



Wisconsin Heights School District  
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Summer 2016

## Re: Notice to Parents/Guardians Regarding Wisconsin Heights School District Procedures and Policies

As required by law, we are notifying you regarding the following policies and procedures of the Wisconsin Heights School District. The information provided below is a summation of policy content. Some policies are printed in their entirety in the student handbooks. All district policies are available on our website at the following link:

<http://www.boarddocs.com/wi/whsd/Board.nsf/Public>

If you wish to have a hard copy of the policy(s), please contact Penny Hegyi at the district office at (608) 767-2595 x1001 or email her at [phegyi@wisheights.k12.wi.us](mailto:phegyi@wisheights.k12.wi.us).

- **Asbestos Notification** – Federal law requires that a periodic walk-through (called “surveillance”) be completed every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected three years after a management plan is in effect. This has been and will continue to be accomplished under contract with EMC. Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos with which they may come into contact. All short-term workers are required to contact the maintenance supervisor before commencing work to be given this information.

The Building and Grounds Manager has a list of the locations and types of asbestos-containing materials found in each school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the Building and Grounds Manager’s office. Copies are available at \$0.05 cents per page. Questions related to the plan may be directed to EMC.

- **Child Nutrition Program Information (Free and Reduced Lunch)** – The District participates in the USDA child nutrition programs (e.g., National School Lunch or Breakfast Programs and special milk programs). Your family may be eligible for free or reduced priced meals/milk. Applications and information about the program are provided at registration and are available in each school building.
- **Education of Homeless Children and Youth-** The school district’s designated liaison for homeless children and youth is expected to ensure that public notice of the educational rights of homeless children and youths is disseminated where such children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children and youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel.
- **Electronic Communication Devices (ECDs) – (Board policy #443.5)** – Students of the Wisconsin Heights School District are prohibited from using any electronic communication devices (ECDs) including, but not limited to, cell phones and pagers during the school day in school buildings, school vehicles, and at all school-sponsored activities that occur during the regular school day. ECDs may be brought to school by a student, but they can only be used

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prior to the beginning of the school day and after students have been released for the day. At all other times they must be turned off and out of sight. The Board of Education recognizes that there may be special circumstances that necessitate student use of ECDs, such as a medical or family emergency. Therefore students, with written consent of a building administrator, may be granted permission to use ECDs during regular school hours.

- **Inclement Weather Information – (Board policy #723.3)** – Decisions about closure, early releases, and/or delays due to inclement weather are made by the district administrator, who relies primarily upon information received from First Student Bus Company and local weather reports. All changes in normal school schedules due to inclement weather are published by way of the media, including TV and radio, and are noticed on the district’s website.

- **Medication Administration Procedures—(Board policy #453.4)**

Non-Prescription Medications: State law requires parents/guardians to complete and sign a Medication Consent Form in order for any non-prescription (over-the-counter) medication to be administered in the school. Information required includes the student’s full name, name of the medication, dose, route, frequency, time/conditions, and duration. All medication must be sent to the school office in the original manufacturer’s packaging and labeled with the student’s full name. This includes all over-the-counter medications such as acetaminophen and ibuprofen.

Prescription Medications: State law requires that a Medication Consent Form be signed by both a parent/guardian and the prescribing physician/practitioner in order to administer prescription medications to students. Information required includes the student’s full name, name of the medication, dose, route, frequency, time/conditions, and duration. All medication must be in the original pharmacy-labeled package with the correct prescription label attached.

For the safety of all students, no medication may be kept in the student’s possession EXCEPT for the following:

- Students with asthma may possess and self-administer inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the Medication Consent Form with the signatures of a prescribing practitioner and a parent /guardian on file in the Health Office.
- A student with life-threatening allergies may possess and self-administer epinephrine (EpiPen) for the purpose of preventing or alleviating the onset of a severe allergic reaction. The student must have the Medication Consent Form with the signatures of a prescribing practitioner and a parent /guardian on file in the Health Office.
- Capable and responsible high school students (as determined by the parent/guardian, physician, school nurse, and administrator) may possess and self-administer any medication that is not considered a controlled substance. The student must have the Medication Consent Form with the signatures of a prescribing practitioner and a parent /guardian on file in the Health Office.

The school cannot provide medication for your child.

Please send only small quantities/containers (30 tablets or less) of medication due to limited storage space.

Medication Consent Forms are available in each school office and on the district’s website ([www.wisheights.k12.wi.us](http://www.wisheights.k12.wi.us)).

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- **Meningococcal Disease Information** – School districts must provide information to parents/guardians of children enrolled in grades 6-12 with information about meningococcal disease including:

- **Causes of the disease.** Meningococcal disease includes meningococcal meningitis and meningococemia. Meningococcal meningitis is a severe form of meningitis (inflammation of the meninges, the tissues that cover the brain and spinal cord) caused by the bacterium *Neisseria meningitidis*. Meningococemia is an infection of the blood with *Neisseria meningitidis*. A person may have either meningococcal meningitis or meningococemia, or both at the same time.
- The **signs and symptoms** of meningococcal disease can vary widely, but include sudden onset of high fever, headache, vomiting, stiff neck and a rash. Sensitivity to light, sleepiness and confusion may also occur. Symptoms may be difficult to detect in infants and the infant may only appear lethargic, irritable, have vomiting, or be feeding poorly.

As the disease progresses, patients of any age may have seizures, meningococcal disease is fatal in 8-15% of cases.

- **How it is spread.** The meningococcus bacteria are spread by direct contact with respiratory and oral secretions (saliva, sputum or nasal mucus) or an infected person.
- **How to obtain additional information about the disease and the availability, effectiveness and risks of vaccinations against the disease.** There are two vaccines (Menomune®, Menactra™) that will protect against four of the types of meningococcus, including 2 of the 3 types most common in the U.S. (serogroup C, Y, and W-135) and a type that causes epidemics in Africa (serogroup A).

Meningococcal vaccines cannot prevent all types of the disease (neither protect against type B). The vaccine is recommended in some outbreak situations or for travelers to areas of the world where high rates of the disease are known to occur. College freshman living in dormitories should consider receiving the vaccine due to their slightly elevated risk of acquiring the disease.

In 2005, the Advisory Committee on Immunization Practices (ACIP) recommended that children receive the new meningococcal vaccine (Menactra™) at their routine 11-12 year old doctor’s visit and that for the next two to three years, teens entering high school should also be vaccinated.

Additional information about meningococcal disease is available from the following web link:  
<https://www.dhs.wisconsin.gov/invasive-bacteria/meningococcaldisease.htm>

- **Open Records Requests – (Board policy #823)** – The School Board believes it is in the best interest of the District, its employees and the general public to provide the greatest possible access to information regarding the affairs of government and the official records of the District concerning its operations, including the official actions of the Board, its officers and its employees. Therefore, all District records shall be subject to release, inspection and reproduction except as otherwise provided by law.

An official notice of the District’s policy and procedures regarding the inspection, release and reproduction of public records of the District and the fees that may be charged for the location and reproduction of such records is displayed in prominent and conspicuous locations throughout the District (including District/school offices) and made available upon request, as soon as practicable, to any member of the public. All District employees shall also be informed of state law requirements regarding public records and provisions of this policy.

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- **Special Education Referral and Evaluation Procedures**– Wisconsin Heights has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request, the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting the Director of Pupil Services, Wisconsin Heights School District, at (608) 767-2595, or by writing the Director at 10173 UW Highway 14, Mazomanie, WI 53560.
- **Student Attendance – (Board policy #431)** – The Wisconsin Heights School District recognizes the importance of regular school attendance to student achievement and is committed to doing whatever it can to encourage students to attend school regularly. Student Attendance policies are included in the student handbook. Please refer to your child’s school handbook for building-specific details.
- **Student Bullying – (Board policy #443.71)** -- The Wisconsin Heights School District believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student of the school district who is found to have violated this policy.

- **Student Nondiscrimination and Student Religious Accommodations – (Board policies #411 and #434.1).** The District is committed and dedicated to the task of providing the best education possible for every student in the District.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular student services, recreational or other programs or activities shall not be abridged or impaired because of a student’s sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

The District shall also provide for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements.

Complaints regarding the interpretation or application of these policies shall be referred to the District Administrator and processed in accordance with established procedures. Please refer to school handbooks for additional information.

- **Student Privacy Rights and Student Records – (Board policies #347, #347-Rule, and #453.2)** All schools must take reasonable precautions to ensure that data in student records is reliable and is not misused. Maintaining confidentiality of student records is an obligation of the school. Student record information may be disclosed to people outside the school only with student and/or parent/guardian consent, unless the disclosure without consent is required or authorized by law. Parents/guardians and adult students have the right to..
  - Inspect, review, and obtain copies of the student’s record.

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- Request an amendment of the school records if they believe the record is inaccurate, misleading or other in violation of the student's rights of privacy.
- Consent to disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent.
- Be informed of the categories of record information which has been designated as directory data and their right to deny the disclosure of same.
- File a complaint.
- Request the district not disclose the secondary school student's name, address or telephone number to military recruiters or institutions or higher education without prior consent.

Please refer to school handbooks for additional information.

- **Student Search and Seizure, Locker Searches and Use of Trained Dogs in Search Activities – (Board policies #446 and 446.1)** – The Board of Education of Wisconsin Heights has charged school authorities with the responsibility of safeguarding the safety and well-being of all students in their care. In the discharge of that responsibility, school authorities may search school property such as student lockers of the person or property of a student and have authority for the use of specially trained dogs to detect the presence of drugs and explosive devices, such as bombs, on school property in accordance with provisions of these policies.
- **Youth Options Program (Board policy #343.42)** - High school students in the District may participate in the Youth Options Program in accordance with state law requirements. Students interested in participating shall inform the District of their intention to take postsecondary courses under this program, prior to enrollment in the course(s) and within designated timelines.
- **School Wellness Policy – (Board policy #458)** – School districts participating in federally subsidized child nutrition programs (e.g., National School Lunch Program, School Breakfast Program, Special Milk Program and After-School Snack Program) were required to establish local school wellness policies by the beginning of the 2006-2007 school year. The policy was formally adopted by the Board of Education at the August 14, 2006 Board of Education meeting and was recently reviewed by the School Wellness Committee, as required annually by policy.
- **School Performance Report** -- School boards are required to notify the parent/guardian of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed to those who request it by May 1 each year. If the district maintains an Internet site, the school and school district performance report must be made available to the public on that site. The Wisconsin Heights School District Performance Report can be found at the following link: [WHSD Performance Report](#).
- **District Assessment** – District assessments are given through the year. A list of assessments, subject matter assessed, time provided for each assessment, purpose and source of requirements for each assessment can be found on the Curriculum page of the district website. If parents have any additional questions about a certain assessment or would like information on the option to opt their child out of an assessment, please contact the building principal. Results for each assessment will be provided directly to the parent from the testing company or provided to the parent from the school district either by mail or at a parent/teacher conference.

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## ADMINISTRATIVE/BUILDING LEVEL REQUIREMENTS

- **Title I Teacher Qualifications** – Wisconsin Heights receives federal Title I Program funding for our Elementary and Middle Schools. Districts receiving federal Title I funds must provide notice to parents that they may request information regarding the professional qualifications of the student’s classroom teachers, including:
  - Whether teachers have met state licensing criteria for the grade level(s) and subject area(s) taught.
  - Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.
  - The undergraduate degree major of the teacher and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
  - If the child is provided services by paraprofessionals, their qualifications.The provision of this handbook hereby satisfies this requirement.
  
- **Notice of Parental Right to Inspect Human Growth and Development Curriculum and Instructional Materials** – All schools offering Human Growth and Development Instruction will annually provide parents/guardians an outline of the human growth and development curriculum used at their child’s grade level and information about how they can inspect the actual curriculum – and instructional materials.
  
- **Student Privacy** – districts receiving federal education funds are required to notify parents **at least annually at the beginning of the school year** of the specific and approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
  - (1) Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
  - (2) The administration of any survey containing one or more of the following items:
    - Political affiliations or beliefs of the student or the student’s parent;
    - Mental and psychological problems of the student or the student’s family;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating or demeaning behavior;
    - Critical appraisals of other individuals with whom students have close family relationships;
    - Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
    - Religious practices, affiliations or beliefs of the student or student’s parent; or
    - Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.
  - (3) Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student or other students.