

Student & Parent Handbook

2020-2021

8.13.20

**SCHOOL YEAR
CALENDAR**

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**COVID-19
INFORMATION
AND POLICIES**

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Pages 16-18

**SCHOOL CONTACT
INFORMATION**

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• As of August 17, 2020
Subject to change

MESSAGE FROM SUPERINTENDENT OF SCHOOLS, COREY GOLLA

Welcome to the 2020-2021 school year.

I hope that you and your family remain healthy and safe. Our staff, students and community have shown great resilience throughout this difficult and ever-changing time. The evolving nature of the COVID-19 pandemic presents challenges for school districts around the globe to secure plans to return to school with certainty. We are eager to welcome students and staff back to school for in-person instruction, but we must do so in a safe manner.

Reopening our schools requires a great deal of planning and preparation and will look much different because of new health and safety measures. There will be many important decisions and considerations needed for SDMF to be prepared for a variety of circumstances. With safety as our top priority, we continue to follow guidance from from Waukesha County Health Department and the Centers for Disease Control. We have added additional cleaning and health protocols to help mitigate the spread of COVID-19 in our school community.

The School District of Menomonee Falls will begin the 2020-2021 school year in a hybrid model until October 2, 2020. In the hybrid model, all students, except those who chose the fully-virtual option, will return to in-person learning two or three days each week, depending on the week. We know that the process of returning to school while adapting to many new procedures will be challenging for everyone in our school communities.

We will work together closely to ensure our students are supported in every way possible. I am committed to keeping our families informed as we continue to move toward the start of a new school year. There is still much work to do and many unknowns, but one thing is certain -- things will look different. We will continue to communicate with you frequently and post updates on our Return to School webpage, located on our website.

Thank you for your patience and continued support as we continue to make difficult but important decisions that will allow us to provide the best possible educational experience for our students.



Corey Golla, Superintendent

OUR SCHOOL BOARD MEMBERS

BOARD MEETINGS ARE 2ND & 4TH MONDAY OF THE MONTH AT 6PM AT VILLAGE HALL

Faith VanderHorst · President
Term Expires - April 2022
FVanderhorst@sdmfschools.org

Michele Divelbiss · Clerk
Term Expires - April 2022
mdivelbiss@sdmfschools.org

Dave Noshay · Member
Term Expires - April 2021
DNoshay@sdmfschools.org

Keri Duce · Vice President
Term Expires - April 2021
KDuce@sdmfschools.org

Eric Pelzer - Member
Term Expires - April, 2023
EPelzer@sdmfschools.org

Melinda McShane - Member
Term Expires - April 2023
MMcShane@sdmfschools.org

Cathy Olig - Treasurer
Term Expires - April 2022
colig@sdmfschools.org

Reach all of our board members
at once by emailing: board@sdmfschools.org

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Equal educational opportunities policy

The School District of Menomonee Falls does not discriminate against pupils on the basis of sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities, and provides equal access to designated youth groups. If anyone feels there has been a discriminatory situation in regard to any of the above-named classes or in violation of Title IX, Section 504, or Title II of the ADA, please contact the building administrator or Stacy Klemm, the Director of Pupil Services, at 262-255-8695 or klemsta@sdmfschools.org or W156 N8480 Pilgrim Road, Menomonee Falls, WI 53051.



m e n o m o n e e f a l l s s c h o o l s

OUR SCHOOLS

Ben Franklin (4K-2)

N81 W14701 Franklin Drive
Menomonee Falls, WI 53051
Phone: (262) 255-8470
Principal: Carlene Hansen

Shady Lane (4K-2)

W172 N8959 Shady Lane
Menomonee Falls, WI 53051
Phone: (262) 255-8480
Principal: Brad Hoffman

Valley View (3-5)

W180 N8130 Town Hall Road
Menomonee Falls, WI 53051
Phone: (262) 250-2620
Principal: Tina Posnanski

Riverside (3-5)

W153 N8681 Margaret Road
Menomonee Falls, WI 53051
Phone: (262) 255-8484
Principal: Scott Walter

North Middle School (6-8)

N88 W16801 Main Street
Menomonee Falls, WI 53051
Phone: (262) 255-8450
Principal: Dan Gebauer
Asst. Principal: Jessica Gieryn

Menomonee Falls High School (9-12)

W142 N8101 Merrimac Drive
Menomonee Falls, WI 53051
Phone: (262) 255-8444
Attendance: (262) 255-8455
Athletics: (262) 255-8414
Counseling: (262) 255-8465
Voicemail: (262) 250-6490
Principal: Bob Vitale
(262) 255-8444
Assistant Principal: Kirk Woosencraft
(262) 255-8444
Assistant Principal: Jeff Haubenreich
(262) 255-8444
Director of Athletics & Activities: Brian Heimark
(262)255-8497

COMMUNITY EDUCATION & RECREATION

W152 N8645 Margaret Road
Menomonee Falls, WI 53051
Phone: (262) 255-8460
Director: Jason Husslein

DISTRICT ADMINISTRATION OFFICE

W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051
Phone: (262) 255-8440
Hours: 7:30 a.m. - 4 p.m.
Superintendent: Corey Golla



2020-2021 SCHOOL YEAR CALENDAR

BOE APPROVED 1/27/2020

2020-2021 SCHOOL YEAR CALENDAR

JULY 2020						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

SEPTEMBER 2020						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST (0-5) 4K-12
 18 New Hire Orientation
 19-21 New Teacher Induction
 24 District & Building Inservice
 25 ½ Inservice / ½ Teacher Workday
 26 ½ Inservice / ½ Teacher Workday
 4K Ready, Set, Go Conferences
 27-28 Elem Student Assessment Conferences;
 6-12 Data/Curriculum; 4K Ready, Set, Go Conferences
 31 4K-12 No School/non-contract

SEPTEMBER (21-0) 4K-12
 1 5K-12 First Day of School
 4K Ready, Set, Go Conferences
 2 4K-No School: ½ Inservice/½ TWD
 3 4K First Day of School
 7 4K-12 No School-Labor Day Holiday

OCTOBER (21-0) 4K-12
 16 4K-12 No School/non-contract

NOVEMBER (15-1-2) 4K-12
 4 End of Quarter 1 (6-12)
 4 5K-12 Evening Conferences (3.5 hours)
 4K ONLY No School-Conferences (8am-8pm)
 5 4K-12 No School
 AM – Inservice 4K-12 / PM – Teacher Work Day 4K-12
 4K-12 Evening Conferences (3.5 hours)
 6 4K-12 No School
 AM – Inservice 4K-5/Work Day 6-12
 PM – Conferences (12-4pm) 4K-12
 24 End of Trimester 1 (5K-5)
 25 4K-12 No School/non-contract
 26-27 4K-12 No School-Thanksgiving Break
 30 4K-12 No School: Work Day 5K-5/Inservice Day 4K & 6-12

DECEMBER (17-0) 4K-12
 24-31 4K-12 No School – Winter Break

JANUARY (19-1) 4K-12
 1 4K-12 No School – Winter Break
 4 School resumes
 18 4K-12 No School–Martin Luther King Jr. Day
 4K Work Day; 5K-5 Inservice; 6-12 AM Work Day/PM Inservice
 22 End of Semester 1/Quarter 2 (4K & 6-12)

FEBRUARY (19-1) 4K-12
 15 4K-12 No School - Inservice Day

MARCH (20-0) 4K -12
 5 End of Trimester 2 (5K-5)
 10 Evening Conferences (3.5 hours)
 26 End of Quarter 3 (6-12)
 29-31 4K-12 No School-Spring Break

APRIL (19-1) 4K-12
 1-2 4K-12 No School-Spring Break
 5 4K-12 No School - Inservice Day

MAY (19-0) 4K-12
 28 4K-12 No School (1.0 Built in Snow Makeup Day)
 31 4K-12 No School - Memorial Day

JUNE (8-1) 4K-12
 9 4K Last Day of School
 10 5K-12 Last Day of School – HALF-DAY *
 10 PM – Inservice (.5 Snow Makeup Day)
 11 Teacher Work Day (1.0 Snow Makeup Day)
 TBD Graduation-Fri 6/11 or Sat 6/12

***Half-Day Release Times for Last Day of School**
 Elementary: 12:05pm
 Middle: 10:50am
 High: 11:30am

JANUARY 2021						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

JUNE 2021						
S	M	T	W	TH	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FIRST DAY OF SCHOOL
 LAST DAY OF SCHOOL
 NON-SCHOOL DAYS

180 (178+2 conf days) Student Days
 (90 days Sem 1 / 90 days Sem 2)

190 Teacher Days
 (+ 3 evening conferences)

Virtual Learning may be offered on inclement weather days.

Start/Ending Times*
 Elementary Schools: 8:47am-3:45pm
 North Middle School: 7:15am-2:34pm
 High School: 7:50am-3:09pm
 4K: 8:47am-11:34am, 12:58pm-3:45pm
Early Release Wednesdays – Times*
 Elementary Schools: 8:47am-2:30pm
 North Middle School: 7:15am-1:20pm
 High School: 7:50am-1:55pm
 4K: AM-8:47am-10:50am
 4K: PM-12:27pm-2:30pm

*Times are subject to change based on calendar and transportation needs.

COVID19 INFORMATION

The School District of Menomonee Falls will begin the 2020-2021 school year in a hybrid model until October 2, 2020. In the hybrid model, all students, except those who chose the fully-virtual option, will return to in-person learning two or three days each week, depending on the week. The first week of school, September 1, will be used to help prepare students with the new protocols and routines. Students will begin synchronous learning in the hybrid model starting on September 8, 2020. Synchronous learning is when learning occurs for students at the same time, but not in the same place.

In the hybrid model, students at each school will be divided alphabetically by last names into two groups - Group A and Group B. Siblings and/or family members who live in the same household will be scheduled in the same group.

During in-person learning, students will experience learning through direct instruction, small group work, and individual application. When students attend via a live video-conference, they will experience learning through direct instruction and individual practice/application. When possible, students will participate in small group work. Students will experience both synchronous and asynchronous learning. Asynchronous learning means, students learn the same material at different times and locations. Feedback for students will be prioritized to guide their learning.

Please visit SDMF In-Person/Hybrid and the SDMF Fully-Virtual web pages for additional information. If you have additional questions regarding reopening SDMF schools, please email info@sdmfschools.org.

LEARNING Together HYBRID INSTRUCTION



The School District of Menomonee Falls will begin the 2020-2021 school year in a hybrid model until October 2, 2020. In the hybrid model, all students, except those who chose the fully-virtual option, will return to in-person learning two or three days each week, depending on the week.

 **at SCHOOL**
with social distancing,
masks and health protocols

 **at HOME**
live video conferences &
independent learning

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GROUP A			ALTERNATE WEEKS  OR 		
GROUP B			ALTERNATE WEEKS  OR 		
FULLY-VIRTUAL					

ANNUAL NOTICES

School districts must provide certain annual notices as required by law. The required notices listed below are available on the School District of Menomonee Falls website - www.fallsschools.org/ourstory/district-information/annual-notices. Additional annual notices will be updated on our website if necessary. If you would like a paper copy of any of the items listed below, please contact the District Office at (262) 255-8440.

- **Academic & Career Planning**
- **American with Disabilities Act**
- **Asbestos Notification**
- **Attendance**
- **Bullying**
- **Child Abuse & Neglect**
- **Code of Conduct**
- **Computer, Email & Internet Usage**
- **Dress Code**
- **Education of Homeless Children & Youth**
- **Educational Options for Students who Live in the District**
- **Electronic Communication Devices**
- **Emergency School Closings**
- **Human Growth and Development**
- **Locker Searches**
- **Managing Students with Sensitivities & Allergies**
- **Notice of Suicide Prevention Resources**
- **Parent's Rights & the Curriculum**
- **Student Academic Standards**
- **School Accountability Report**
- **School Nutrition**
- **Special Education**
- **Student Alcohol & Other Drug Use**
- **Student Assessments**
- **Student Interviews**
- **Use of Canines in Searches**
- **Transportation**
- **Student Medications**
- **Title I Program**
- **Title IX**
- **Visitor to Schools on School Premises**

ATTENDANCE

POLICY 431

The District believes truancy and excessive absences affect a student's education and increase the chance of failure. The Board of Education encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance, and success in school and employment. If student learning and growth are to occur, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

Parents/guardians have primary responsibility under State law for student attendance at school. Enforcement of student attendance and truancy policies and procedures shall be a shared responsibility between the schools, family service agencies, law enforcement officials, students, parents/guardians and the community at large.

Please refer to Board policy 431 for detailed information about compulsory attendance.

Habitual truancy is defined as a student who is absent without an acceptable excuse for part or all of five or more days a semester and 10 days a year. Part of a school day is defined as missing 30 minutes or more without an acceptable excuse.

STUDENT RECORDS

POLICY 347

Most student records are confidential with the exception of directory data. Directory data shall be considered public information and may be released to persons and media, unless parents/guardians or adult pupils refuse the release, in writing, via phone or email, through their own initiation.

After public notice has been given that a pupil's name has been designated as directory data, and fourteen (14) days thereafter has been allowed for the parent, legal guardian or guardian ad litem of the pupil to inform the school that the pupil's name may not be released, the data will be considered public information information.

A parent, regardless of whether the parent has legal custody of the pupil, shall have access to the pupil's school records unless the parent has been denied access to such records as outlined by State law (e.g. denied periods of physical placement with the pupil ordered by the court). Parents who have been denied periods of physical placement with a child by court do not have the right to inspect, review or receive copies of the pupil's education records.

Directory data includes:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's date and place of birth
5. The student's major field of study
6. The student's participation in officially recognized activities & sports
7. The student's weight and height, if a member of an athletic team
8. The student's dates of attendance as defined by the time frame in which the student was enrolled in the school, not the specific dates of attendance
9. The student's photograph and video
10. The student's degrees and awards
11. The name of the school most recently previously attended by the student

Pupil Records

Personally identifiable information from a pupil record will be disclosed under three circumstances:

- Written consent from a parent, guardian, or adult pupil,
- Receipt of a court order, or
- By authority of statute.

Records being released to a parent, or others with written consent, shall contain information related to only their child. Any identifying information about children other than their own shall be redacted. This includes all pupil records, regardless of format.

CODE OF CONDUCT

POLICY 443

Students who actively engage in their education maximize their educational opportunities, demonstrate a willingness to learn, contribute to a more effective learning environment and display a concern for the rights and privileges of others. Administrators and teachers shall be expected to take reasonable action to maintain a proper learning environment whether in or out of the classroom. The building principal shall maintain written rules of conduct and discipline for students in his/her building within the provisions of state and federal law and adopted Board of Education policies.

DRESS CODE

POLICY 443.2

Restrictions concerning dress, hairstyles and cleanliness shall be confined to those situations which cause interference with school work, create classroom or school disorder, or interfere with the health and safety of the student or other students. Articles of clothing that cause excessive maintenance problems, such as cleats on boots or clothing with metal rivets that scratch furniture, shall be considered unacceptable. Principals shall maintain written rules of dress code and determine discipline when the code is violated.

COMPUTER, EMAIL & INTERNET USAGE

POLICY 363.2

The School District of Menomonee Falls provides employees and students access to the District's computer equipment, internal network and the Internet for the purpose of furthering the educational goals and objectives of the District, The professional development of its employees, and the educational enrichment of its students. Access to these facilities is available at all District schools. The District has software and systems in place that monitor and record all Internet usage. No District student or employee should have any expectation of privacy as to his or her computer or Internet usage, or the privacy of any content. Students and employees may not use District computers for viewing or accessing any site that contains any offensive, disruptive, or harmful material. Any violation of the policy found on the district website could result in legal action, disciplinary action up to and including suspension and expulsion, and other action to preserve the integrity of the school district's property and network.

Students have Google accounts to utilize email, videoconferencing, word processing, spreadsheets, and presentations online. All stored work will be accessible from home, school, and anywhere there is an Internet connection. District issued accounts are to be used for school related work. District issued email accounts through grade 8 are a "closed system" that only allows direct communication between district students and teachers. Students in high school may send/receive email externally

ELECTRONIC COMMUNICATION DEVICES

POLICY 443.7

The School District of Menomonee Falls recognizes the value of student possession and use of personal electronic communication devices while at school when those devices are used for furthering the educational mission of the District and the health, safety, and welfare of our students. Students may be permitted to use personal electronic communication devices, including, but not limited to, personal digital assistants, cell phones, pagers, and portable media players on school premises and at school-sponsored activities. Possession and use of electronic communication devices must be conducted by students according to Board Policy and the rules set forth at each individual school. Students who possess or use a personal electronic communication device shall be responsible for its care and do so at their own risk.

BULLYING

POLICY 411.1

The District and Board of Education are committed to providing a safe, secure, respectful and nurturing learning environment for all students in school buildings, on school grounds, school buses and at school-sponsored activities. The District consistently and vigorously addresses bullying behavior so that there is no disruption to the learning environment and learning process. The policy applies to both on school grounds and during activities that occur off school property.

Definitions (see Policy 411.1 for full descriptions):

Bullying - Deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm.

Cyberbullying - All forms of bullying in cyberspace commonly referred to as cyberbullying are prohibited under this policy. Cyberbullying includes, but is not limited to the following misuses of technology: teasing, intimidation, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace.

The following are used throughout K-12 to help students distinguish between bullying behavior and other types of concerning interactions:

- Teasing: Everyone is having fun; no one is getting hurt; everyone is participating equally.
- Conflict: No one is having fun; there is a possible solution to a disagreement; equal balance of power.
- Mean Moment: Someone is getting hurt on purpose; reaction to a strong feeling or emotion; an isolated event (does not happen regularly).
- Bullying: Someone is being hurt on purpose; repetitive (happens often); imbalance of power.

Reporting Bullying and Filing a Complaint

An individual who believes he/she is being subjected to bullying is encouraged to advise the person who is engaging in such conduct (the accused) of their objections to or bullying behavior. If the victim of such behavior is unable or unwilling to advise the person alleged to be engaging in bullying behavior, or if this fails to resolve that behavior, the individual should immediately report the behavior to a teacher, principal, associate principal or district administrator and file a complaint. Complaints against the building principal or associate principal should be filed with the Superintendent, Corey Golla (gollcor@sdmfschools.org), Director of Pupil Services, Stacy Klemm (klemsta@sdmfschools.org), or Director of Human Resources, Leia Sceptor (scopeve@sdmfschools.org). Complaints against the Superintendent should be filed with the Board president, Faith VanderHorst (fvanderhorst@sdmfschools.org).

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and a clear account of the incident is to be documented.

WHAT IS AND IS NOT BULLYING?

Teasing

Everyone is having fun
No one is getting hurt
Everyone participates

Conflict

No one is having fun
Possible solution
Equal balance of power

Mean Moment

Hurt on purpose
Reaction to a strong
feeling or emotion

Bullying

Hurt on purpose
Repetitive
Imbalance of power

STUDENT ALCOHOL AND OTHER DRUG USE

POLICY 443.4

It is the belief of the Board of Education that students and employees have the right to attend school and work in an environment that is free from the non-medical use of alcohol, drugs and mood-altering substances. These substances interfere with the learning environment of students and the performance of students and employees. Possession, distributing, selling, or intending to sell any quantity of drugs, tobacco, intoxicants, look-alike drugs or drug paraphernalia while on school premises or involved in any school related activity, including contracted transportation, by students is strictly prohibited. This policy does not prohibit the authorized use of prescription drugs or over the counter drugs, with the written permission of the student's parent/guardian and physician. Although not specifically mentioned in the policy, alcohol and other drug use applies to e-cigarettes as well. Students who violate this policy shall be subject disciplinary procedure, which may result in expulsion. Students participating in voluntary school activities may be subjected to random non-suspicious drug tests provided by the School District of Menomonee Falls as deemed appropriate by the building administrator/designee.

LOCKER SEARCHES

POLICY 445.1

All lockers and desks are considered school property and subject to periodic reasonable inspection by school authorities. Lockers may be searched without the consent of the student, without notifying the student and without obtaining a search warrant. Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or the rules of the school. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student, retained for disciplinary proceedings or turned over to law enforcement.

USES OF CANINES IN SEARCHES

POLICY 443.6

In order to maintain a drug free school and safe environment, the use of canines trained for drug detection and explosive devices will be used. Accompanied by law enforcement personnel and building administration, canines may be used for purposes of exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate. Canines may also be used for random student searches in extra-curricular, nonmandatory activities. Searches that involve canine units will be carried out on a random or periodic basis.

STUDENT INTERVIEWS

POLICY 445

There are times when incidents that violate a school rule and/or District policy occur within the school setting. In these cases, the situation will be investigated through interviews of involved students, staff and witnesses for a purpose of gaining a comprehensive understanding of the events that occurred. The questioning will be conducted by a principal/designee. The results of the investigation will determine any consequences. The police department shall be contacted immediately if there is reason to believe that a student violated any laws. If law enforcement officers are contacted by school personnel, or become involved in an incident that has occurred on school grounds, or at a school-sponsored event away from school premises, it may be necessary to interview the student. If the principal/designee requests assistance, the police officer may conduct an investigation within the school building and interview students as possible witnesses in school and during the school day. Police officers shall make every attempt to interview students outside of school hours and outside of the school setting in cases where assistance by school authorities has not been requested. This procedure will not apply to circumstances where serious crimes are involved or where imminent threats to persons or property are involved. If the police deem it necessary to interview students at school, the police department shall first contact the principal/designee regarding the planned visit and inform the principal/designee of the need to investigate. Communication with Parents/Guardians A. Parents/Guardians will be notified of a school-related incident for all involved students upon completion of the investigation due to the need to be timely and comprehensive, parents will not be notified when students are interviewed. B. Parents/Guardians of involved students will receive communication prior to the release of school should a school investigation be ongoing. C. If police are involved in an investigation, communication to parents/guardians will be determined by the police department.

HUMAN GROWTH AND DEVELOPMENT

POLICY 341.1

The District's human growth and development education includes age-appropriate information to each grade level and students' level of maturity. Each year, before human growth and development education begins, an outline of the curriculum will be provided to parents with an outline of the curriculum used in their child's grade level and information on how the parent may inspect the complete curriculum will be included.

Students are required to take courses and participate in units of human growth and development unless a parent files a written request for exemption with the principal. An advisory committee of parents, teachers, administrators, students, health care professionals, clergy members and other district residents advises the board on design, review and implementation of curriculum. The curriculum is evaluated every three years. A written report of the evaluation is filed with the Department of Public Instruction.

PARENTS' RIGHTS AND THE CURRICULUM

POLICY 334.7

The Board of Education recognizes the pupil's right of free access to many different types of materials. The Board also recognizes the responsibility of teachers, librarians, and administrators to select books and other materials in accordance with current trends in education and to make them available in the schools. The District recognizes the right of parents to inspect instructional materials and to deny their child's participation in certain curricular activities in accordance with State and Federal laws and regulations. Complaints resulting from the denial of parent requests regarding the inspection of instructional materials and/or a child's exclusion from participation in certain curricular activities shall be processed in accordance with established procedures. Complaints shall be judged individually, based upon State and Federal guidelines and District policy.

SPECIAL EDUCATION

POLICY 342

In recognizing its responsibility to provide children with disabilities appropriate education for all children of the District, the Board shall provide free and appropriate programs.

Please refer to Board policy 342 for detailed information about special education.

A referral may be made by contacting Kathy Young, Director of Pupil Services, School District of Menomonee Falls, at (262) 255-8442, or by writing to W156N8480 Pilgrim Road, Menomonee Falls, Wisconsin, 53051.

EMERGENCY SCHOOL CLOSINGS

POLICY 723.1

The Superintendent shall have the authority to close the District schools, start school later or dismiss students early in the event of inclement weather or other emergencies which threaten the health or safety of students and staff. When determining whether or not to close school due to inclement weather, the Superintendent shall consult village public works and other area superintendents.

Procedure for informing families on school closure:

Area radio and TV stations shall be notified as early as possible on any day that schools are closed due to inclement weather or other emergencies. Parents will receive an automated call that school is closed, and the announcement will be put on the district's website.

CHILD ABUSE/NEGLECT

POLICY 454

Any District employee having reasonable cause to suspect that a student has been abused or neglected or having reason to believe that a student has been threatened with an injury and that abuse will occur, shall immediately contact the appropriate county or village agency and inform the agency of the fact and circumstances which led to the filing of the report.

School personnel shall not contact the parent(s) and/or legal guardian of the student or any other person to determine the cause of any suspected abuse or neglect. County agencies may contact, observe or interview a student at school, without permission from the parent(s) and/or legal guardian of the student, if necessary to determine if a student is in need of protection or services.

Self-Inflicted Injury

Self-inflicted injuries and threatened suicide are not "abuse." However, these actions are serious threats to a youth's health and life and shall be addressed through other means (e.g., notification of the family or referral for mental health assessment and treatment). The threat of self-inflicted injury may be identified through a number of means, including, but not limited to self-reporting, reporting from other individuals, or discovery on technological devices owned by the District and used by the student.

HOMELESS CHILDREN AND YOUTH CHILDREN IN & OUT OF HOME PLACEMENT/FOSTER CARE

POLICY 420.1

The District shall implement the McKinney-Vento Homeless Education Assistance Act and Title I, Part A of the Elementary and Secondary Act to ensure that children and youth experiencing homelessness or children who are in and out of home/foster care placement are provided with equal access to the same free, appropriate public education.

Please refer to Board policy 420.1 for detailed information.

Detailed information on the McKinney-Vento Homeless Education Assistance Act can be found on our website at <https://www.fallsschools.org/divisions/student-support-services/homeless-student-services>

Families may contact the social worker at each building:

Menomonee Falls High School: Felicia Perkins Peterson

North Middle School : Amber Montague

Ben Franklin Elementary: Michelle Olson, Felicia Perkins Peterson

Shady Lane Elementary: Sally Pallan

Riverside Elementary: Amber Montague

Valley View Elementary: Sally Pallan

TRANSPORTATION

POLICY 481

The Board of Education, at district expense, provides transportation to and from school for:

- a. All 4K – Grade 5 children residing over one (1) mile from the primary school they will attend (public or private).
- b. All children (grades 6 - 12) residing over two (2) miles from the school they will attend (public or private).
- c. Children who qualify for pupil transportation according to Wisconsin State Statutes 121.54.

For the following transportation forms, go to www.fallschools.org/divisions/business-services/transportation

- Non-mandated busing (for those who don't qualify for busing)
- Medical bus alert
- Bus stop change request

The School District of Menomonee Falls provides transportation for District residents to and/or from child care providers based on the location of the child's residence and the location of the child care provider. Such transportation is provided under the following conditions:

1. Students must be eligible for busing based on home residence.
2. The child care provider must be located within the school attendance area and outside the mileage limit which applies to students as specified in Policy #481.
3. Pick-up and drop-off locations must be on the same bus route and in a consistent everyday pattern.
4. Requests for transportation to and/or from a child care provider must be made in writing and received by August 1. Requests made during the school year must be received five working days before a change is to become effective. The request must state the name(s) of the student(s) involved, the student's home address, the child care provider's address, and the pick-up and drop-off points. The request must be submitted to the principal of the school attended by the student(s) involved.
5. Requests for transportation to and/or from a child care provider will be considered based on space availability on the appropriate bus route and on a first come, first served basis.
6. The child care provider must be located on an existing bus route. Routes will not be extended or altered to accommodate requests.
7. There must be no additional cost to the school district for providing this transportation service. Any additional charges will be passed on to the parent.
8. All requests must be renewed each school year.
9. Only two changes of child care provider are accepted during one school year.

NOTE: When Milwaukee Public Schools close, transportation does not run for students in Chapter 220 or open enrollment.

SCHOOL NUTRITION DEPARTMENT

POLICY 761

Students in the District shall have an opportunity to participate in the federally subsidized National School Breakfast Program (NSBP) and the National School Lunch Program (NSLP). Both programs allow students who qualify to receive a free or reduced breakfast and lunch. The School Nutrition Director shall manage the programs in accordance with established guidelines.

District meal and milk prices shall be reviewed and established annually. In addition to the NSLP and NSBP, the School Nutrition Department may offer ala carte food sales or special catering events to students and staff within the district and may contract with other local schools/programs to provide nutrition programs so long as any contracted services are not subsidized by the general fund. The District shall use a debit computerized system to record meal/food purchases and payments. Parent(s) and/or legal guardian(s), students and staff must pre-pay and maintain sufficient funds in their meal account to cover the cost of meal/food purchases.

Breakfast Fees

Grades K-5 Cold \$1.65

Grades 6-8 Cold \$1.70

Grades 9-12 Cold- \$1.70; Hot \$2.00

Reduced \$0.40

Adult Breakfast \$2.65

Milk \$0.40

Lunch Fees

Grades K-5 \$2.50

Grades 6-8 \$2.85

Grades 9-12 \$3.10

Reduced \$0.40

Adults \$3.80

Milk \$0.40

Families and staff must prepay and have sufficient funds in their account to cover the cost of a meal or additional food purchases. A la carte purchases will not be permitted if there are not sufficient funds in an account or if an account has a negative balance.

Payments are accepted online. Please call the School Nutrition Office at 262-250-6462 to setup a Wordware account.

Checks are also accepted. Please make checks payable to SDMF School Nutrition and have the family ID number placed on the check as well. Checks can be dropped off or mailed to the School Nutrition Office located at the Menomonee Falls High School at N80 W14350 Titan Drive, Menomonee Falls, WI 53051. Please do not send cash.

Payments may also be sent along with the student and given to either the Administrative Assistant in the front office or to any School Nutrition cashier. Payments sent to the school should be in an envelope which is labeled with the student's name, family ID number and noting it is a lunch payment.

It is the families' responsibility to keep their lunch account up to date. A family can go online to access their family lunch account. An email, text and automated phone call is sent to families on a regular basis, including when the balance reaches \$10 or lower per student, per default. The district recommends depositing \$25 or more per student at a time. Please note that there is a minimum of two business days to record payments. Do not include lunch money with any other school dues or fees.

Free and Reduced lunch applications are available online at <https://www.fallsschools.org/divisions/school-nutrition>. Click "Free and Reduced Lunch". You may also make online payments by clicking on "Pay School Nutrition Fees." You will need your family ID and pin number (last 4 digits of the phone number on the account.) Family, student and staff lunch ID numbers remain the same. The High School and North Middle School offer a la carte items. Accounts with a negative balance may not charge a la carte items to their account. Only the high school accepts cash in the lunch line. No other schools accept cash in the lunch line.

For detailed payment information, please see "761 Family Meal Accounts Payments Procedure" on our website.

STUDENT MEDICATIONS

POLICY 453.3

Medications are given to students in the school setting and school sponsored activities (including overnight activities) to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

To authorize administration of prescription medication, a written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication. Non-prescription medication which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school, authorizing school personnel to administer.

Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian.

MANAGING STUDENTS WITH SENSITIVITIES & ALLERGIES

POLICY 453.61

The District cannot guarantee an allergy-free environment for our students. The District will make every reasonable effort to reduce exposure to any allergen that a family indicates a concern. Since each student's allergy and situation is different, an individual Health Care Plan may be created for some students and this information shared with school staff that needs to know about the student's health concern.

The District's primary goal is to create a safe learning environment for students who have life threatening allergies by minimizing the risk of exposure to the offending allergen and to support the individual student in avoidance of the offending allergen. School staff, student's parents/guardian, health care providers, and the student with the allergy will work together to achieve this goal.

COMMUNICABLE DISEASES

POLICY 453.4

It is the policy of the School District of Menomonee Falls pursuant to Federal, State and local laws and regulations, and in cooperation with State and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students and staff in disease prevention methods and sound health practices.

Students' parent(s) guardian(s), adult students and employees are responsible for reporting suspected and confirmed diagnoses of communicable diseases. Reports shall be made to building administrators or a district nurse. Each situation of suspected or confirmed communicable disease will be handled on a case by case basis in coordination with the Waukesha County Department of Health and Human Services.

Students and staff may be excluded from school and/or school related activities if they are suspected of or diagnosed as having a communicable disease, as defined in the administration interpretation, that poses a significant health risk to others or that renders them unable to adequately perform their jobs, or pursue their studies, or poses a significant risk of transmission to others in the school environment. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedure.

COMMUNICABLE DISEASES- COVID-19 DISTRICT GUIDELINES

(COVID-19 district guidelines are intended to supplement procedure 453.4.1)

1. Personal Protective Equipment (PPE)

- a. Proper cloth face coverings must be worn to cover the mouth and nose.
 - i. Cloth face coverings are intended to be a barrier to help prevent respiratory droplets when people speak, cough, sneeze, or raise their voice. Crocheted face coverings, thin materials such as nylon, or face coverings with holes are not to be used as they are not considered a barrier for droplets.
 - ii. Cloth face coverings may include medical grade masks.
- b. The District may provide students and staff with a cloth face covering.
- c. Students, staff, and visitors (e.g., contracted service providers, parents, community members, and volunteers) will wear cloth face coverings on/off school premises, during district related activities, and while using district transportation.
- d. Per health guidelines, mandatory cloth face coverings shall be properly worn in all District facilities, for District related activities, and when on District property by all students, staff, and visitors when not able to maintain physical distance or when the harm does not outweigh the benefits (see exceptions and exemptions).
 - i. An exception to wearing a cloth face covering would be when eating or when engaged in activities when the harm would outweigh the benefit. For, example, when the cloth face covering becomes wet, during high intensity activities like running if it causes difficulty breathing, recess or outdoor spaces, when working in a setting which cloth face covering may cause safety concerns due the introduction of hazards (for instance straps getting caught in machinery risk), those who are teaching students who rely on lip reading, or during scheduled cloth face covering breaks.
 - ii. Exemptions/accommodations may be made for students with a physician prescribed health care reason via a health care plan created with the district nurse. This health plan must be followed by the student and parent/guardian for the student to remain in their current schedule or instructional model.
 - iii. Exemptions/accommodations may be made for students through an IEP or 504 team. The IEP and 504 must be followed by the student and parent/guardian for the student to remain in their current schedule or instructional model.
 - iv. An exemption may be made for students who are unable to remove the cloth face covering without assistance.
 - v. Exemptions/accommodations for students do not guarantee that the student will remain in their current schedule or instructional model. The administration will make the determination to change the students schedule or instructional model.
 - vi. Exemptions/accommodations may be made for staff with documented health conditions through the human resources department.
- e. Gloves are recommended, as deemed necessary. Face shields may be used to supplement a cloth face covering, but not as a replacement for a cloth face covering.
- f. Sneez guards may be used to supplement a cloth face covering, but not as a replacement for a cloth face covering.

COMMUNICABLE DISEASES- COVID-19 DISTRICT GUIDELINES

2. Health and Hygiene Practices

The administration shall develop consistent protocols and guidelines for students, staff and visitors to follow to include:

- a. Hand washing/sanitization practices
- b. Use of common spaces including lunch rooms, office areas, hallways, visitor vestibule, etc.
- c. Classroom procedural guidance
- d. Guidance for the use of the health room
- e. Collaboration guidance for students and staff

3. Instructional Models:

The administration shall develop viable instructional models with the goal of students being physically present in school to the greatest extent possible. Examples of models may include variations of:

- a. In-Person
- b. Hybrid
- c. Virtual

4. Decision Matrix: Using the local metrics, the Director of Pupil Services along with the Data Analytic Specialist shall work in conjunction with administration and the local health department to develop a decision making tool to inform the use of the most appropriate instructional model. This procedure will be in place for the duration COVID-19 is declared as a national pandemic.

5. Acknowledgement of COVID-19 District Guidelines

- a. Students, staff, and visitors will be made aware of guidelines and expected to follow the guidelines while on/off school premises, during District related activities and during District provided transportation.
- b. Information regarding guidelines will be included as part of the student handbook pursuant to the Board's powers under Wisconsin Statute 120.13(1)(a).
- c. Students, staff, and visitors will be reminded of these mitigation efforts, via visual representation as well as verbal reminders, and be required to follow mitigation efforts as outlined.
 - i. For students, administration shall reinforce this mandate, with reminders, collaboration with families and may provide alternative education options.
 - ii. For staff, administration shall reinforce this mandate, with reminders. Noncompliance shall be directed to human resources, will lead to removal from the premises, and will be subject to disciplinary action.
 - iii. For visitors, administration shall reinforce this mandate with reminders. Noncompliance shall result in removal from premises.

6. Professional Development of Students and Staff

- a. Human Resources will determine the necessary Safe Schools modules and supplement with District specific modules
- b. Administration will determine staff and student training in collaboration with district nurse. Training will include the following topics:
 - i. Mask use (student, staff and visitor)
 - ii. Cleaning procedures for classroom and common areas
 - iii. Risk mitigation efforts (classroom procedures, transition, lunch, health room procedures)
 - iv. Decision matrix
 - v. Other as deemed necessary by the District.

COMMUNICABLE DISEASES- COVID-19 DISTRICT GUIDELINES

7. Consultation with Medical Professionals: The Health Team will consult with external medical and educational experts for guidance in determining local practices. Examples of such experts may include:

- a. Centers for Disease Control and Prevention (CDC)
- b. Department of Public Instruction (DPI)
- c. Waukesha County Public Health Department
- d. American Academy of Pediatrics
- e. Others as deemed necessary by the District

MENINGOCOCCAL DISEASE

Public health authorities recommend that teenagers and college-bound students be immunized against meningococcal disease, commonly known as bacterial meningitis, a rare but potentially fatal infection. While meningococcal disease is rare and difficult to contract, it is very serious. There is now a vaccine that may help to prevent this infection.

Meningococcal bacteria can potentially be transmitted through close contact with an infected person through direct contact with respiratory and/or oral secretions from an infected person (for example, through sharing drinking containers or kissing). Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious, because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Up to 83 percent of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacterium that cause meningococcal disease in the U.S.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11-12 years olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

For more information about meningococcal disease and immunization, please feel free to contact me directly at [INSERT SCHOOL PHONE NUMBER] or visit the following websites to learn more about meningococcal disease, vaccine information, and public health resources visit the following websites.

- Centers for Disease Control and Prevention (CDC) Meningitis Fact Sheet
- Centers for Disease Control and Prevention (CDC)
- National Association of School Nurse, Voices of Meningitis
- Wisconsin Department of Health Services
- Local Wisconsin public health departments and contact information

Other organizations' meningococcal meningitis information is available:

- American Academy of Family Physicians
- American Academy of Pediatrics
- Meningitis Foundation of America
- National Meningitis Association

STUDENT IMMUNIZATIONS

POLICY 453.2

All students, including transfer students, admitted to the District shall present immunization records as required by law. Immunizations shall be required for measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, mumps, varicella and Hepatitis B. Parents/guardians are responsible for ensuring their child(ren)'s immunizations are current. The district shall not be responsible for the cost of immunizations.

In the event a parent(s) and/or legal guardian refuses to submit evidence of compliance with the immunization requirement on the basis of religious conviction or medical reasons, a written statement to this effect, signed by the parent(s) and/or legal guardian, shall be submitted to the school office prior to the acceptance of the student into the District.

STUDENT IMMUNIZATION LAW/REQUIREMENTS

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

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) ¹	4 DTaP/DTP/DT ²	3 Polio	3 Hepatitis B ⁶	1 MMR ⁷	1 Varicella ⁸	
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{2,3}	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸	
Grades 6 through 12	4 DTaP/DTP/DT/Td ²	1 Tdap ⁴	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

VISITOR TO SCHOOLS AND ON SCHOOL PREMISES

POLICY 860

The Board of Education and staff believe there are many benefits that can result from increased interactions with families and the public. Thus, parents, family members and community members are encouraged to visit the District's schools and attend school sponsored events. At the same time, The District has a legitimate obligation to ensure that the visitors do not provide a disruption to the educational environment, protect the safety and welfare of students, staff and others in the building and on school premises, and protect the District's facilities and equipment. A balance must be achieved between the potential benefits and risks associate with visitors in the building and on school premises.

This policy applies to all District buildings and all District premises; and during all school sponsored events and to all District grounds during and outside of school hours.

Visitors to school or on school premises during school hours will adhere to the following requirements:

1. Report to the school office when entering the building.
2. Sign the visitor's registrar.
3. Provide personal identification to school staff, such as a driver's license or other identification with a picture. If the individual does not possess such a credential, and school staff cannot otherwise identify the individual, the visit may not occur or will occur under constant supervision of a school employee.
4. Receive authorization to visit designated area of the building or on school premises.
5. Obtain a visitor's pass.
6. Check out when visit is completed.
7. Comply with any other procedure required by the principal of the building.

EDUCATIONAL FEES

General fees

4K \$25

Elementary School (K-5) \$75

Middle School (6-8) \$90

High School (9-12) \$130

Other fees

Music Instrument Rental \$75

Athletics

North Middle School Per Sport \$130 (Max 4 Sports per Family) \$520

High School Per Sport \$165 (Max 4 Sports per Family) \$660

Parking-High School \$85 1/2 yr or \$170 Full-Year

Fine Arts Fee - Grades 6-12 (Band and Orchestra) & Grades 7-12 (Art and Choir) \$25

Activity/Clubs - Grade 6-12 (One time fee/school year) \$20

Career & Tech Edu. Materials Fee - 6-12 (PLTW, Tech Ed) \$25 one fee per semester, per dept course

ANNUAL ASBESTOS NOTIFICATION

Under the AHERA (Asbestos Hazard Emergency Response Act) rule, all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Beginning in 1988, all buildings owned, leased, or “under the control of” the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos.

Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program. The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school’s consultant for asbestos for the school year.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition in good condition.
- Periodic “surveillance” in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.
- In the past year the District conducted the following asbestos removal activities: High School: Exterior by room 151.
- Ben Franklin: Floor Tile & Mastic in East Hallway 1,928 Sq. Ft, and East Hallway Ceramic Base (with Lead Glaze) 253 LF,
- Shady Lane: All Main Level Hallways and Ceramic Base (with Lead Glaze).

All outside contractors shall contact the lead maintenance person before commencing any work that may disturb building materials. Our goal at the District is to be in full compliance with asbestos regulations. A copy of the Asbestos Management Plan is available for review by contacting the District Office. Questions related to this plan or any other asbestos concerns should be directed to the District’s Designated Person,

Richard F Fechter
Director of Facilities
School District of Menomonee Falls
(262) 255-8446

SAFETY PLANS

All schools have safety plans in place, and practice drills to ensure students have learned the behaviors necessary to stay safe should an issue arise. In the event of a significant situation, the safety of the students and staff will be the number one priority. Students will only be released once the school is able to determine safety is no longer compromised and students are accounted for.

ALL INFORMATION, DISTRICT POLICIES, AND FEES OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AND ARE CURRENT AS OF JULY 30, 2020. FOR THE MOST CURRENT INFORMATION, PLEASE VISIT FALLSSCHOOLS.ORG.

SAFETY PLANS

All schools have safety plans in place, and hold practice drills to ensure students have learned behaviors necessary to stay safe should an issue arise at school. The safety of students and staff is our number one priority. In the event of a safety event, students will only return to school after it has been determined that safety is no longer compromised and students are accounted for.

All of our schools have school safety committees that meet on a regular basis to review crisis response protocols and proactive safety measures. Twice per year, all of our teams meet with the Village of Menomonee Falls Police and Fire Departments to discuss and examine safety protocols and procedures.

Each school practices evacuation drills, severe weather drills, and lockdown drills regularly. Wisconsin state law requires schools to have at least one safety drill each month. Each school has created an evacuation procedure so they are prepared if our schools would become unsafe. Each school has procedures for evacuating of school and returning to school when the building is clear.

Each school also has identified several undisclosed relocating sites off campus. The location of these sites will not be disclosed in advance for security purposes. In the event of an evacuation and off-site relocation, you will be notified of plans for reunification.

In the event of an evacuation and parent reunification at an off-campus site, parents will be required to bring a photo ID in order to pick up their child. The purpose of the photo ID is to ensure that all students are released only to their parents or guardian.

STUDENT ACADEMIC STANDARDS

Each year, your school board is required to adopt pupil academic standards in mathematics, science, reading, writing, geography, and history. These standards are posted on our district website, www.sdmfschools.org, on the Parents link at the top of the page.

These standards are met throughout the academic career of our students. The course selections and programs available at Menomonee Falls High School and North Middle School are in the course guides on each school's respective website. Course guides can be found by selecting "Academics."

The School District of Menomonee Falls does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities, and provides equal access to the Boy Scouts and other designated youth groups. If any student feels there has been a discriminatory situation in regard to any of the above-named classes or in violation of Title IX, Section 504, or Title ADA, please contact the building administrator or Kathy Young, the Director of Pupil Services, at 262-255-8695 or younkat@sdmfschool.org.

We are hopeful this information is helpful as we partner to deliver the best education possible for all students.

ALL INFORMATION, DISTRICT POLICIES, AND FEES OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AND ARE CURRENT AS OF JULY 30, 2020. FOR THE MOST CURRENT INFORMATION, PLEASE VISIT FALLSSCHOOLS.ORG.

SOCIAL MEDIA GUIDELINES

Connect with the School District of Menomonee Falls on Facebook, Twitter, Instagram and LinkedIn. Our social media pages are intended for students, parents/guardians, staff, alumni and community members to be informed about news and events in the School District of Menomonee Falls. We encourage you to share and comment on our posts by following the social media guidelines below.

The School District of Menomonee Falls reserves the right to delete all comments that do not follow the SDMF social media guidelines below. We also reserve the right to ban users who violate these guidelines, including Board Policy 512 HARASSMENT OF EMPLOYEES PROHIBITED. Our intention is not to deprive any person of his or her right to freedom of expression, but to maintain a safe, harassment-free environment for our students and staff.

Postings and comments must not violate district policies or Internet safety guidelines. Nor will page administrators allow comments on page postings that:

1. Contain abusive, hateful, racial, defamatory or inappropriate language or statements.
2. Suggest or encourage illegal activity.
3. Are of commercial nature (i.e. advertisements, solicitations)
4. Violate copyright and fair use laws. Please give credit where it is due and recognize the source when publishing other's content.
5. Do not show consideration for the privacy of others, including identifying students or staff members.
6. Contain political campaign messages, including support or opposition of ballot measures or political candidates.
7. Are considered likely to offend or provoke others.
8. Are not factual. Please be accurate and verify your facts before you post.
9. Are repeatedly posted comments.

We strive to communicate about urgent issues and respond to inquiries from our community in a timely manner, but please note that our social media accounts are not monitored 24/7. If you have an emergency or are in crisis, please call 911. Please contact principals, teachers, staff members and the School Board directly as we are not equipped to forward messages to individuals through social media.

The School District of Menomonee Falls supports efforts to involve students in optional activities that have social, recreational, or educational value and may occasionally share posts promoting such activities from third parties on our social media channels. It is our policy to only share information about programs/services from non-profit organizations that pertain to children and/or education. Information shared is at the discretion of the school district. Posts shared promoting non-district sponsored activities will be indicated as such.

ALL INFORMATION, DISTRICT POLICIES, AND FEES OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AND ARE CURRENT AS OF JULY 30, 2020. FOR THE MOST CURRENT INFORMATION, PLEASE VISIT FALLSSCHOOLS.ORG.



Congratulations to the Class of 2020



Engage | Learn | Improve

WRAP AROUND AFTER SCHOOL

KIDS INC cares for our kids,
register at FallsRec.org

Join our #FallsPride

Share what you love about
the Falls on social.

FIND OUT MORE ABOUT US

Info about our district is on
24/7 at FallsSchools.org.