



Building Blocks of Learning

School District of West De Pere

**4 YEAR OLD KINDERGARTEN  
Student-Parent Handbook  
2018-2019**

Dear Parent(s) and/or Guardian(s),

Thank you for entrusting the West De Pere 4 Year Old Kindergarten Program with your child(s) early education experience. We feel honored with this opportunity. We will do our best to work with you to provide your child with a positive start to his/her educational career.

The School District of West De Pere is excited to be working with our community child care providers to offer a Four-Year-Old Kindergarten program for the 2018-2019 school year. Providing young children with early educational experiences creates students who are more successful throughout their educational career. This partnership will provide a developmentally appropriate, community-based program, with a focus on the whole child. This will be achieved through a positive, safe learning environment with opportunities for purposeful play. We will provide the foundation for all students to reach their fullest potential and become life long learners in a global community. The four-year-old kindergarten program has established the following points:

The program will be located at the following locations:

- Westwood Elementary
- Our Lady of Lourdes
- Encompass Early Education Center
- Kiddie College Academy and Child Care

Each location will offer a half-day program in the morning and afternoon.

The 4K program and its locations will closely follow the West De Pere School calendar. Two exceptions to the calendar would be the K-12 Early Dismissal days and the last day of school. On those days, both the AM and PM 4K students will not be in school.

Depending on space availability at each site, children may be served at a location (either a school or child care facility) outside of their home school attendance area. If this occurs, transportation will be provided.

Children must be 4 years old on or before September 1, 2018. Four-year-old kindergarten is a voluntary program.

Transportation will be provided and will follow the same regulations as what is provided to our kindergarten students.

The four-year-old kindergarten program will be developmentally appropriate and may include but will not be limited to:

- Readiness skills
- Language development
- Social development
- Emotional development
- Physical development
- Self-help skills

The curriculum is based on the Wisconsin Model Early Learning Standards ([www.collaborationpartners.com](http://www.collaborationpartners.com)) and can be found on the West De Pere School District website, [www.wdpsd.com](http://www.wdpsd.com) under Hemlock Creek Elementary or Westwood Elementary, then look for the 4K program tab on left hand side.

Parents will be made aware of the district belief that four-year-old kindergarten is designed as a one year four-year-old kindergarten experience for children to attend in the year prior to their enrollment in general kindergarten.

Again, thank you for this opportunity.

Respectfully,

Mr. Scott Marsden

## 2018-2019 WEST DE PERE SCHOOLS

### BOARD OF EDUCATION

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Mr. John Zegers Superintendent	337-1393
Mr. Kevin Hanson Business Manager	337-1393
Mrs. Amy Schuh Director of Student Services	337-1393
Dr. Jason Lau Westwood Elementary Principal	337-1087
Mr. Scott Marsden Westwood Associate Principal/4K Director	337-1087
Mrs. Kathleen Held Hemlock Creek Elementary Principal	425-1900
Mr. Michael Kowalczyk Hemlock Creek Associate Principal/ Summer School Director	425-1900
Dr. Jim Finley Middle School Principal	337-1099
Mr. Jason Zielinski Middle School Associate Principal/ Activities Director	337-1099
Dr. Russell Gerke High School Principal	338-5200
Mr. James Heinke Associate High School Principal	338-5200
Mr. Scott Eggert Director of Student Activities	338-5200
Mrs. Amy LaPierre Director of Curriculum	337-1393

## 4K Director: Mr. Scott Marsden

### West De Pere 4K Site Locations

Encompass Early Education Center  
2000 Lawrence Drive  
De Pere, WI 54115  
(920) 336-1541  
Morning Session: 8:40 - 11:25  
Afternoon Session: 12:30 - 3:15

Kiddie College Academy and Child Care  
1370 Partnership Drive  
Green Bay, WI 54304  
(920) 632-6333  
Morning Session: 8:40 - 11:25

Our Lady of Lourdes  
1305 Lourdes Avenue  
De Pere, WI 54115  
(920) 425-9989  
Morning Session: 8:30 - 11:15  
Afternoon Session: 12:25 - 3:10

Westwood Elementary  
1155 Westwood Drive  
De Pere, WI 54115  
(920) 337-1087  
Morning Session: 8:30 - 11:15  
Afternoon Session: 12:30 - 3:15

### 4K Teachers and Instructional Aides

Mrs. Jenny Daul  
Aide - Laurie Steckart (AM)  
Aide - Sheila Boden (PM)

Mrs. Jennifer Torres  
Aide - Susan Dessart (AM)

Mrs. Cathy Seidl  
Aide - Ileen Westphal (AM)  
Aide - Lynn Maas (PM)  
Mrs. Beth Mueller  
Aide - Colleen McCurley (AM)  
Aide - Deb Johnson (PM)

Mrs. Michelle Nooyen  
Aide - Nicky Popp (AM)  
Aide - Annie Schwaller (PM)  
Mrs. Kristy Dugre  
Aide - Michelle Axford (AM)  
Aide - Sue Schreurs (PM)  
Mrs. Michelle Ernzen (Special Ed.)  
Mrs. Lisa Lokken-Speech and Language  
Mrs. Candace VanVeghl-Speech and Language

# West De Pere 4K Program 2018-2019

**Vision:** The West De Pere 4K community partnership will provide a developmentally appropriate, community based program, with a focus on the whole child. This will be achieved through a positive, safe learning environment with opportunities for purposeful play. We will provide the foundation for all students to reach their fullest potential and become lifelong learners in a global community.

## **Guiding Principles:**

- Children are individuals with diverse backgrounds, to be acknowledged and respected.
- All children learn in their own way.
- Children, as individuals have different rates of development: social-emotional, language, physical and cognitive.
- A child's learning environment is a positive, safe, play-based, developmentally appropriate space.
- Child expectations will be guided by the Wisconsin Model Early Learning Standards, which reflect growth and development. For a guide, refer to: [www.collaboratingpartners.com](http://www.collaboratingpartners.com)
- Children's early learning experiences include varied opportunities for the development of the young child.

Families are partners, role models and respected as their child's first teacher.

West De Pere School District  
4 Year Old Kindergarten Learning Guide

By the end of 4K, your child will have experienced...

Auditory/Language

- Follow simple two to three step directions
- Recite a familiar nursery rhyme, and sing simple songs
- Listen to and retell a story in sequence (minimum of 3 steps)
- Use language for a variety of purposes
- Use new vocabulary
- Speaks clearly and in complete sentences

Phonological Awareness

- Have an awareness of sounds and letters
- Has an understanding that talk is written down
- Children play with language through rhyme and music

Concepts of Books and Print

- Identify front/back of book
- Identify title
- Identify author/illustrator
- Demonstrate left to right progression

Fine Motor

- Manipulate small objects with both hands
- Hold writing tools and scissors functionally
- Cut a simple straight or curved line
- Draw a person that has six body parts
- Trace, copy and draw simple shapes

Large Motor

- Participate in movement activities
- Show large muscle control through
- jumping, skipping, sliding, bending, twisting, turning, pulling, pushing

Math

- Sort objects by one feature (color, shape, size)
- Identify shapes
  - (circle, square, triangle, rectangle, diamond, oval)
- Identify basic colors
  - (red, orange, yellow, green, blue, purple, white, black, brown, gray,

pink)

- Rote count to 30
- Identify numbers 0-10
- Count objects 1-10 with one-to-one correspondence
- Recognize order (first, last)
- Complete simple patterns
- Identify position words (ex. on/off, above/below, in/out)

#### Letter Recognition and Formation

- Recognize first name in print
- Write first name correctly, with recognizable letters
- Identify 10 letters, especially those from own name

#### Self Help Skills

- Take off and put on outside clothes with minimal adult help
- Take care of personal hygiene
- Be responsible for own belongings
- Be responsible for cleaning up after self
- Will begin to problem-solve using a variety of strategies

#### Social Skills

- Participate in daily routines
- Demonstrate the ability to solve problems during play
- Begin to develop the ability to play and share with peers
- Try new things and take risks to learn

## IMPORTANT DATES FOR 2017-2018

**Please refer to the following dates if you have any questions regarding special days and vacation.**

Parent Meeting / Open House (4:30-6:30)	August 28, 2018
First Day of School	September 4, 2018
Early Dismissal (No 4K)	October 12, 2018
Early Dismissal (No 4K)	October 25, 2018
No School	October 26, 2018
End of Trimester 1	November 30, 2018
Early Dismissal	November 30, 2018
Thanksgiving Vacation	November 22-23, 2018
Report Cards Sent Home	December 11, 2018
Holiday Vacation <b>NO SCHOOL</b>	December 24, 2018 – January 1, 2019
<b><u>CLASSES RESUME ON: Wednesday</u></b>	January 2, 2019
No School	January 21, 2019
Parent Teacher Conferences (8 am - 8 pm) <b>No Classes for Students</b>	January 31, 2019
Parent Teacher Conferences (8 am - 3:30 pm) <b>No Classes for Students</b>	February 1, 2019
Early Dismissal (No 4K)	March 8, 2019
End of Trimester 2	March 8, 2019
Report Cards Sent Home	March 19, 2019
Early Dismissal (No 4K)	March 22, 2019
<b>NO SCHOOL 4K – 5 (Spring Break)</b>	March 25 - March 29, 2019
<b><u>CLASSES RESUME ON: Monday</u></b>	April 1, 2019
No School	April 19, 2019
<b>Early Dismissal</b>	May 3, 2019
Memorial Day - <b>NO SCHOOL</b>	May 27, 2019
End of Trimester 3	June 6, 2019
Student Last Day of School 4K-5	June 6, 2019
Report Cards Sent Home	June 6, 2019
Teacher Last Day	June 7, 2019



### **Areas of Learning**

Children learn by observing, hearing, touching, discovering - PLAYING!! We have a curriculum that is developmentally appropriate and provides activities in the following areas of learning:

- Social-Emotional: interacting with the environment and relating to peers and other adults.
- Readiness Skills: understanding ideas and concepts, remembering and applying what has been learned.
- Language: speaking and understanding what has been said.
- Fine Motor: grasping, printing, cutting, eye-hand coordination, etc.
- Gross Motor: crawling, running, jumping, hopping, balance, etc.
- Self-Help: eating skills, dressing skills, toileting, and other self-care activities.

### **Arrival at School & Departure**

The program has A.M. and P.M. sessions that operate five days of the week. Supervision begins 10 minutes before class time. Children should not be dropped off before that time!

If you will be dropping off or picking up your child at school, you may park in the visitor parking slots. Do not park in the reserved spaces. Please be as quick as possible. Upon arrival a parent or other adult needs to walk the child to the classroom and make contact with the classroom supervisor before leaving their child. Students riding the bus will be walked in and/or walked out by a staff member from that particular site.

Children are expected to be picked up promptly after class ends. If your child is not picked up in a timely manner, it is the school district's policy to attempt to contact the parent or emergency contact. If neither is available then we contact the police.

For those students who ride the bus, be assured that staff will walk them directly to their bus. Any questions about busing or changes you may have with busing should be directed to Lamers Bus Lines at (920) 336-0565. These policies are for your child's safety. The staff and school appreciate your cooperation!

### **Attendance and Absent Procedure**

Regular attendance is conducive to success in any educational program so it is expected that children attending the program will attend regularly. If your child will be absent for any reason, please call your child's teacher as soon as possible. As of 2011, children ages 5-18 will be subjected to Attendance Truancy Policies. Please refer to Student Attendance & Truancy Policy 5113 & 5113(R).

### **Bus Transportation**

If at any time you do not want your child to ride the bus home after school, please call school or send a note to his/her teacher so that proper arrangements can be made. Also if you qualify, but choose not to ride the bus; please call Lamers Bus Lines at (920) 336-0565, so their name does not appear on the route list.

Students who normally do not ride the school bus, may not "catch" a ride with a friend for the purpose of going to his/her house after school. If you already ride a bus and want to "catch" a ride on another bus, you may only do so if the driver consents and there is room. If your child is going to a friend's home, please make your own arrangements for transportation.

If you do not qualify for transportation provided by the school district and wish to have your child ride the bus to or from school, please call Lamers Bus Lines at (920) 336-0565 to make the necessary arrangements.

A code of conduct is sent home with students each fall.

1. To handle the cases of misconduct, the following procedures will be followed.
  - a. The driver will fill out a misconduct report. This report must be given to the school within forty-eight hours of the offense. The misconduct report shall at least state the date of the offense, student's names, offense committed and driver's signature and route number.
  - b. The following action will follow the issue of a misconduct report.
    1. First offense - The school will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school deem necessary to correct

- the situation.
2. Second offense - The school official will inform the parent of the offense and the student will be denied transportation for five school days.
  3. Third offense - The school official will inform the parent of the offense and the student will be denied transportation for thirty days.
  4. Any subsequent offenses will result in denial of transportation for the balance of the school year.
- c. Parents are responsible for transporting the student to school during the suspension period.
2. Parents or guardians are to be aware that in any of the above actions, they have the right to due process. Contact the building administrators.
  3. Drivers may refuse to transport pupils only if an immediate report of the circumstance is made to the school principal on the next trip to the school. No pupil shall be put off the school bus except at school or at their home. The driver may not put student off the bus unless authorized by the building principal.
  4. A school administrator or bus driver has authority to assign riders to designated seats.  
(Board Policy 3541.1, 3541.2, 346.0)

### **Calendar**

The 4K program and its locations will closely follow the West De Pere School calendar. An exception to the calendar would be the K-12 Early Dismissal days. On those days, both the AM and PM 4K students will not be in school.

### **Child Guidance (Behavior)**

We will provide positive guidance for children through modeling or respect for others, providing a comfortable environment designed for the needs and interests of the children, planning and directing age-appropriate activities, and engaging in on-going evaluation of schedules, curriculum, and the children's development.

If a discipline problem does arise, positive discipline techniques will be used (redirection, setting clear limits, positive reinforcement, choices.) Teachers shall provide for positive guidance, redirection, and the setting of clear-cut, age appropriate limits. Our physical, social and emotional environments are designed to help the child develop self-control, self esteem and respect for the rights of others.

Punishment that is humiliating or frightening to a child, such as hitting, spanking or other forms of physical punishment are prohibited. These forms of punishment will never be used, even at the parent's request.

Discipline techniques are intended to develop the children's self control, self-esteem, and respect for the rights of others. The key to effective discipline is consistency.

### **Classroom Parties**

We will ask for volunteers to help with classroom parties. If you would like to bring treats for your child's birthday, please let the teacher know ahead of time so the class can plan accordingly.

### **Communication**

We believe that a child profits most when home and school share common goals for your child. It is essential that parents and teachers communicate effectively.

We hope you will find a number of ways to become involved in your child's educational program. Our parent program provides a variety of ways for teachers and parents to "keep in touch" throughout the school year. These might include: home visits, school visits, in-services/workshops, phone calls, written notes, monthly newsletters, parent/teacher conferences, or school programs. We would like to be a valuable resource for you, helping you to find information that applies to your child and to your family needs.

Because we want to be in regular contact with you, please let us know of any changes in your telephone number or address. If your emergency contact's phone number changes, please let us know. And, if any changes occur in your family (moving, marital status, illness, etc.) be sure to tell us so we can help your child handle the changes in the best possible way.

Because you, the parent, are so important to your child's learning, maintaining good communication through notes, phone calls, and visits is very important. We expect and truly appreciate when parents involved in our program keep the channels of communication open. We all want the best for you and your child. Tuesday is note day. Notes and communications are sent home each week on Tuesday.

### **Conferences**

A Parent-Teacher-Student Conference will be scheduled for each child. However, we encourage you to meet with your child's teacher, either in person or by phone whenever you have a concern. Parent conferences are designed to provide:

- An update of your child's academic and social development.
- An opportunity to share concerns about your child.
- A mutual discussion of your child's strengths/weaknesses.
- A chance to cooperatively develop plans for your child's continued growth.
- Develop and discuss personal educational plans.

### **Confidentiality**

The professionals involved with the program follow mandated legal requirements in regards to confidentiality. What this means is that we do not share information with other individuals without your written permission except in cases of suspected child abuse or neglect.

If you are volunteering in the classroom, we request that you would also honor general confidentiality rules. Please do not share personal information about the students with your family or friends. What happens at school stays at school. If you have a specific concern, contact your child's teacher or Mr. Marsden, (4K Director).

### **Curriculum**

We use The Wisconsin Model of Early Learning Standard (WIMELS) as curriculum guidelines. Four year old teachers develop their own units, keeping in mind these standards. The curriculum can be found on the Elementary School Districts website, [www.wdpsd.com](http://www.wdpsd.com).

### **Daily Activities**

Your child will be involved in many activities including painting, gluing, cutting, and sensory activities. Please dress your child in appropriate clothing so he will not be overly concerned about getting dirty. Be sure school clothes are clean and fit your child well. Avoid clothes that are too large or too tight because they prevent easy movement. Please avoid clothing with complicated belts, overalls, suspenders and/or straps. They are hard for children to manipulate by themselves making bathroom time more difficult than it should be.

We request that you send your child in tennis shoes with socks. We plan gross motor activities on a daily basis. Flip-flops and sandals are not recommended because they are not safe for gym time or on the playground.

The attention span of a 3-5 year-old child is relatively short; therefore, there is a need for a variety of activity. With a flexible program in mind, each teacher sets a schedule to satisfy the needs of the class. This schedule includes many experiences. The length of time spent with each varies according to the groups' interest and need in subject matter.

### **Dress**

We believe in active, "messy" play. The 4K Program will provide smocks or paint shirts but this cannot guarantee clothes will not get messy. Please dress your child appropriately so she/he can participate without fear of ruining good clothes and can develop his/her independence in dressing and toileting.

### **Drug Free School Zone**

It shall be the policy of the School District of West De Pere to adopt and maintain drug-free facilities and programs. The use of tobacco in the buildings, on district property and on school sponsored activities/field trips is prohibited. Use or possession of illicit drugs and/or alcohol by students, staff, or citizens will not be tolerated and will be punished to the fullest extent of existing laws.

### Duplicate Correspondence

It is the policy of the West De Pere 4 Year Old Kindergarten Program to provide duplicate copies of official records regarding students whose parents or guardians have special needs and who request this service in writing. The most common reasons for requesting this service include the separation or divorce of the parents.

Persons who wish to receive a duplicate copy of correspondence or records concerning a student should complete a duplicate correspondence request form. Your request will be honored when this form is completed, returned, and is approved by the 4 Year Old Kindergarten Director.

### Emergency Information Record

Each student has on file, completed upon registration, an emergency information card listing parent work numbers, health considerations, and emergency contact information should the parent/guardian not be available if needed. **IT IS VERY IMPORTANT THAT THIS INFORMATION BE KEPT CURRENT AND ACCURATE.** If you wish to check the present information on the emergency card, please call the school office. **MAKE SURE TO INCLUDE A PHONE NUMBER WHERE SOMEONE CAN BE REACHED DUE TO ILLNESS OR SOME FORM OF EMERGENCY.**

### Fees

Students in 4K are assessed a fee to help cover the cost of the consumable materials and resources used throughout the year. The fee is \$15.00. A form is available to parents to apply for a waiver of fees. Parents will be notified whether or not their fees will be waived as soon as their application is reviewed. Checks can be made out to West De Pere School District.

### Field Trips

Periodically throughout the year, the program will take field trips in our community. On the bottom of your child's profile sheet there is a place to sign, giving your child permission to go on field trips. Notes will be sent home announcing the locations, dates, and times for the field trips. Please dress your child appropriately according to the location of the field trip, the type of activities occurring, and the weather. Parent chaperones will need a current, completed and approved background check. After passing a background check, the Parent/Guardian will be placed on an approved volunteer list. **Any background checks approved in 2016-2018 are still valid. If your background check was approved prior to these dates, you will need to reapply.** Parent/Guardian should be the only ones attending the teacher approved field trip. Siblings/other family members not signed up should have other arrangements made.

### Fire Drill/Tornado Procedures

During the school year, Wisconsin State Statutes require there be monthly fire drills. Each room will have a posted evacuation route. Rules concerning these drills will be discussed with all students periodically throughout the school year. Students will exit in an orderly fashion, follow teacher directions, and return to the building with the teacher after the all clear signal.

Tornado drills are also held periodically. Classroom teachers explain proper conduct and evacuation areas to all students. The meaningfulness of these practice drills is emphasized to the students. Please rest assured that every precaution possible will be taken to assure the safety of all children at all times.

### First Aid

In case of a serious accident, necessary first aid will be administered and the parents will be notified. If it is necessary to call 911 for an ambulance, the parent will be contacted immediately.

### Food Allergies

Please inform school personnel if your child has any known food allergies. In the event of a food allergy, we will work in conjunction with parents and our school nurse. Please contact your teacher and/or school nurse for proper paperwork.

### Guidelines for Developmentally Appropriate Grade Placement

Parents will be made aware of the districts belief that four-year-old kindergarten is designed as a one year four-year-old kindergarten experience for children to attend in the year prior to their enrollment in kindergarten.

### **Illness**

Normally, children who are too ill to go outside for recess are too ill to be at school. Please call school by 8:00 a.m. if your child will not be in attendance.

### **Immunizations**

Wisconsin Immunization Law requires all public and private school students to present written evidence of immunization against certain diseases (measles, mumps, rubella, diphtheria, tetanus, pertussis, Hepatitis B, chicken pox) within 30 days of admission. Parents of children who lack the proper immunizations will be notified and will be in compliance with the Wisconsin Immunization Law. Minimum requirements for the 2018-2019 school year are as follows:

AGE/GRADE	NUMBER OF DOSES
PreK (2 years to 4 years)	4DTP/DTa/DT 3 Polio 3HepB 1MMR 1 Varicella or Chickenpox disease
Grades K through 5	4DTP/DTa/DT/Td 4 Polio 3HepB 2MMR 2 Varicella or Chickenpox disease

### **Inclement Weather**

When there is a 2 Hour Delay for the West De Pere School District, the AM session of 4K will be canceled. The PM session will continue as normal. Please remember to listen to local radio or television stations for school delays, early closing, and cancellations. Please do not call the school unless it is an emergency. Calling the schools hinders our efforts to communicate the news effectively. Parents are asked to have alternate plans for their children's supervision and care in the event school is closed early due to inclement weather or other emergencies. Remember that buses will probably run a little late when the roads are in poor condition.

### **Insurance**

The school district offers a student insurance policy to cover individual accidents. Information on this voluntary policy is sent home with your child in September. The school district does not carry a comprehensive insurance; it is recommended that you give the policy serious consideration.

### **Health and Illness**

To help make your child's school days easier, begin to work on the following sleeping and eating routines now if you haven't already. Start by setting up a regular sleeping schedule. Brushing teeth before bed helps prevent tooth decay and helps promote good habits for your child as he gets older. Bedtime can be made easier by setting up a definite sleeping schedule. How much your child gets out of school is closely related to how much sleep he gets. Children are not able to learn if they are tired in school.

Three good meals a day are just as important as adequate sleep. Although it is often difficult to wake children for breakfast, their success in school depends on this. Please be sure to serve three balanced meals a day.

If your child is ill, please keep him/her home. If your child has any of the following symptoms, do not bring him to school: fever, diarrhea, rashes, vomiting or signs of a communicable disease. Contagious diseases such as flu, strep throat, and pink eye spread very rapidly among your children. Please call your child's teacher to let her know of your child's health. If your child develops any of the above named symptoms while at school, he will be temporarily isolated and you will be notified to pick him up.

Please notify us immediately if your child has been exposed to or develops any communicable diseases. A note will be sent home if any child develops a communicable disease.

In case of emergency while your child is a school, we will make all attempts to contact you, the parent; however, in the event that you are unavailable, we will contact the emergency contact person you listed on your child's form. Therefore, it is very important that you notify us any time your emergency contact's phone number changes.

### **Highly Qualified Staff**

The educators hired for the 4K positions have been screened and interviewed by representatives of the 4K programs. The individuals chosen possess characteristics and values that are children centered. They also have shown a great interest in creating a learning environment that is active, safe, and interesting. All 4K teachers have a bachelor's degree in education and will be implementing the West De Pere 4 Year Old Kindergarten Curriculum.

### Lost and Found

Each year we give a charitable organization excellent clothing that is left behind by children. Please label all clothing. Misplaced items are available and can be viewed during school hours. It is strongly recommended that the child's name be fixed in their outer garments such as hats, coats, mittens, shoes, etc. to assist in finding them in the event they are lost.

### Medication

**Prescription Medication:** Students who have a medical need to take prescription medication during the school day must have signed parent and health care provider consent; medication must be clearly labeled in the original container. No prescription medication will be dispensed without the proper forms. All medication at school will be dispensed by designated office personnel. At the off site facilities, the medication will be dispensed by designated personnel.

**Over the Counter:** Students who have the need to take over the counter medication during the school day must have a signed parental consent prior to the administration of medication. Medication must be in original, properly labeled container. All medication at school will be dispensed by designated office personnel. At the off site facilities, the medication will be dispensed by designated personnel.

### Open Enrollment

Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live.

Wisconsin residents in grades 4K to 12 may apply to participate in open enrollment. Students in 4K may participate in limited circumstances; parents should call their resident school district administrator to find out if their 4K-aged children qualify. Applications can be found online at <https://www2.dpi.state.wi.us/OpenEnrollApp> or contact the West De Pere School District Office for more information.

**Parents must submit application forms to nonresident school districts no earlier than February 1, 2019 and no later than the last April 30, 2019.**

**If you are moving during the school year:** Current residents of the West De Pere Schools who anticipate moving out of the district and wish your child(ren) to be considered to remain at a West De Pere school, must apply through open enrollment.

### Outdoor Play

Daily outside activities are a part of our morning and afternoon schedules. If a child is well enough to be in school, the child is generally assumed well enough to go outside. In extreme weather the building administrator will determine whether conditions are acceptable for outdoor play.

### Parking

Parking will vary from site to site. Listed below are the four locations:

1. **Westwood** - You may pick up and drop off your child in the designated parking spots. For your child's safety, please walk your child to and from the school doors. Avoid parking in handicap spots, bus stalls, and fire lanes.
2. **Our Lady of the Lourdes** - Parents are asked to use the north parking lot (off Lourdes Avenue) for individual drop-off and pick-up. We have directional signs and arrows indicating the proper flow of traffic for those who are dropping children off and do not need to enter the building. If parents need to park and enter the building, they should do so through the main school doors located on the north side of our building.
3. **Encompass** - Parents are asked to park in front of the building.
4. **Kiddie College** - Parents are asked to park in front of the building.

### Parent Involvement

Parent volunteers will be subjected to background checks before they work under the direction of the teacher, principal and child care directors. Parents provide valuable assistance by modeling a positive attitude towards learning and an attitude of helpfulness. Volunteers must be willing to work with a variety of students, exhibit kindness and good humor, and support the instructional program. Parents will not be used to replace the teachers. Teachers, principals and child care directors reserve the right to limit the amount of

time any one volunteer may spend in the classroom so the experience remains positive for all involved.

### **Registration**

Registration is held in January. The child must be four years old on or before September 1<sup>st</sup>. Parents must bring the child's birth certificate to verify the date of birth, proof of residency, and a copy of the child's immunization record.

### **Safe Environment**

There will be no smoking in or on the premises. (*i.e. parking lot, front entrance, playground, etc.*) Policy prohibits smoking, firearms, and other significant hazards that pose risks to children on its property.

### **School Cancellations**

Please remember to listen to local radio or television stations for school delays, early closing, and cancellations. Please do not call the school unless it is an emergency. Calling the schools hinder our efforts to communicate the news effectively. Parents are asked to have alternate plans for their children's supervision and care in the event school is closed early due to inclement weather or other emergencies.

### **School Pictures**

School pictures will be taken in the fall. Each child receives an envelope with two proofs. Parents can select one of the proofs. There are many packages to pick from depending on what size pictures you would like to order. Please make sure the proof is marked and the selection made before returning the envelope to school. You must include the total amount due with the envelope. The finished pictures are then delivered to school and handed out to the students to bring home. Your date and time will be provided to you via the monthly calendar. Please look for more information coming to you in the Tuesday folders.

### **Screening**

Students will be screened in the following grades or by teacher referral:

Vision: 4K-2                      Hearing: K, 1

Screening does not substitute for a professional exam. Any possible concerns will be referred to parent/guardian for further evaluation by their health care provider.

### **School Supply List**

- 1 Box of Plastic Bags (Any size)
- 1 Pack of Paper Plates
- 1 Box of Tissues
- 2 Can of Clorox Wipes
- 4 Large Elmer's Glue Sticks
- 1 White Elmer's Glue
- 1 Plastic Pocket Folder Labeled with Child's Name (any color)
- 1 Washable Crayola Watercolor Paints with Brush 8 Count
- 1 Set of Washable Markers
- 1 Black Dry Erase Marker
- 1 Dry Marker Eraser
- 2 Box of 16 Count Crayons
- 1 Change of clothes (including socks, underwear, pants, and shirt) in a large zippered storage bag labeled with your child's full name
  
- Velcro Shoes Preferred
- No Backpacks Please, One Will Be Provided

### **Snack**

Parent(s) your child will be able to partake in a snack break at their respected learning environment. We ask for your support with this endeavor by having you send a specific type of snack. Those requests will be sent home before the beginning of the school year. Reminder slips will be sent home in the Tuesday folders on periodic bases when your child's snack is running low.

### **Students Leaving Early**

If a student leaves school before dismissal time, the person picking up the student has to stop in the office and sign the student out. Please refrain from picking up your child early.

### **Student Records**

Parents have the right to inspect, review and obtain copies of the student's records. School Board Policy 5120 contains the policy and procedures regarding student records. Copies of this policy can be obtained from the district office at 400 Reid Street, Suite W.

West De Pere Public Schools designate as directory data a student's name, 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. This directory data shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release, in writing, of their own initiation. Refusal of such release must be made no later than two weeks after the opening of school or of enrolling in school in the case of those entering West De Pere Schools after the school year has started. This exception to the policy shall be published in a local newspaper annually along with information relating to the opening of school. You have the right to file a complaint with the Family Policy and Regulation Office of the U.S. Department of Education.

### **Toileting**

It is the expectation of the 4K Program that your child is able to use the bathroom independently.

### **Toys from Home**

The West De Pere district classrooms are very well equipped for the development of children. To avoid lost or damaged toys, we discourage children from bringing toys from home to school. The West De Pere School District will not be responsible for any lost or damaged toys.

### **Visitors**

Visitors on school premises are required to come to the school office, identify themselves, state the purpose of their visit, and sign in our visitor's book. You will also be asked to wear a name tag for security reasons. If in the opinion of the Administration the stated reasons are not proper, the visitors will not be allowed to proceed.

### **Volunteer Program**

Many volunteers are needed in the course of the school year. We utilize volunteers to help with classroom activities, as chaperones, to assist with projects, to read with or help small groups. Volunteers are expected to follow school rules and guidelines within the volunteer handbook and practice confidentiality regarding students and complete a background check. Volunteers must be approved.

The presence of volunteers and the assistance they provide is greatly appreciated and valued by school personnel. We ask that volunteer's sign-in each time they arrive and sign out when they leave. In this way we are aware of your presence and are able to keep a cumulative record of how many volunteer hours people are donating to our schools. From time to time grant monies are made available to assist schools in the development of these programs. It is essential that logs (sign in) and other records are kept for these programs. Please contact the school office if you would like to help.

**Any background checks approved in 2016-2018 are still valid. If your background check was approved prior to these dates, you will need to reapply.**



**NONDISCRIMINATION POLICY**

The Board of Education recognizes the need to create and maintain an atmosphere for all students, staff, community members, and visitors, in all district facilities, which is free from all forms of discrimination. It is the policy of the School District of West De Pere, that no person shall be discriminated against on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation or physical, mental, emotional or learning disability, arrest record, conviction record, membership in the national guard, homelessness, or by any other criteria as specified in the legal references below.

It shall be the responsibility of the District Superintendent to examine existing policies and develop new policies where needed to ensure that the West De Pere District does not discriminate pursuant to federal and state law. The District Superintendent shall publish notices regarding nondiscrimination annually according to statute. The District Superintendent shall also ensure that an employee(s) is designated annually to receive complaints filed under Sec. 118.13 Wis. Stat., PI 9 Wis. Admin. Code, Title IX of the Educational Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee(s) shall assure adoption of a complaint procedure to resolve complaints alleging violations of these laws, assure that an evaluation of the District's compliance with sec. 118.13 Wis. Stat. is completed every five years under PI 9, Wis. Admin. Code and submit form PI-1197 to the Department of Public Instruction annually.

Any person who believes he or she has been discriminated against in violation of this or other district nondiscrimination policies, is encouraged to follow the appropriate complaint procedures:

discrimination against a person of student age - see Policy 5117: Student Nondiscrimination  
discrimination against a person beyond student age - see Policy 4117: Staff Nondiscrimination

LEGAL REFERENCE: Wisconsin Statutes Sections 111.3 (Subchapter II), 118.13

Wisconsin Administrative Code Chapter PI9

Title VI of the Civil Rights Act of 1964

Title IX of the Educational Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Federal ADA Section 101

CROSS REFERENCE: 4117 - Staff Nondiscrimination

5117 - Student Nondiscrimination

1118 - Public Complaints

6163 - School Libraries

6163.1 - Library Material Selection

6163.12 - Objections to Library Materials

ADOPTED: 11/20/72

REVISED: 6/15/83, 8/20/87, 11/16/89

REVIEWED: 11/19/92

REVISED: 12/15/94, 3/18/98, 3/18/99, 3/14/00

REVISED: 5/17/11

REVISED: 2/20/13

READOPTED: 3/20/13 SCHOOL DISTRICT OF WEST DE PERE

**PUBLIC NOTICE OF NONDISCRIMINATION**

**[To be published annually in Fall district newsletter, student and staff handbooks, and district web site]**

The Board of Education supports an educational environment that is free of discrimination of any form. It is the policy of the district that neither students nor employees will be allowed to engage in any form of discrimination (including harassment and intimidation) toward other students or school employees.

It is the policy of the West De Pere School District that no person may be denied admission to any public school in this district, be denied participation in, or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation, or physical, mental, emotional or learning disability, or homelessness as required by Sec. 118.13, Wis. Stat.

For the purpose of addressing disability nondiscrimination, the district also has the following handbooks in place: School District of West De Pere Procedural Guidelines For Implementing Section 504 of the Rehabilitation Act of 1973, and School District of West De Pere Parent Guide To Section 504 of the Rehabilitation Act of 1973. These are available from each school counselor.

The district encourages informal resolution of complaints. A formal complaint resolution procedure is available, however, to address allegations of discrimination in the West De Pere School District; and can be obtained from any school facility office.

Complaints of discrimination brought by a person of student-age see Policy 5117: Student Nondiscrimination  
Complaints of discrimination brought by a person beyond student-age see Policy 4117: Staff Nondiscrimination

Any questions concerning discrimination on the basis of disability sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, gender identity, or sexual orientation should be directed to:  
Director of Student Services or designee  
School District of West De Pere  
400 Reid St., Suite W  
De Pere, WI 54115  
(920) 337-1393

[To be included in course selection handbooks, catalogs, announcements, application forms, and other published materials distributed to the public describing school activities and opportunities]

The School District of West De Pere does not discriminate against: students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation, or physical, mental, emotional, or learning disability, or homelessness in any of its educational programs or activities; or persons on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, disability, arrest record, conviction record, membership in the national guard, homelessness or by any other criteria as specified by state and federal law.

REVISED: 12/15/94, 3/18/98, 11/19/98, 3/18/99, 3/14/00, 3/15/04

Reviewed: 4/13/11

READOPTED: 7/19/11

REVISED: 2/20/13

READOPTED: 3/20/13

**SURVEILLANCE CAMERA USE**

The West De Pere Board of Education supports an educational environment that provides a safe and secure environment for all persons on its premises or attending any of its activities or functions. Surveillance cameras may be used under the supervision of the West De Pere School District for the purpose to promote the order, safety, and security of students, staff, visitors, and property.

Procedures:

1. Cameras will be placed in locations where they enhance the District's efforts to provide a safe and secure environment.
2. Cameras will be visible, unless otherwise authorized by the Superintendent.
3. Cameras shall not be placed in any area where the public, students and staff have a reasonable expectation of privacy, such as restrooms and locker rooms.
4. Cameras shall not be placed in a classroom without the consent of the Superintendent.

CROSS REFERENCE: Handbooks  
3545 – Use of Video Monitoring Systems Aboard School Buses

FIRST READING: 2/21/05

ADOPTED: 3/21/05

STUDENT ATTENDANCE AND TRUANCYSCHOOL BOARD POLICYA. Attendance and Excuses

The primary legal and moral responsibility for student attendance rests with the parent (or guardian) and the student. The West De Pere Schools will work cooperatively with the parent or responsible adults to teach students the importance of daily and timely school and class attendance. Effective instruction is an important part of this process; however, it is the position of the West De Pere Board of Education that the climate for an instruction begins with regular attendance. When students are absent from class, they miss integral and essential parts of the learning process. Certain classroom activities, such as discussions, films, and the participation of guest speakers can never be made up. It is the student's responsibility to participate and contribute in the classroom learning process. Excessive absences and truancies have a detrimental effect on other students as well as on the process of instruction. Absences and truancies do harm to the process of education by placing greater demands on the time of teachers for make-up assignments, and assistance to truant or absent students. This demand is an infringement upon the rights of other students for equal attention of the teacher.

Furthermore, there are direct relationships between school attendance habits, the incidence of student dropout, and post-secondary success, whether it be in advanced training opportunities or on the first job. Students, therefore, are expected to be in attendance every day except as noted below.

B. Compulsory Attendance Age

1. In accordance with state law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. s.118.15(l)(a)
2. Upon the child's request and with the written approval of the child's parent or guardian, any child who is 16 years of age may be excused by the school board from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation. s.118.15(l)(c)
3. Upon the child's request and with the written approval of the child's parent or guardian, any child who is 17 years of age or over may be excused by the school board from regular school attendance if the child and his/her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma under s.115.29(4) s.118.15(l)(c).
4. A child, under the age of 18, requesting withdrawal from school attendance should remain in school until the end of the semester in which the request is made. Likewise, any person requesting re-admittance should wait until the beginning of the next semester to return to school.

C. Truancy and Absences Defined

1. Truancy S.118.16(1)(c)
  - a. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s.118.15.
  - b. Students who are truant (unexcused) as defined by Wisconsin Statute 118.16 will be subject to disciplinary action.
2. Habitual Truancy S.118.16(1)(a)
  - a. Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.
3. "...Absence of *part* of one or more days..." is defined as follows:
  - a. elementary (K-5) - more than 15 minutes of a day but less than three fourth of a school day
  - b. secondary (6-12) - one to five class periods in any given school day
4. "...Absence of *all* of one or more days..." is defined as follows:
  - a. elementary (K-5) - three-fourths or more of a school day
  - b. secondary (6-12) - more than five periods in any given school day

5. Contributing to Truancy S.118.16(2)(cg)4

In accordance with state law under S.118.15(5), penalties may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under S.118.15(1)(a) and (am).

6. Excused Absences

- a. Students may be excused from school for the following reasons:
  - i. *Personal illness*. When absences for personal illness is prolonged or chronic, the building administrator has the authority to request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical condition of the child.
  - ii. *Funerals and religious services* as requested by the parent (or guardian).
  - iii. *Professional appointments* that could not be scheduled outside of the regular school day.
  - iv. *Serious personal or family crisis*.
  - v. Student is *not in proper physical and/or mental condition* to attend school in accordance with Statute 118.15(3)(a).
  - vi. *Family vacations*, which must be pre-arranged through the school office; preferably as many days prior to leaving as the length of the vacation. Family vacations also include activities that parallel or are related to activities that are part of the school district's curriculum or co-curricular program. The absence will be excused in these cases if the parent request for a pre-excused absence has been completed and is on file in the school office prior to the absence.
  - vii. *Other circumstances*, deemed as an acceptable excuse per school officials, such as: medical quarantines, extreme weather conditions, court appearances, etc.
- b. Students who are absent from school for reasons other than illness shall present an excuse prior to the absence. The absence will be determined to be excused or unexcused depending upon the reason presented. Failure to abide by this procedure will result in an unexcused absence. Emergencies will be considered at the time presented.
- c. Each principal shall work with staff to develop incentives and/or opportunities for recognition for outstanding attendance.

The Superintendent shall cause development of administrative rules relating to this policy.

D. Attendance Officer

1. The principal or the principal's designee at each of the district's schools is designated to deal with matters relating to school attendance and truancy.
2. The "School Attendance Officer" of each school shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused. s.118.16(2)(a)
3. Annually, on or before June 15, each principal shall determine how many pupils enrolled in their school were absent in the previous year and whether the absences were excused. This information will be submitted to the district administrator, who shall notify the state superintendent of the determination. s.118.16(2)(b)
4. In cases of truancy, the school attendance office shall follow the administrative rules for handling truancy.

E. Teacher Responsibility

1. Teachers are required to submit daily attendance reports to the School Attendance Officer on all pupils under their charge. s.118.18
2. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the effect class attendance has on student progress. However, no pupil shall be denied credit in a course or subject solely because of his/her unexcused absence from school.

CROSS REFERENCE: Administrative Rule - 5113(R)  
Student Handboook  
District Truancy Plan  
LEGAL REFERENCE: Section 118.15, Wisconsin Statutes  
118.16, Wisconsin Statutes

ADOPTED: 10/15/80  
REVISED: 1/14/81  
REVISED: 1/15/87  
REVISED: 11/16/89  
REVISED: 5/20/99  
REVISED: 2/16/11  
READOPTED: 3/16/11

STUDENT ATTENDANCE AND TRUANCYADMINISTRATIVE PROCEDURESATTENDANCE AND EXCUSESA. Procedures:

1. Attendance will be taken each period in grades 6-12. The absence will be recorded in the attendance office for each period. At the elementary level, attendance will be taken daily, a.m. and p.m., with absences being recorded in the office and reported to the principal.
2. Each secondary school and teacher will prepare and keep a listing of all absences for each class period.
3. Upon returning to school following an absence, students are required to present a written explanation of their absence from their parent or guardian. Phone calls from parents/guardian will also be accepted within a reasonable amount of time, as defined by each building site.
4. A letter regarding a student's absence is to be sent to the parents or guardians after ten (10) days of accumulated absence (discretion should be used by the principal in cases where they are aware that the student has been under a doctor's treatment).
5. Students are responsible for making up work that is missed during their absence and have as many days to get their work made up and turned in as they were absent.
6. State law provides that a school may not deny a student credit in a course solely because of the pupil's unexcused absences. A student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. Students who are truant will be required to make up all work missed, including examinations.

B. Consequences: Truancy1. For All Incidents of Truancy

- a. Parents or guardians are notified by phone as soon as truancy is determined, and directed to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be delegated to office staff. A written record will be maintained for phone contacts related to truancy.
- b. At grades 6-12, the student may be assigned detention in an amount as determined at each building site.

2. Third Incident of Truancy

- a. A referral will be made to the child's school counselor to:
  - i. Provide an opportunity for educational counseling to determine whether a change in curriculum would resolve the child's truancy and to consider curriculum modifications possible within the current school program.
  - ii. Request that the counselor consult with the appropriate school staff in an effort to determine whether learning or social/emotional problems may be a cause of the child's truancy, and, if so, make appropriate referrals and/or recommendations.
- b. The attendance officer will send a letter to the parent or guardian outlining the provisions of the attendance law, and informing them that their child is in danger of violating the state's "habitual truant" law. They will be encouraged to come in for a meeting to discuss the student's welfare.

3. Fifth Incident of Truancy

- a. The attendance officer will send a letter by registered or certified mail to the parent or guardian. The notice shall include:
  - i. A statement outlining the provisions of the attendance law, and informing them that their child is now in violation of the state's "habitual truant" law.
  - ii. A statement of the parent's or guardian's responsibility, under s.118.15(l)(a), to cause the child to attend school regularly.
  - iii. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk under s.118.15(3)(c).
  - iv. A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include:
    - the name of the school personnel with whom the parent or guardian should meet;
    - the date and time of the meeting;
    - the location of the meeting, including room number(s); and
    - the name, address and telephone number of a person to contact to arrange a different date, time, or place.
  - v. S.118.16(2)(cg)4. A statement of the penalties, under s.118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under s.118.15(1)(a) and (am).
  
- b. A referral will be made to the police liaison officer for municipal court proceedings, in compliance with Wisconsin Statutes Chapter 118, after the following have been completed:
  - i. Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.
  - ii. Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications possible within the current school program.
  - iii. Referred the child to the building's Student Assistance Team (SAT) to determine whether learning or social/emotional problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals. The SAT shall maintain documentation regarding it's findings/recommendations and review them with the building principal/designee.
  
4. Following receipt of evidence that the above activities have been met, the school attendance officer may file information on any child who continues to be truant with court assigned to exercise jurisdiction under Chap. 48 in accordance with s.48.24. Filing information on a child under this subsection does not preclude concurrent prosecution of the child's parent or guardian under S.118.15(5) and S. 938.342.
  
5. Every Tenth Incident of Truancy
  - a. On every tenth incident of truancy (e.g., 10, 20, 30, etc.), a letter will be sent to Brown County Social Services informing them of the student's status as a habitual truant, that chronic truancy persists, and accompanied by a copy or listing of the student's attendance history. A copy of this letter will be sent to the parent or guardian of the student.

ADOPTED: 11/16/89  
 REVISED: 5/20/99  
 REVISED: 2/16/11  
 READOPTED: 3/16/11  
 REVISED: 8/21/12  
 READOPTED: 9/18/12

## STUDENT NONDISCRIMINATION

[To be published annually in student and staff handbooks]

## I. POLICY

It is the policy of the School District of West De Pere that no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, gender identity, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or homelessness.

## II. DESCRIPTION

The School District of West De Pere shall strive to remove any vestige of discrimination in: admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to pupils from private agencies, organizations, or persons; selection of instructional and library media materials; methods, practices, and materials used for testing, evaluating, and counseling pupils; facilities; opportunity for participation in athletic programs or activities; and school sponsored food service programs.

Individuals who upon investigation are determined to have engaged in discriminatory behavior shall be subjected to disciplinary action. In the case of students, discipline may include, but is not limited to reprimand, suspension or expulsion. In the case of others engaged in such conduct while participating in district programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

## III. HARASSMENT

Harassment is considered a form of discrimination. Student harassment is...any behavior directed toward a student based in whole or part, on membership in a protected class which substantially interferes with a student's school performance, or creates an intimidating, hostile, or offensive environment. Can include: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism or destruction of property sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or homelessness the behavior is so severe (can be one incident of a more serious nature) or pervasive (occurs frequently, is part of a pattern of behaviors, permeates the atmosphere) that it has a strong negative effect.

Sexual harassment is often rationalized as a part of normal adolescent development, and so socially prevalent that it is acceptable. The School District of West De Pere does not tolerate sexual harassment or any other form of discrimination. The law protects both male and female students from sexual harassment, regardless of who the harasser is (another student, staff person, visitor) or their actual or perceived gender. Sexual harassment can be student-to-student, staff-to-student, or student-to-staff; and can be inter- or intragender. Examples of inappropriate conduct that would be considered sexual harassment are:

A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual. 117 (con't)

B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment (e.g. better grade) or negative consequence concerning one's organizational, academic, or educational status.

C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.

D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with a student's learning environment. This includes extending unwanted sexual attentions to someone such that the student's participation in any program or activity is negatively affected.

E. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted



sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.

F. Creating an environment that is intimidating, hostile or offensive because of the existence on school premises or during school activities of sexually oriented materials including, but not limited to, photographs, or other offensive sexually graphic materials. When similar behaviors to those above are based upon any of the other protected classes (e.g. race, religion, etc.), this would constitute discriminatory behavior in violation of this policy.

#### IV. COMPLAINT PROCEDURES

Any person who believes he or she has been discriminated against (including harassment) in violation of the terms of this policy, or is witness to discriminatory actions against another shall report it and is encouraged to follow the complaint procedures below.

##### A. INFORMAL COMPLAINT PROCEDURES

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the physical or verbal acts of discrimination.

2. If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of step 1, the person shall advise their principal or counselor of the allegations. A parent or legal guardian is able to register a complaint on a student's behalf. If the person is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any staff person. That staff person must then report the complaint to the building principal. The principal or counselor shall conduct an initial investigation, and discuss the allegations with the complainant and accused to attempt to affect relief. This initial investigation and follow-up will occur within ten (10) days of the complaint.

If a staff person observes behavior that they believe meets the policy definition of student discrimination (including harassment), they are obligated to report it to the building principal, even if no student complaint is brought forth.

3. If, in the judgment of the complainant, step 2 would be ineffective or the complainant does not wish to discuss the matter with the principal or counselor, or the results of step 2 are unsuccessful, a complaint shall be filed according to the formal complaint procedures within fifteen (15) days of the original complaint. 5117 (con't)

##### B. FORMAL COMPLAINT PROCEDURES

The District Administrator or designee shall be responsible for processing formal discrimination complaints and shall be further responsible for coordinating state and federal regulations concerning discrimination.

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the acts of discrimination. If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of this step, the person shall submit a formal complaint.

2. The formal complaint shall be submitted in writing to the District Administrator or their designee in such matters. The complaint report shall include the name, address, and phone number of the complainant, the name of the victim (if different), the name(s) of the person(s) who engaged in the alleged discrimination, and others who may be a witness or have knowledge. The complaint shall also include the specific nature of the discrimination and should detail, in so far as possible, the times, dates, locations and other details of the alleged discrimination, and a description of any relief sought. The complaint shall be signed and dated by the complainant. If the complainant is a minor, the complaint shall be co-signed by a legal guardian. Complaint forms are available in each school office, from a school counselor, or the district office.

3. The complaint will be acknowledged in writing within a reasonable timeframe (maximum is 45 days of receipt). This acknowledgement will typically include a requested day and time to meet with the district-appointed investigator.

4. The complaint shall be thoroughly investigated. This will occur in an expeditious yet methodical manner so as not to compromise the integrity of the investigative process. In doing so, he/she will notify the person accused of the complaint and the specifics thereof. The accused individual shall be permitted to respond to the allegations either verbally or in a signed statement at his/her discretion. If in the judgment of the investigator a meeting of involved parties is necessary or appropriate to clarify or resolve the matter, a meeting will be conducted.

5. The investigator shall notify, in writing, the complainant and accused of the final determination of the investigation. This must occur within 90 days of receipt of the formal complaint. This final determination must also include a list of actions taken, if any, to resolve the matter and an explanation of the complainant's appeal rights. A copy of the final determination will be maintained in the district office.

6. If the complainant is not satisfied with the final determination, he/she may submit a written appeal to the Superintendent. The appeal shall be filed with the Superintendent within ten (10) working days of receipt of the final determination. The appeal shall include the nature of the disagreement with the final determination and the complainant's underlying reason for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal. The Superintendent shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the findings and determination in the matter of the appeal. A copy of the Superintendent's findings will be maintained in the district office.

7. If the complainant is not satisfied with the Superintendent's appeal determination, he/she may submit a written appeal to the Board of Education. The appeal shall be filed within ten (10) working days of receipt of the Superintendent's determination.

a. The appeal shall be filed with the Superintendent who shall transmit the appeal to the Board of Education for placement on a closed session agenda at the next regularly scheduled board meeting. If the appeal is filed less than five (5) working days before a regularly scheduled meeting, the matter will be considered at the next successive regular board meeting. 117 (con't)

b. The appeal shall include the nature of the disagreement with the most recent determination and the complainant's underlying reason for disagreement. The complainant may request and shall be granted the right to be present during discussion of the appeal and shall be permitted to present their reasons for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal and may be present and shall be permitted to present their response.

c. Both the complainant and the accused may be represented during the Board's informal appeal consideration.

8. The Board shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the Board's findings and determination in the matter of the appeal. A copy of the Board's findings will be maintained in the district office.

The District Administrator and/or the Board of Education reserves the right or may have the legal duty to refer matters of discrimination to appropriate legal authorities in such cases where child abuse may be a factor or in such cases where reasonable belief exists that a criminal act may have occurred.

9. If the complainant is not satisfied with the Board's determination, he/she may submit a written appeal within thirty (30) days to the State Superintendent of Public Instruction [State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster St., P.O. Box 7841 Madison, WI 53707]. This appeal must contain the same components as the original complaint (the district's complaint form may be used for this appeal).

### C. EXCEPTIONS

1. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook

and special education rights pamphlet.

2. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

3. Nothing in these procedures shall preclude individuals who feel they have been discriminated against on the basis of the protected classes of sex, disability, race, creed, or national origin from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

## V. RETALIATION

A. Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation will not be tolerated, and will be grounds for disciplinary action.

LEGAL REFERENCE: Wisconsin Statute 118.13  
Wisconsin Administrative Code Chapter PI9  
Title VI of the Civil Rights Act of 1964  
Title IX of the Educational Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Mckinney-Vento Homeless Assistance Act

CROSS REFERENCE: 1113 - Nondiscrimination  
4117 - Staff Nondiscrimination

ADOPTED: 5/19/94

REVISED: 3/14/00

REVISED: 3/15/04

REVISED: 2/20/13

READOPTED: 3/20/13

STUDENT ABUSE AND NEGLECT

1. Any school employee under the mandated reported law, who, in the performance of professional duties, suspects that a child has been abused or neglected or believes that a child has been threatened with abuse and that abuse will occur, shall immediately contact the social services department of the respective county where the suspected abuse occurred or in which the student resides. Telephone referrals may be made by calling the intake worker at the Brown County Department of Social Services at (920) 448-6035. School employees who are not mandated reporters (non-mandated reporters are support staff personnel) under the law have an obligation to notify a mandated reporter of the suspected abuse or neglect situation. (District procedures define a “mandated reporter” as any school teacher, administrator, counselor, student services personnel, or other certified employee of the district).
2. The employee making the verbal report shall work with the school counselor and/or building administrator to inform the Brown County Department of Social Services of the facts and circumstances contributing to the suspicion of child abuse or neglect or to a belief that abuse will occur. The following information is required for the verbal report to social services.
  - a. Name and date of birth of child suspected of being abused or neglected.
  - b. Name of the child’s school and the grade of the child.
  - c. Name, address and telephone number of child’s caretaker.
  - d. Facts and circumstances forming the suspicion, including statements from the child.
  - e. Present whereabouts of the child.
  - f. Any factors contributing to high risk.
  - g. Other children in the family, including ages and grades, and other persons living in the child’s home.
  - h. Parent’s place of employment.
  - i. Emergency telephone number.
3. All verbal reports shall be confidential, except as otherwise noted by state law. Information pertaining to the suspected abuse or neglect shall not become part of the student’s permanent records.
4. If the person reporting a case has reason to suspect that the child’s health or safety is in imminent danger, a request for an immediate investigation by the appropriate law enforcement agency shall be made.
5. All district personnel will cooperate in every way possible during the course of the investigation by outside agencies and in providing appropriate assistance to the child involved. By Wisconsin statutes, the county department of social services has a legal right to interview children on school premises without parent approval. Persons other than the county social worker and law enforcement personnel may be allowed to attend the interview if it is in the best interest of the child as determined by the county social worker.
6. Any repeated suspected child abuse or neglect incidents on a previously referred child will be reported as outlined above.
7. Any doubt about reporting a suspected situation should be resolved in favor of the child and a report made immediately. If necessary a call may be made to the department of social services to consult on the incident. The department of social services will be able to provide guidance regarding the situation. Validation of suspected abuse and/or neglect is the responsibility of the Brown County Department of Social Services and/or the appropriate law enforcement agency.

FIRST READING: 11/18/02

ADOPTED: 12/16/02

**SCHOOL DISTRICT OF WEST DE PERE**  
**BULLYING**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school sponsored events in transporting vehicles arranged for by school district officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business. Instances of bullying that occur outside of regular school hours or outside of school sponsored activities that are reported to school district officials will be referred to local law enforcement.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well being. 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, but may not be motivated by these characteristics. Bullying is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

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 principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building Principal or his or her designee. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying report will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student reprimand, suspension, or possible expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position or resignation for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" as defined above is: deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be when a person willfully and repeatedly exercises power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well being. 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; however this type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on web sites.

Cyberbullying that is reported to school officials and is determined to have occurred outside of regular school hours and has had no impact on the student's school environment will be referred to local law enforcement.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a

nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. Creating a hostile educational environment.

"Staff" includes all school employees.

"Board Members" includes all members of the school board.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

#### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

#### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The school district will also provide a copy of the policy to any person who requests it.

#### **Records & Reports**

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

An annual summary report shall be prepared and presented to the school 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.

#### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines bullying will be age and content appropriate.

The complaint procedure established by the District Administrator and set forth in Administrative Guidelines shall be followed.

LEGAL REFERENCE: Wisconsin Statute 118.46

CROSS REFERENCE: 5117-Student Nondiscrimination

4117-Staff Nondiscrimination

4117(E) / 5117(E)-Discrimination Complaint Form

ADOPTED: 9/20/10