capability to capture/record voice or image information, during the school day and during school activities, provided that the device remains stored, powered off, and unused. Students who possess such a device do so at their own risk to possible loss, damage or liability.

Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of electronic devices during the school day in the school building or during school activities for safety, medical, vocational or other legitimate reasons.

Cameras or electronic communication devices shall not be used:

- In areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc.
- To communicate test answers, photograph tests, or engage in any other conduct that enables students to cheat
- To share or post personal information about, or images of, any other student or staff member without permission from that student or staff member
- To engage in cyber-bullying – placing cell phone calls or sending text messages that ridicule, threaten or harass another student
- To take, disseminate, transfer or share obscene, pornographic, lewd or otherwise illegal images or photographs

Possession of an electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Nothing within this policy shall be construed to limit a student's ability to use an electronic device in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education plan or a Section 504 plan.

The inappropriate use of electronic devices by students while on campus or engaging in school activities is subject to disciplinary action. The inappropriate use of such devices by students while off campus and not engaging in school activities may also be subject to disciplinary action if such conduct endangers the health, safety or property of others at school or under the supervision of school authorities and/or causes a material and substantial disruption

to the school environment or school activities. Also, students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will be in violation of this policy.

Violation of this policy by students will result in disciplinary action which may include:

- Revocation of District technology use privileges
- Application of school disciplinary practices and procedures
- Notification of law enforcement officials
- Notification of parents/guardians or legal custodians
- Notification of the activities director and/or co-curricular coaches/advisors
- Notification of the Superintendent or designee
- Suspension from school
- Recommendation for expulsion

Electronic devices that are inappropriately used may be confiscated and held by school officials for return to student or parent(s)/guardians(s), retained for disciplinary reasons, or turned over to law enforcement officers.

### Do you allow animals in school? (Policy 724.1)

The District recognizes that animals have educational value in the school setting, but only under conditions that insure safety and well being of the students, staff, and the animal. Live animals may be brought into the classroom as part of a written curriculum with approval of the building principal and providing the provisions of this policy are met. Adherence to guidelines must be followed with respect to having animals present in the school building. The teacher or caretaker must handle and maintain the animal(s) according to recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health. Dissection of animals or animal parts is limited to students at the High School level as defined in the curriculum. Animals trained or being trained to assist individuals with disabilities will be allowed in the school buildings provided the health, safety and welfare of students, staff and the animal are not compromised and as long as animal waste guidelines are followed. Modifications may be required to provide for the health, safety, and welfare of all students.

### **What is the District policy on drugs?**

Administrative Procedure 443.3 states that no student is allowed to possess, use, sell, distribute or be under the influence of alcohol and/or other drugs not medically prescribed while on District property, in a motor vehicle owned or used by the District, or participating in a school-sponsored activity on or off school grounds. The possession, use or distribution of drug paraphernalia is also prohibited.

### **What is the District policy on weapons?**

No person is allowed to possess or use a weapon or look-alike weapon on District property including, but not limited to school buildings, school grounds, in a District-owned vehicle or at any school-sponsored function or event at any time. A weapon is defined as a firearm (loaded or unloaded) knife, razor, martial arts device, chemical weapons including pepper spray, explosive device, metal knuckle or any other object which is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as any other object that could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

Students violating this policy shall be reported to appropriate law enforcement officials, suspended from school and referred for possible expulsion from school. Any student who uses an article designed for other purposes (such as a belt, comb, pencil, file, scissors, etc.) to inflict bodily harm and/or to intimidate shall be subject to similar disciplinary actions. A student who possesses a firearm while on school premises or while under the supervision of a school authority shall be expelled from school for not less than one year as required by state and federal laws. This expulsion requirement may be modified on a case by case basis.

### **What is the District policy on locker searches?**

According to Administrative Procedure 446.1, the locker assigned to a student is the property of the Middleton-Cross Plains Area School District. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the Superintendent, a building principal or associate principal, a police liaison officer, or other designated school employee or official at the request of the Superintendent or building principal. Any unauthorized item found in the locker may be removed. Items removed from the locker

may be held by the school for return to the parents/guardian or the student, retained for disciplinary proceedings, turned over to appropriate legal authorities or destroyed. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to each student enrolled in the district.

### **Will my child be supervised before/after school?**

The District expects all students to be under assigned adult supervision when they are in school, on school grounds, traveling under school auspices or engaged in school-sponsored activities.

Persons assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

**Elementary School** - During the school year, the school building and grounds will be supervised by school personnel 10 minutes before classes begin in the morning and during the day when students are participating in scheduled school activities until school is officially dismissed at the end of the day. After school, students are supervised as they leave the building and load the buses.

**Middle School** - During the school year, the building will be supervised by school personnel beginning at 7:30 a.m. and throughout the school day. After school, students are supervised as they leave the building and load the buses. Students who do not ride the bus shall go directly home at the end of the school day unless they are involved in an after school activity.

**High School** - Students must have permission to be in the building before or after school hours. Permission should be obtained from the staff member supervising the after / before school activity or from the principal or his designee. Students in the building without permission are subject to trespassing citations.

### **Can my child be excused from standardized tests?**

The statewide Knowledge and Concepts Examinations will take place this year in grades 3, 4, 5, 6, 7, 8 and 10 in October/November of 2011. According to state law, parents of any student in grades 4, 8 or 10 may request that the school board excuse their child from participating in the assessments by making such a request in writing to their local school. Students in the other tested grades cannot be excused from taking the examinations.

### **What items are not allowed at school?**

For the safety and well being of everyone, it is necessary to prohibit some items which are potentially dangerous. For example,

items contained in glass jars are not allowed on the bus. Knives, toy guns or dangerous toys of any kind are not allowed in school. Please bring animals to school only after obtaining permission from the building principal and teacher, because children may be allergic to certain animals.

### **Can students ride skateboards on school property?**

Due to liability and safety of children, skateboards and roller blades are not allowed on the bus, or on school property.

## **Non-Discrimination Statement**

It is the policy of the public schools that no person may be denied admission to any public school in the District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973.



## **Bullying of Students and Staff (Policy No. 411.1)**

School districts must provide a safe, secure, and respectful learning environment. Bullying of students and staff will not be tolerated and is prohibited in the Middleton-Cross Plains Area School District. All forms of harassment in cyberspace, commonly referred to as cyber bullying, are also unacceptable and viewed as a violation of this policy. This policy applies to all educational activities and environments supported by the district. The Board of Education considers these actions to be detrimental to the health and safety of students and staff, and disruptive to the educational environment.

### **1. Definitions**

**Bullying:** any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which is intended to cause physical injury, emotional distress/suffering or property damage or which impacts the learning environment. Bullying often involves an imbalance of power between the bully and the bullied, and is typically repeated over time. In determining whether bullying has occurred, administrators will consider that:

- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict
- Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.
- Bullying is defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.
- Bullying may be student-to-student, a student to an adult staff member, and/or an adult school staff member to a student or another staff member.
- Cyber bullying: Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs or any other messages via cyberspace.  
In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any student disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a Board member.
- Cyberspace: a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.
- Educational environment: every building, environment or activity under the supervision of each school, regardless of location. This includes activities on school property including the playground, activities at other locations but sponsored by the District, and activities where students are being transported to a school or District-sponsored event using school buses, leased vehicles or contracted services.
- Retaliation: includes actions targeted against any reporter of bullying.

### **2. Bullying Prevention**

As part of the District's implementation of the Comprehensive School

Counseling Model, bullying awareness and prevention curriculum will be provided to students Kindergarten through grade Eight.

### **3. Reporting and Investigation Procedures**

Any student or District employee who believes he/she has been subject to bullying, or witnesses bullying, may file a complaint directly with the building principal or designee, or, in accordance with established complaint procedures, may complain to any of the following District officials: the District Student Nondiscrimination Officer (Director of Teaching and Learning-Student Services), District Title IX Officer (Assistant Superintendent for Educational Services) or the District Staff Nondiscrimination Officer (Director of Employee Services). This complaint shall be documented in writing by either the reporter or the complaint recipient. The District Discrimination Complaint Form may be used, but is not required, to document a complaint. Complaints involving student or employee harassment shall be handled in accordance with the District's harassment policy (Policy 512).

Any student or parent/guardian who becomes aware of or witnesses bullying has an obligation to report and will be supported by involved staff members in reporting the bullying to the proper authorities. Any District employee who becomes aware of or witnesses bullying has an obligation to intervene and report this behavior immediately to the building principal or District officials referenced above.

Retaliation against an individual reporting bullying under this policy is prohibited. Filing a complaint or otherwise reporting bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or job, or benefits provided by the District.

Once received, an investigation of the bullying complaint will take place immediately, or as soon as practicable, in order to verify the validity and seriousness of the report as well as to derive appropriate school or District response to the complaint. If a bullying complaint involves a District employee and a student, both the Director of Employee Services and the Director of Teaching and Learning-Student Services shall be involved in the complaint investigation process and follow-up activities.

The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

### **4. Consequences for Policy Violations**

Individuals engaging in bullying or retaliation against persons reporting bullying will be subject to disciplinary action in accordance with established procedures. This may include the development of support and accommodation plans which will prevent future events or incidences.

Adults, including volunteers or staff members, who engage in bullying in violation of District policy and/or retaliation against individuals reporting this behavior, shall be subject to immediate discipline, up to and including termination of employment or involvement with the District. Employee discipline shall be carried out consistent with provisions of any applicable employee collective bargaining agreement.

### **5. Notice**

Notice of this policy will be circulated to all schools and departments in the District on an annual basis. This policy will be incorporated in employee and student handbooks and be available on the District Web site and annual publications. It will also be available to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

### **6. Disclosure and Public Reporting**

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

An annual summary report of bullying incidents shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.



## Transportation

Children are allowed to ride the bus if deemed eligible by the Transportation Center, in accordance with Board Policy.

In an effort to make our bus routes more efficient, some bus stops were consolidated for the upcoming school year. Board Policy 751 sets the guidelines for walking distances to bus stops. Kindergarten students may walk up to .2 miles, 1st-5th grade students may walk up to .3 miles, and 6th-12th grade students may walk up to .5 miles.

Several of the routes have also been redesigned for safety and efficiency. Where practical, routes have been setup to eliminate left-turns onto major roads/highways unless there is some type of traffic signal to allow the bus to safely turn.

Routes are routed in a "first on, first off" concept WHERE PRACTICAL. In some areas of the district it is not practical to use this method and your child(ren) may be first on in the morning and last off in the afternoon.

Due to fleet replacements and capacities, balanced on our fleet, some bus numbers change from year to year. Correct bus numbers will be displayed in the Bus Stop Locator when it is reactivated.

Bus transportation is provided to children living 1.1 miles or over from the school of attendance. Children living less than 1.1 miles from school may ride the bus if the route to school is determined to be hazardous by the Sheriff's Department, according to State Statute 121.54(9).

### Bus Routes

Route information is available the Bus Stop Locator link on the District's website, under Transportation Services, Bus Routes.

#### Rural areas

1. Students will be transported to and from the nearest point where private driveways intersect with town, county, state or federal roads.

2. Students will be collected at prearranged points where dwelling units are clustered.

#### Urban areas

1. Students living 1.1 miles from their assigned school will be collected at prearranged bus stops.

2. The District may transport students living less than 1.1 miles from their assigned school if it is determined in accordance with State Statute 121.54(9) that hazardous conditions prevail. In Cross Plains, transportation is provided for all students living over .5 miles from school.

### Transportation to Child Care Provider

All students, including those who are not normally bused, are eligible to ride the bus after school if they need to be transported to a child care provider, and meet the conditions below. Parents need to fill out a *Request for Regular Transportation to Child Care Provider Form*. The form is available at any of the District schools, the website, the transportation center or the district office. The following conditions need to be met:

1. The route already goes past the provider's home or designated bus stop. The bus will not add mileage to its route to go past the child care provider's residence.

2. Requests received prior to July 15 will be guaranteed a ride provided the above is met. After July 15, requests will be determined by whether or not there is room on the bus. If additional children move into the 1.1 plus mile limit, or if there is a shift in pre-scheduled ride patterns during the year and there has to be a displacement, then the last student(s) accepted for ridership would be the first displaced. "Last in, first out."

3. Only a limited number of changes of provider will be accepted during the year. A new set of forms is required for each change.

4. Transportation requests to and from child care providers must be renewed each school year.

### Disciplinary Procedures - Transportation

Bus riding is considered a privilege and an extension of the school day. Inappropriate behavior on a school bus can be potentially dangerous, and must be dealt with in a timely manner. Please notify the driver, Transportation Center or building principal with concerns so they may be addressed efficiently.

The principal or designee has authority over the disposition of bus misconduct reports. Disciplinary measures in addition to or in lieu of Code "level" consequences may include:

- Warning with parental notification
- Bus riding suspensions of 1-3 days, with parental notification.
- Bus riding suspensions of one week or greater. These require mandatory student-parent/guardian-administrator conference.

### Bus Guidelines

More than likely, your child will be using the District's transportation either to and from school, or through field trips during school hours. In order to assure the utmost safety of all students, please talk with your child and

help them understand the safe riding rules.

#### Loading/Unloading

1. Students must ride on their assigned bus. Parental exceptions need to be made in writing to the school principal.

2. Students should get on and off the bus at their regular stop, unless a written parental request for change, signed by the principal has been presented to the bus driver.

3. Please allow yourself enough time to be at the bus stop promptly.

4. Walk on the side of the road facing traffic to get to the bus stop, and stay off the road while waiting for the bus.

5. When leaving the bus, cross the road at least 10 feet in front of the bus, but only after receiving a signal from the driver, and checking to be sure no traffic is approaching. Students should be alert to the danger signal from the driver.

6. Please be courteous, behave in an orderly fashion, and help look after the comfort and safety of small children.

#### While on the bus...

7. Obey the driver.

8. Keep the bus safe and clean at all times.

9. Sit in your assigned seat, if applicable, and remain seated while the bus is in motion.

10. Refrain from throwing anything inside the bus, or out the bus windows. Keep your hands and head inside the bus at all times.

11. Never tamper with the bus, or any of its equipment. Damage shall be paid for by the offender.

12. Refrain from shouting or unnecessary confusion as it can divert the driver's attention and could cause an accident.

13. When approaching a railroad crossing sign, riders should remain silent.

14. In case of a road emergency, remain in the bus, unless directed to do otherwise by the bus driver.

15. Transporting live animals, glass articles, roller blades or skateboards on the bus is not permitted because of the potential safety hazard.

16. Please keep your personal items and any part of your body out of the aisles.

17. Profanity is not allowed.



# District Directory

## **Middleton High School 829-9660**

2100 Bristol St. Middleton, WI 53562

- Denise Herrmann, Principal
- Laura Nyberg, Associate Principal
- Jill Gurtner, MASH Principal & Online/E-School Director
- Scott Brown, Associate Principal
- Mandi Maurice, Associate Principal & Bilingual/ELL Director
- Patrick Godar, Dean of Students/Special Ed. Coordinator
- Brian Morstad, Dean of Students
- Kahlen Spaulding, Dean of Students/Special Ed. Coordinator
- Jamie Domini, Dean of Students
- Bob Joers, Director of Athletics/Student Organizations

## **Middleton Alternative Senior High (MASH) 829-9640**

2429 Clark St. Middleton, WI 53562

- Jill Gurtner, Principal

## **Glacier Creek Middle School 829-9420**

2800 Military Rd., Cross Plains, WI 53528

- Tim Keeler, Principal
- Susan Piazza, Associate Principal

## **Kromrey Middle School 829-9530**

7009 Donna Dr., Middleton, WI 53562

- Steve Soeteber, Principal
- Bill Deno, Associate Principal
- Maria Mercedes Martin, SWD Coordinator/Dean of Students

## **Elm Lawn Elementary School 829-9070**

6701 Woodgate Rd., Middleton, WI 53562

- Mike Pisani, Principal

## **Northside Elementary School 829-9130**

3620 High Rd., Middleton, WI 53562-1099

- Roz Craney, Principal

## **Park Elementary School 829-9250**

1209 Park St., Cross Plains, WI 53528-9628

- Monica Schommer, Principal

## **Sauk Trail Elementary School 829-9190**

2205 Branch St., Middleton, WI 53562-2840

- Chris Dahlk, Principal

## **Sunset Ridge Elementary School 829-9300**

8686 Airport Rd., Middleton, WI 53562-4180

- Todd Mann, Principal

## **West Middleton Elementary School 829-9360**

7627 W. Mineral Point Rd., Verona, WI 53593

- Doug Rykal, Principal

## **District Administrative Center 829-9000**

7106 South Ave., Middleton WI 53562-3299

Office hours 7:30 - 4:30 p.m.

- Don Johnson, Superintendent
- George Mavroulis, Assistant Superintendent of Educational Services
- Tom Wohlleber, Assistant Superintendent of Business & Employee Services
- Jerry Nicholson, Director of Teaching and

Learning - Student Services

- Sherri Cyra, Director of Teaching and Learning – Curriculum and Instruction
- Tabatha Gundrum, Director of Employee Services
- Jeff Knutsen, Director of Technology
- Nancy Wyngaard, Director of Professional Development and Special Programs
- Kathy Spahn, District Registrar

## **Indoor Swimming Pool 829-9863**

2230 Bristol St. Middleton, WI 53562

## **Transportation Center 829-2365**

3180 Deming Way, Middleton, WI 53562

Office hours 7:30 a.m. - 5 p.m.

Steve Rammer, Transportation Services Manager

## **District Operations Center**

2130 Pinehurst Drive, Middleton 53562

- Bill Eberhardt, Facilities Services Coordinator 829-2341
- Susan Peterman, School Nutrition Coordinator 829-2346

## **Attendance Line 829-9050**

### **MHS Red Maple Attendance Line:**

829-9925

### **MHS White Spruce Attendance Line:**

829-9924

### **MASH Attendance Line:**

829-9971