

**WAUPACA LEARNING CENTER**  
**“The Waupaca Way!”**  
**Responsible~Respectful~Safe~Prepared**



**Family Handbook**  
**2020-21**

**Principal**  
**Mr. John Erspamer**

**Associate Principal**  
**Mrs. Jody Pankratz**

**1515 Shoemaker Road**  
**Waupaca, WI 54981**  
**(715) 258-4141**

**This Book Belongs to:**

**Student** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_

# SCHOOL DISTRICT OF WAUPACA

## STUDENT - CAREGIVER - STAFF AGREEMENT

**EDUCATION TAKES EVERYONE. EDUCATION IS TEAMWORK:  
NOT A ONE-PERSON OPERATION. THE TEAM THAT SUCCEEDS IS THE TEAM THAT WORKS  
TOGETHER. MEMBERS ON THIS TEAM HAVE DEFINITE EXPECTATIONS.**

### Student

I will do my personal best to:

- Attend school regularly, prepared and ready to learn
- Complete all homework assignments on time
- Show respect for students, other adults, all property and myself
- Ask for help when I need it
- Read at home, to others, with someone else, or by myself, at least \_\_\_\_\_ minutes a night

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Student's Signature

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Date

### Caregiver

I will do my personal best to:

- Read, listen to, and talk with my child daily
- Send my child to school regularly, healthy and rested, and on time
- See that my child has the necessary school supplies
- Monitor homework activities and provide a quiet place to work
- Keep an open line of communication with the school, use the Comet Agenda Book, and contact my child's teacher whenever necessary attend Parent-Teacher conferences and other school events
- Examine and appreciate the materials my child brings home from school
- Encourage my child to be the best that she or he can be
- Build my child's self-esteem by praising his or her success

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Parent or Significant Adult's Signature

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Date

### School Staff

I will do my personal best to:

- Provide a safe and caring learning environment where your child will be encouraged to be responsible for his or her own behavior and learning
- Provide an appropriate curriculum for your child
- Communicate and work with your family and all others to support your child's learning
- Promote a positive learning environment to insure daily success for your child

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Teacher's Signature

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Teacher's Signature

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Date

# A MESSAGE FROM THE PRINCIPALS

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Dear Student/Care Giver,

Welcome to the Waupaca Learning Center for the 2020-2021 school year. The beginning of each school year brings excitement and promise for all of our students, so getting off to a good start is essential. The Family Handbook provides important information and procedures that will help each student and care giver begin the new school year in a positive manner. Please take the time, as a family, to carefully read this handbook.

The security and overall safety of your children will continue to be our number one focus! Our main mission at the WLC is to provide a safe environment for our children to learn. We will be having our regular drills according to school policy and will keep you informed, when necessary. Please understand you may see changes in how we operate in the building to provide the safest environment possible. ***One key area we want to continue to emphasize to all of our caregivers, is the drop off and pick up area in front of the school. It is important for all of us to follow the appropriate protocol when on school grounds. We all need to show patience and respect to each other, as well as our crossing guards, who are following procedures to make sure everyone is safe. Please be sure to drop your children off on the curbside of the vehicle. If everyone follows the drop off and pick up procedures, all our kids will be safe and everyone will be able to move freely in drop off and parking lot areas.*** Thank you all for making our school environment a safe one for our children!

We encourage you to be an active participant in your child's education. There are many opportunities for volunteering at the Waupaca Learning Center. Contact the front office or your child's teacher and ask how you can help. The importance of family engagement can not be overstated. Together, we can provide a solid academic and social foundation for your child to build on.

Sincerely,

Mr. John Erspamer  
Elementary Principal

Mrs. Jody Pankratz  
Associate Principal

<b>WAUPACA LEARNING CENTER CALENDAR 2020-21</b>		
<b>AUGUST</b>	27	WLC OPEN HOUSE, 3:30-6:30 PM
<b>SEPTEMBER</b>	1	FIRST DAY OF SCHOOL
	7	HOLIDAY, LABOR DAY- NO SCHOOL
	24	PICTURE DAY
<b>OCTOBER</b>	2	WLC WALK-A-THON
	15	PARENT/TEACHER CONFERENCES, 3:30-7:30 PM
	23	NO SCHOOL
<b>NOVEMBER</b>	2	END OF FIRST QUARTER
	3	PICTURE RETAKE DAY
	5	PARENT/TEACHER CONFERENCES, 3:30-5:30 PM
	12	PARENT/TEACHER CONFERENCES, 3:30-5:30 PM
	25, 26, 27	THANKSGIVING VACATION-NO SCHOOL
<b>DECEMBER</b>	17	WINTER CONCERT GRADES 3 & 4, COMET CHOIR, 1:00 PM AND 5:00PM
	18	WINTER CONCERT GRADES 4K, K, 1, & 2, 9:00AM AND 1:00PM
	23 - JAN. 3	WINTER BREAK-NO SCHOOL
<b>JANUARY</b>	4	CLASSES RESUME
	15	END 2 <sup>ND</sup> QUARTER/FIRST SEMESTER
	18	STUDENTS –NO SCHOOL TEACHER WORKDAY
<b>FEBRUARY</b>	15	STUDENTS –NO SCHOOL, TEACHER PROFESSIONAL DEVELOPMENT DAY
<b>MARCH</b>	4	PARENT/TEACHER CONFERENCES 3:30-7:30 PM
	8 - 12	SPRING BREAK –NO SCHOOL
	31	END OF THIRD QUARTER
<b>APRIL</b>	2	NO SCHOOL
	5	NO SCHOOL
<b>MAY</b>	4	CREATIVE EXPRESSIONS NIGHT 5:00-7:00 PM
	31	MEMORIAL DAY-NO SCHOOL
<b>JUNE</b>	8	TENTATIVE LAST DAY OF SCHOOL

**Wednesday 1 Hour Early Release Days:** Sept. 9, 16, 23 & 30, Oct. 7, 14, 21 & 28, Nov. 4, 11 & 18, Dec. 2, 9 & 16, Jan. 6, 13, 20 & 27, Feb. 3, 10, 17 & 24, March 3, 17, 24 & 31, April 7, 14, 21 & 28, May 5, 12, 19 & 26



# The Waupaca Way

## Maupaca Learning Center's Expectations Matrix



	<b>CLASSROOM</b> *follow all adult directions*	<b>HALLWAY AND STAIRS</b>	<b>PLAYGROUND</b>	<b>BATHROOM</b> **quick, clean, quiet**	<b>BREAKFAST AND LUNCH</b>	<b>BUS</b>	<b>ENGAGED LEARNING</b>
<b>I AM RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>Stay organized to complete work on time.</li> <li>Ask good thinking questions.</li> <li>Always do my best.</li> <li>Solve simple problems independently.</li> </ul>	<ul style="list-style-type: none"> <li>Use <b>line basics</b>.</li> <li>Use my locker to store my things.</li> <li>Carry my stuff carefully.</li> </ul>	<ul style="list-style-type: none"> <li>Walk or run one lap.</li> <li>Pick up my equipment.</li> <li>Report all problems.</li> <li>Line up quickly and quietly when called.</li> </ul>	<ul style="list-style-type: none"> <li>Use a level 0 or 1 voice, which means whisper or soft talk only.</li> <li>Return to class quickly without wasting time.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after myself (table &amp; floor).</li> <li>Take what I can eat.</li> <li>Eat and visit quietly.</li> <li>Go outside quickly when dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>Face forward.</li> <li>Keep hand and feet to myself.</li> <li>Be on time.</li> <li>Follow driver's rules &amp; expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Share what you learned with your family.</li> <li>Have your agenda signed daily.</li> <li>Take responsibility for your own learning by being an active learner.</li> </ul>
<b>I AM RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Use kind words and actions.</li> <li>Listen to others. (e.g., Treat others better than the way you want to be treated.</li> <li>Follow directions of my teachers/supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>Use a level 0 or 1 voice, which means whisper or soft talk only.</li> </ul>	<ul style="list-style-type: none"> <li>Play by the rules of the game.</li> <li>Be a good friend.</li> <li>Use kind words.</li> <li>Listen to the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Use the toilet, sink, and paper towel correctly.</li> <li>Flush.</li> <li>Give others privacy.</li> <li>Be quick, clean, and quiet.</li> </ul>	<ul style="list-style-type: none"> <li>Use table manners and keep hands to self.</li> <li>Use indoor voice.</li> <li>Use kind language.</li> <li>Follow the directions of the supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the bus driver and supervisors.</li> <li>Use level 0-1 voices.</li> <li>Use kind words.</li> <li>Stay in my seat.</li> </ul>	<ul style="list-style-type: none"> <li>Actively listen to others.</li> <li>Be mindful of other people's things, materials, and ideas.</li> <li>Keep your environment organized and clean.</li> <li>Use proper voice levels.</li> </ul>
<b>I AM SAFE</b>	<ul style="list-style-type: none"> <li>Use <b>body basics</b> and <b>line basics</b>.</li> <li>Use supplies the way they are supposed to be used.</li> <li>Make good choices.</li> </ul>	<ul style="list-style-type: none"> <li>Always walk.</li> <li>Stay on the right side.</li> <li>Be in a single file line.</li> <li>Keep hands &amp; feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>Ask a supervisor if I need to leave.</li> <li>Follow the posted playground rules.</li> <li>Use the crosswalk.</li> </ul>	<ul style="list-style-type: none"> <li>Wash my hands when finished.</li> <li>Flush.</li> <li>Put paper towel in the garbage.</li> </ul>	<ul style="list-style-type: none"> <li>Use <b>line basics</b>.</li> <li>Eat my own lunch.</li> </ul>	<ul style="list-style-type: none"> <li>Keep myself and my things inside the bus at all times.</li> <li>Use the crosswalk or safety lines.</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate and participate with others.</li> <li>Understand other's emotions/zones and needs.</li> </ul>
<b>I AM PREPARED</b>	<ul style="list-style-type: none"> <li>Always be on time.</li> <li>Have my supplies ready.</li> <li>Be ready to learn.</li> <li>Follow the daily routine.</li> </ul>	<ul style="list-style-type: none"> <li>Be where I am supposed to be and go where I am supposed to go.</li> </ul>	<ul style="list-style-type: none"> <li>Line up right away when called.</li> <li>Enter the building quietly.</li> <li>Dress for the weather.</li> </ul>	<ul style="list-style-type: none"> <li>Be where I am supposed to be.</li> <li>Use the bathroom at the appropriate time.</li> </ul>	<ul style="list-style-type: none"> <li>Turn my tray appropriately.</li> <li>Wait quietly to be dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>Get there and stay.</li> <li>Dress for the weather.</li> <li>Have my things ready to go.</li> </ul>	<ul style="list-style-type: none"> <li>Ask good thinking questions.</li> <li>Know what needs to be done.</li> <li>Keep desk/personal area organized.</li> <li>Take time to think and stay on topic.</li> </ul>

### Body Basics:

1. Sit up tall in your space.
2. Look at the speaker.
3. Lips are closed.
4. Use listening ears.

### Line Basics:

1. Face forward in a single file line.
2. Voices are off.
3. Hands and feet are by your side.
4. Use quiet walking feet.

## **WHAT IS POSITIVE INTERVENTIONS & SUPPORTS (PBIS)?**

PBIS (Positive Behavior Interventions & Supports) is a school wide approach to discipline and a process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning.

### **“THE WAUPACA WAY”**

At the Waupaca Learning Center, we call our school expectations "The Waupaca Way".

**I am Respectful.** Use kind words. Be tolerant of others. Follow directions the first time. Use line and body basics. Be a good friend. Play by the rules of the game. Use your manners - say "Thank you," "Excuse me," "Please," and "I'm sorry."

**I am Responsible.** Keep my desk and locker clean and organized. Have my agenda signed every day. Complete my homework every day. Report bullying incidents. Always do my best.

**I am Safe.** Follow the playground rules. Walk on the crosswalk. Stay behind the guardrail. Ask a supervisor for permission to leave the playground.

**I am Prepared.** Be on time. Have my supplies ready. Dress for the weather.

**Therefore, I will do nothing to keep the teacher from teaching.**

### **WHAT HAPPENS WHEN YOUR CHILD BEHAVES “THE WAUPACA WAY.”**

When students follow "The Waupaca Way", the instructional educational plan can be implemented at its best. Teachers are able to teach in an environment conducive to teaching and students are able to learn in an environment that is comfortable and safe. Students are also recognized for following "The Waupaca Way" in several ways:

**Comet Hooray:** Awarded to students who go above and beyond to make a difference in our school.

**Comet Cash Tickets:** Students can earn Comet Cash, which they can trade in for prizes.

**Give Me 5 Award:** Classes are rewarded for using all of the 5 listening skills during guidance and PBIS lessons.

### **WHAT CAN YOU DO AT HOME?**

\*Review "The Waupaca Way" with your child. \*Take the time every day to ask your child about his/her day at school. \*Make sure your child is ready every day. \*Ensure a good night's sleep. \*Provide a quiet time and space for your child to do homework nightly. \*Keep in touch with your child's teacher. \*Encourage your child to use appropriate language and tone. \*Practice positive phrases with your child, such as, "Thank you," "Excuse me," "Please," and "I'm sorry." Be a visible part of your child's day. Attend PTG meetings and other school activities as your schedule allows.

## **BUS RIDER RULES** Policy 443.2

The School District of Waupaca is responsible for the safety of children and the rights of others while on a school bus. The bus is an extension of the classroom where rules of conduct and consideration are present.

### **STUDENT CONDUCT RULES**

Be on time at the designated school bus stop, help keep the bus on schedule, and sit in the assigned seat when designated by the driver. Stay off the road at all times while waiting for the bus. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop. Do not leave your seat while the bus is in motion or while discharging or boarding riders along the bus route. Remain in the bus in the event of a road emergency until instructions are given by the driver. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Be absolutely quiet when approaching a railroad-crossing stop. Treat bus equipment as you would be expected to treat valuable furniture in your own home. Never tamper with the bus or any of its equipment. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus unless approved by the bus driver. Carry no animals on the bus or large instruments or objects, which take up a passenger seat. Keep books, packages, coats and all other objects out of the aisles. Be courteous to fellow pupils, and the bus driver. Help look after the safety and of smaller children. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official. A student must have a note from their guardian stating a busing change and a bus pass from the office if any changes are made to their regular bus stop. Observe safety precautions at drop off point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. The teacher, in the case of field trips or in cases where transportation is used for other than the regular bus routes, shall assume the responsibility for student behavior and control in order that the driver may give full attention to driving.

The School District of Waupaca approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on driving the bus, providing for safer transportation for our students.

### **DISCIPLINE PROCEDURES**

The School District of Waupaca generally utilizes a progressive discipline policy when school bus rules are not followed. Discipline procedures may simply involve a call to the guardian from the driver or a meeting with guardians, the student and the principal to go over proper bus riding behavior. However, depending on the severity of the rule broken or incident involved, the administration may immediately suspend a student from riding the bus. The school board may expel a student from school and/or transportation privileges for extreme misbehavior in accordance with state law and board policy.

## **CONDUCT OF CHILDREN COMING AND GOING TO SCHOOL**

Children are to walk on the sidewalk. Students are to cross the streets only where a school patrol is stationed, crosswalk is marked or stoplights are provided.

## **STUDENT ATTENDANCE** Policies 322, 431, & 431-R1

The Waupaca School District has devised attendance procedures that stress the importance of regular school attendance and facilitate communication between all concerned parties, especially family and school professional staff. It is clearly our intent to demonstrate a commitment of care and concern for the student's success in school. Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, students, parents/guardians, service agencies, law enforcement officials and community. The responsibility for regular school attendance of a student rests upon the student's parents or guardian. All excused absences require a parent/guardian verification, which is to be submitted to the school in advance of the absence or prior to re-admittance to school. Verification can be done in person, by telephone, or written message. The school has the right to determine which verification method is acceptable. Parents should call the WLC office by 8:00 AM if their child is not going to be in school unless a prearranged absence forms is completed.

### **1. Excused absences:** absences which the school district approves:

- personal illness
- emergency in the family
- medical appointments
- death in the family/funeral
- religious holiday
- court and/or legal appearances
- \* approved school activities
- special circumstances approved if possible

### **2. Pre-Arranged Absence:** Students absent for reasons other than the above will be considered unexcused with this exception, parents may:

**PRE-EXCUSE** their child for any reason for up to **ten** days per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Forms may be picked up in the office prior to the date of absence.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.

**TRUANT:** a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a semester.

**HABITUAL TRUANT:** a pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held during a Semester.

## **UNEXCUSED ABSENCE OR TARDIES**

A student who misses part of a school day (part or all of one or more classes) shall be considered tardy and may be subject to the same conditions and dispositions as a truancy. This includes students who over-sleep or miss the bus. Unexcused absences from school can result in disciplinary measures being taken by the school ranging from school detentions to suspensions. The Waupaca City Ordinance 9,061 pertaining to students under 12 years covering habitual truancy reads: Parents/guardians of students under 12 years of age will be referred for contributing to truancy which carries a fine. At the present time the fine is \$100.00 plus court costs. Students over 12 years of age will refer to City Ordinance 9.061 (d).



## **PROGRAM OR CURRICULUM MODIFICATIONS**

A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, which has been requested by the student's parent or guardian and approved by the building principal. Program or curriculum modifications shall be requested in writing. The administrative decision in response to the request shall likewise be provided in writing. If a child, or his/her parent or guardian, is not satisfied with the decision made by the building principal, he/she may ask the School Board to review and act on the request. The Board shall render its determination upon review in writing, if the student's parent or guardian so requests.

Participation in a Board-Approved Alternative Program. A child who is 16 years of age or older may be excused from regular school attendance to attend an alternative educational program leading to high school graduation or a high school equivalency diploma in accordance with state law provisions.

## **DRESSING AND GROOMING**

Policy 443.1

Please mark your child's clothing with their name or initials so that lost articles can be returned. The "Lost and Found" box contains many valuable articles of clothing that are never returned to their owners. Parents should insist that youngsters dress according to the weather. Boots should be worn when necessary during the winter season. Your child's health is more important than his/her desire to use his/her own judgment in the matter of dress. Please do not send your child to school with tennis shoes for outdoor play during the winter months. It is the policy of our school district to encourage appropriate dress for students. We feel that school is a place for business and would hope that children will dress accordingly. Student dress should be comfortable and in good taste. Students are not allowed to wear hats, caps, headgear, as well as jackets, coats or bulky outerwear in the school during school hours. Clothing advertising beverages, tobacco products and containing inappropriate language will not be worn.

## **NETWORK/INTERNET** Policy 367.1

The District of Waupaca Network and the Internet are seen as resources that will be available to students as part of the School District of Waupaca's curriculum. No student shall be required to take part in District of Waupaca Network or Internet activities if their parent(s)/guardian(s) files a written objection to such participation with the building principal. The District's Acceptable Use Policy is available from the building principal upon request.

## **CELL PHONE USAGE** Policy 443.5

"Cell phones" are not allowed in school without written authorization from the building principal for use in emergency situations only. Please help us by not sending them to school with your children. Use of the telephone by students is limited to emergency calls and school business calls only.

## **CHILD NUTRITION PROGRAM** Policies 400, 458, 458-R1

Monthly menus/lunch and breakfast prices/ contact information /free and reduced application information can be located on the Waupaca School District Webpage <https://www.waupaca.k12.wi.us> Family Resources/Food Service.

## **PURPOSE OF THE NUTRITION PROGRAM**

To safeguard the health and well-being of the students and to encourage the domestic consumption of nutritious agricultural commodities and other food, in providing an adequate supply of food and other facilities for the establishment, maintenance, operation, and expansion of nonprofit school lunch programs. In serving nutritious lunches to children each school day. The Program objectives, participating schools shall serve lunches that are nutritionally adequate and ensure that participating children gain a full understanding of the relationship between proper eating and good health.

## **SCHOOL WELLNESS PLAN**

Nutrition and physical activity are known to influence a child's development, potential for learning, overall sense of well-being, and risk of illness through adulthood. Students who practice good nutrition and engage in daily physical activity attend school with bodies and minds ready to take advantage of the learning environment. The District, therefore, encourages all members of the community to help create and support a school environment that emphasizes healthy, life-long habits of good nutrition and physical activity.

## **INFINITE CAMPUS**

Infinite Campus Communication is a priority at the Waupaca Learning Center. Infinite Campus is a web-based application that is accessed through an Internet connection. The student information system will allow parents to access their child's grades, attendance, and school bulletins. Guardians will receive a username and password for each of their children with instructions on how to use the program. An Infinite Campus Parent Login link can also be found on the School District of Waupaca's Home Page. <http://wsd.waupaca.k12.wi.us>

## **STUDENT NON-DISCRIMINATION Policy 411**

The School District of Waupaca does not discriminate against pupils on the basis of sex, race, religion, national ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap.

## **SCHOOL CLOSING/DISMISSAL Policy 722.4**

The District Administrator, Bus Supervisor, and City/County Police will determine when school shall be closed due to inclement weather. Don't call these authorities to determine if School is "On" or "Off." School closing information may be found on WDUX AM/FM, TV Stations or through **Infinite Campus**. Please communicate with your child's teacher regarding alternate plans for going home.

## **HEALTH SERVICES Policies 453 thru 454.4-R3**

Should a child become ill during the school day, report to the classroom teacher or the school office. **UNDER NO CIRCUMSTANCE** is the Student to just "walk home." The school nurse and health aides are available to oversee the health needs of students during the school hours. Information obtained from the parent and physician at kindergarten registration time is used to begin a permanent health record. Pertinent information is then added as the student's school life progresses. Wisconsin law requires the following immunizations: DPT (diphtheria, whooping cough, tetanus), polio, MMR (measles, mumps, rubella) and Hepatitis B. Screening programs in areas of hearing and vision are carried out by Health Services personnel and trained volunteers. Parents are promptly notified of any abnormal findings.

## **STUDENT ILLNESS**

There are children and staff in our buildings who have impaired immune systems, exposure to contagious diseases could be very serious for these individuals. Please be mindful of this if you suspect that your child might be ill. In order to help prevent the spread of contagious diseases, please do not send your child to school if they have any of the following:

- \***A fever of 100 or greater.** (Your child should not return to school until they are fever free without the use of fever reducers such as Tylenol.)
- \***A rash** that has not been determined to be related to an allergy or other non-contagious condition.
- \***A cough** that is productive, or has gone on for a few days.
- \***Green drainage** from their nose.
- \***Eyes that are mattering** and crusted shut in the morning, or any discharge that has not been diagnosed by your Doctor an allergy.
- \***A sore throat** with swollen tonsils and white or puss spots in their throat or on the tonsils. Anyone with a strep infection must complete a full 24 hours of an antibiotic before they are allowed to return to school.
- \***Vomiting or diarrhea.** If your child vomits during the night, please keep your child home long enough in the morning to make sure they are well.
- \***If your child has been seen by a physician** and is taking antibiotics, they will usually need to be kept home for a full 24-hour treatment before returning to School.

## **MEDICATION**

Students needing medication during the school day must report to the health office in their building. Students are not allowed to bring bottles of prescription medication to school. All prescription medications must be delivered to the health office by an adult. The medication must be in a current prescription bottle with the student's name, type of medication and instructions for dispensing. A "Physicians & Parent's Request for Giving Medication at School" form must be completed and on file in the Health Room. The Health Aide in each building will dispense medication.

## **STUDENT ALCOHOL, OTHER DRUG, AND TOBACCO POLICY (AODA) POLICY 443.4**

Students of the Waupaca SD are hereby notified of the following: the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or alcohol on school district property, Smoking and the use of tobacco, nicotine, or electronic vaping devices whether or not they contain nicotine is prohibited. Including all district owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events including extra-curricular activities while off school premises. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with State law (established state or local laws). The use of tobacco products on premises owned by the SD of Waupaca is prohibited.

## **STANDARD RESPONSE PROTOCOL (SRP) Policy 720**

Our School District's efforts to ensure student safety and security are ongoing. Based on current research and in an effort to coordinate emergency services with schools across the county, we have adopted the Standard Response Protocol. The SRP is a fast and clear way to communicate in the event of an emergency.

### **DANGEROUS WEAPONS AND/OR LOOKALIKE WEAPONS** Policy 443.6

It is District Policy that no person is allowed to have dangerous weapons and/or look-alike weapons on school property, on school buses or at any school related event. A look-alike weapon is defined as a toy gun, water gun, a non-working replica of a weapon, cap gun, popper, war souvenir or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Students found transporting a “dangerous weapon” or “look-alike weapon” on a district operated bus or vehicle will immediately be suspended from riding that bus for 3 days. Violation of this policy could result in suspension and/or expulsion.

### **STUDENT LOCKERS** Policy 446

School District of Waupaca Board Policy specifies that the Board retains ownership and possessor control of all school lockers and that designated school officials may conduct locker searches without notice.

### **MULTIPLE LEVELED SYSTEMS OF SUPPORT (MLSS)**

What is Multiple Leveled Systems of Support? Response to intervention is an education model that promotes early identification of students who may be at risk for learning and behavior difficulties. Its design may include a leveled system that provides appropriate learning experiences for all students and identifies students at risk for academic failure. Student’s benefit when their current levels of skill and ability are aligned with instructional and curricular choices provided within the classroom. For most students, typical classroom instruction is appropriate and meets their needs. Other students require a more challenging curriculum or more support. The MLSS hypothesis is that the earlier these students are identified and provided appropriate instruction, the higher the likelihood they are to demonstrate academic success. The Core Features of MLSS include the following research-based classroom instruction \*Student assessment with classroom focus \*Universal screening of academics and behavior \*Continuous progress monitoring of students \*Implementation of appropriate research-based interventions \*Progress monitoring during interventions\*Implementing programs, assessment and progress monitoring tools with fidelity.

### **TITLE 1 PROGRAM** Policies 342.4 & 342.5

The Title 1 Program at the Waupaca Learning Center will focus on students in preschool and the primary grades through grade 4. The most important element of our program is the use of Title 1 teachers to promote students success in reading and math. Title 1 teachers support students’ success in the language arts and math curriculum. Title 1 Teachers identify learning problems and use different strategies to reinforce skills taught in the classroom program. Classroom teachers and Title 1 teachers communicate about student’s specific problems/needs and coordinate their approaches with individual children. Initial decisions about group placement and the need for tutoring are based on needs assessment and current teacher referral.

### **ENGLISH LANGUAGE LEARNERS (ELL)** Policies 346.3 and 346.3-R1

The district utilizes methods and services to ensure English Learners can meaningfully participate in the academic and special programs. With the low incident rate of English Learners attending Waupaca’s schools, the program type that serves English Learners is primarily structured English immersion. Classroom teachers design instruction based upon the WIDA Performance Indicators, Individual student instruction is detailed on the Individualized student language Plan (ILP). English Learners may also be served through a Multi-tiered System of Support that provides interventions to those students targeted for additional support.

**ANTI-BULLYING, HARASSMENT, HAZING POLICY** Policies 411.1 & 411.1-R1

Bullying is a series of negative and/or violent repetitive actions between individual students or groups of students. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying may involve verbal, physical, and/or indirect behavior. Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

**REPORTING PROCEDURES** • All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator. Any other person, including a student who is either a victim of bullying or is aware of bullying or any other concerned individual is encouraged to report the conduct to the assistant principal, principal, dean of students, school counselor(s), teacher(s), or to any staff member. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

**HUMAN GROWTH AND DEVELOPMENT INSTRUCTION** Policy 341.41

Human Growth and Development instruction shall be made available to students in the School District of Waupaca as part of the district's health education curriculum and other related curricular and support programs. The kindergarten through grade 12 program in the District offers medically accurate and age appropriate instruction. The program includes instruction in the following areas: 1. Self-esteem, responsible decision making and personal responsibility; 2. Interpersonal relationships; 3. Adolescent sexual activity; 4. Family life and skills required of a parent; 5. Human sexuality, reproduction, natural family planning and other forms of contraception, prenatal development, childbirth, adoption, available prenatal and postnatal support and male responsibility; 6. Stereotypes based on sex and protective behaviors. The aforementioned instructional topics (1-6) are not an inclusive list of all topics covered by the District's health education curriculum. The District's Director of Teaching and Learning, or his/her administrative level designee, shall have primary administrative responsibility for overseeing the development, maintenance, and implementation of the District's human growth and development curriculum.

**STUDENT ASSESSMENT** Policies 346, 346-R1

Balanced, ongoing assessment is essential to the District's mission of providing an education appropriate to each student. Systematic collection, interpretation and application of assessment data are necessary to determine student learning and progress, to allow for accountability in teaching and learning, and to facilitate appropriate program review. In addition to standardized achievement tests, District assessment plans and procedures may involve the use of a variety of formal and informal assessment techniques. These may include approaches such as teacher-designed assessments, direct observations of student performance, instruments supplied by book companies, diagnostic assessments, tests of learning aptitude, career awareness and career aptitude/attitude assessments, portfolios, and any assessments required by state and federal laws.

# School District of Waupaca Assessment Calendar 2020/21

Assessment	Grade Levels	Season/Window	Dates
iReady	1-8	Fall Diagnostic	9/8/20-9/30/20
Pre-ACT	9-11	Fall Benchmark	9/16/20
PALS	4K	Fall Window	10/12/20-10/30/20
Earlier Literacy Screener	K	Yearly State Assessment	10/12/20-10/30/20
<a href="#">ACCESS Test</a>	All Grades (when applicable)	Yearly State Assessment	12/1/20-1/29/21
iReady	K-8	Winter Diagnostic	1/4/21-1/29/21
PALS	4K	Winter Window	1/4/21-1/29/21
<a href="#">ACT</a>	11	Yearly State Assessment	3/23/21 (4/13/21 makeup date)
<a href="#">Forward Exam</a>	3-8, 10	Yearly State Assessment	3/22/21-4/30/21
Dynamic Learning MAPS	3-11 (when applicable)	Yearly State Assessment	Information not released yet (as of 4.17.20)
<a href="#">Aspire Summative</a>	9, 10	Yearly State Assessment	4/5/21-5/5/21
iReady	K-8	Spring Diagnostic	5/3/21-5/21/21
PALS	4K	Spring Window	5/3/21-5/21/21