



SCHOOL DISTRICT OF PITTSVILLE

Expecting Excellence and Innovation, Honoring Legacy, and Embracing Partnerships

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DISTRICT OFFICE
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State Statutes requires that notice be provided to parents annually on a number of issues of importance regarding your student(s). Please review the information carefully. If you have any questions regarding the content, please contact your student's building principal.

STUDENT ACADEMIC STANDARDS (Policy 313). State law requires the District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography, and history that have been adopted by the School Board and that will be in effect during each school year. The School District of Pittsville will continue to implement the Wisconsin Academic Standards. Details of these standards can be viewed at <http://dpi.wi.gov/standards>.

SCHOOL ACCOUNTABILITY REPORT. The School Report Card, using multiple measures of student learning, provides valuable guidance on how our schools are doing and where they can improve. The report cards help all Wisconsin public schools get a better picture of how well they help children learn, advance to the next grade, and graduate ready for college and career. Parents can view each school's report card on our website at www.pittsville.k12.wi.us. Additional school accountability information is available at [DPI Accountability Website](#).

EDUCATIONAL OPTIONS (Policy 343.4-Exhibit). School Boards are required by section 118.57 of the state statutes to annually publish a description of the educational options available to the children residing in our district, including public schools, private schools participating in parental choice programs, charter schools, virtual schools, part-time and full-time open enrollment, Early College Credit Program, Technical College Course Program ("Start College Now"), and options available for home-based private educational program students. This description will be posted on the district website at www.pittsville.k12.wi.us.

SCHOOL AND SCHOOL DISTRICT PERFORMANCE REPORT. The School Performance Report serves as our state's annual public school report card and represents the most comprehensive resource for data on school performance and student achievement. Each report gives information pertinent to the Pittsville School District compared to State of Wisconsin totals. You may refer to the Wisconsin DPI Website for complete comparison of all Wisconsin Schools. Please go to <https://apps2.dpi.wi.gov/sdpr/spr.action> to review the Pittsville School District's School

STUDENT ASSESSMENTS (Policy 346). The Pittsville School District annually administers the following examinations:

- The Wisconsin Forward Exam at grades 3-8 English Language Arts (ELA) and Mathematics; at grades 4 and 8 Science; and at grades 4,8, and 10 Social Studies
- ACT Aspire at Grade 9 and 10
- The ACT Plus Writing at grade 11 for Reading, English, Mathematics, Science, and Writing
- ACT Work Keyes at grade 11

GENERAL STUDENT NONDISCRIMINATION (Policy 411). It is the policy of the Pittsville School District, pursuant to state and federal laws and regulations, that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular (which would include all Career and Technical Education opportunities), extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, any physical, mental, emotional, or learning disability or any other legally-protected status or classification as required by S. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. The District encourages informal resolutions of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Pittsville School District. Any questions concerning this policy should be directed to: Rodney Figueroa, District Administrator, School District of Pittsville, 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466, 715-884-6694.

STUDENT NONDISCRIMINATION IN RELATION TO CAREER AND TECHNICAL EDUCATION. As required by C.F.R. 34, Appendix B to Part 100, this notice shall serve to advise students and parent/guardians that all career and technical education programs offered by the School District of Pittsville will be available without regard to a person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, any physical, mental, emotional, or learning disability or any other legally-protected status or classification as required by S. 118.13, Wis. Stats. The School District of Pittsville offers a variety of career and technical courses for grades 7-12. These courses offer opportunities for students to explore technology, trade and industrial, agriculture, business, marketing/entrepreneurship, family and consumer science, and health science. The admission criteria or pre-requisites for the career and technical education courses offered in grades 9-12 can be found in the PHS Course Handbook located on the district website at www.pittsville.k12.wi.us. The person designated to coordinate district compliance with nondiscrimination laws: Rodney Figueroa, District Administrator, 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466, 715-884-6694. Lack of English language skills will not be a barrier to admission and participation.

STUDENT RELIGIOUS ACCOMMODATIONS (Policy 381.1). Students may be excused from a classroom activity or from portions of the established course of instruction where the instructional content would violate the child's religious beliefs. Students may be required to complete an alternative assignment or course of instruction to meet course requirements. Questions or complaints concerning accommodations should be directed to the student's teacher or building principal.

EDUCATION OF HOMELESS CHILDREN AND YOUTH (Policy 411.2). The McKinney-Vento Act defines children and youth who are homeless (21 years of age and younger) as children and youth who lack a fixed, regular and adequate nighttime residence and includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship or a similar reason (sometimes referred to as double-up); living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; awaiting foster care placement; or migratory children who qualify as homeless because the children are living in circumstances described above.

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the Pittsville School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child/youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (i.e. academic records, immunizations and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities for parents to participate in the education of their children including special notices of events, parent-teacher conferences, newsletter, and access to student records.
- Immediate enrollment and transportation to the school of origin, "School of Origin" is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions

Please contact Dr. Cynthia Porter, homeless liaison for the Pittsville School District, at 715-884-6412 for additional information about homeless issues.

STUDENT PRIVACY/SURVEYS (Policy 333.1). The school board respects the privacy rights of parents and their children. No student shall be required to participate in any survey associated with a school program or the district's curriculum, or which is administered by a third party in the school, if the survey includes one or more of the following items:

- 1) Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (otherwise providing that information to others for that purpose.)
- 2) The administration of any survey containing information related to 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 behaviors;
 - 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's parents; 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.

The building principal shall notify parents/guardians at the beginning of each year of the specific or approximate dates during the school year when such survey activities are scheduled involving their children. Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional materials should be made to the building principal or his/her designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay.

HUMAN GROWTH AND DEVELOPMENT (Policy 341.31). The Pittsville School District provides instruction in human growth and development throughout the K-12 curriculum. No student may be required to take any or all instruction in this area if the student's parent/guardian files with the teacher or school principal a written request that the student be exempted. Students exempted from such instruction will still receive instruction in the subject areas described in sections 118.01(2)(d)2c and 8 of the state statutes. Information on complete curriculum and instructional materials can be requested by contacting your child's principal.

SPECIAL EDUCATION. Upon request, the Pittsville School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district. A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the Director of Special Education, Pittsville School District, at 715-884-2517 or by writing him/her at 5459 Elementary Avenue, Suite 1, Pittsville, WI 54466.

SPECIAL NEEDS SCHOLARSHIP PROGRAM. (Policy 342.1-Exhibit) This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. Under this scholarship program and as further specified in state law, a child with a disability who has been denied the opportunity to attend a nonresident school district under the full-time open enrollment program may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school that is participating in the Special

Needs Scholarship Program. This is a state-administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI. The Special Needs Scholarship Program is further defined under section 115.7915 of the state statutes. Additional information about the program should be available on the website of the Wisconsin Department of Public Instruction: <https://dpi.wi.gov/sms/special-needs-scholarship>.

TITLE I PROGRAMS/TEACHER/PARAPROFESSIONALS QUALIFICATIONS. The School District of Pittsville receives federal Title I program funds under the Elementary and Secondary Education Act (ESEA).

Parental Involvement Policy (811) The Board of Education believes that the education of each student is a responsibility shared by the school as well as parents. The Board recognizes the need for a constructive partnership between the district and parents that provides for two-way communication and fosters educational support for students and parents. In this policy, the word “parent” also includes guardians and other members of a student’s family involved in the student’s education. In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. To that end, the district shall:

- 1) Keep the citizens of the district regularly and thoroughly informed through all channels of communication on all policies, programs, and planning of the district, and to carry out this policy through its own efforts and through the offices of the district administrator and building principals.
- 2) Consult with and encourage parents to share in school planning and in the setting of objectives through participating in school advisory committees.
- 3) Help parents understand the education process and their role in supporting student achievement.
- 4) Inform parents of school choices within the district, including but not limited to, information about open enrollment, choice programs, and charter schools.
- 5) Provide opportunities for parents to be informed about their student’s progress toward attaining proficiency on state and district content standards through written materials and public meetings. Information shall explain how the student’s progress will be measured and how parents will be informed of such progress. This information shall also be provided to the building level and district committees.
- 6) Provide appropriate avenues for parents to find support in their role.
- 7) Encourage organizations for parents at each school building as well as at the district level. The organizations shall receive information concerning district and school activities and shall have opportunities for input into district decisions as appropriate.

Professional Qualifications of Teachers and Paraprofessionals. In accordance with federal law requirements, we are informing you that you may request information regarding the professional qualifications of your child’s classroom teachers, including the following: 1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, and 3) is teaching in the field of discipline of the certification of the teacher. You may also request information regarding whether your child is being provided services by a paraprofessional(s) and, if so, the qualifications of any paraprofessional providing services to your child. Requests for teacher and paraprofessional qualification information should be directed to [identify the person/position and contact information] at the school. The requested information will be provided to you in a timely manner.

Student Assessment Information. Districts receiving federal Title 1 program funds are required by the ESEA (Elementary and Secondary Education Act) [20 U.S.C. 6312(e)(2A)] to notify parents of each student attending any school receiving such funds that the parents may request information regarding any state or local school district policy (Policy 346 and 346 Exhibit) regarding student participation in any assessments mandated by law and by the district.

Student Achievement Level and Academic Growth on State Academic Assessments. Each school receiving Title 1 funds is required by the ESEA (Elementary and Secondary Education Act) [20 U.S.C. 6312(e)(1)(B)(i)] to provide each individual parent of a child who is a student in such school, information on the achievement level and academic growth of their child, if applicable and available, on each of the state academic assessments.

District Report Card. District receiving federal Title 1 program funds are required by the ESEA (Elementary and Secondary Education Act) [20 U.S.C. 6311(h)(2)] to prepare and disseminate an annual school district report card that includes designated information on the district as a whole and each school served by the district. Pittsville School District’s report card can be found at <https://apps2.dpi.wi.gov/sdpr/spr.action>.

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS (Policy 342.7). Parents/Guardians of limited English Proficiency (English Learners) students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following:

- 1) The reason for the identification of their child as an English Learner and in need of placement in a language instruction educational program.
- 2) The child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement.
- 3) The methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction.
- 4) How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child.
- 5) How the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
- 6) The specific exit requirements for the program, including the expected rate of transition from the program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school.
- 7) In the case of a child with a disability, how the program meets the child’s individualized education program (IEP) objectives.
- 8) Information pertaining to parental rights to enroll or remove a child from the language instruction program. WI State Statutes 115.96(2)

EDUCATION FOR EMPLOYMENT PROGRAM. PI-26 or Education for Employment (E4E) is a WI State Law that requires all school districts to develop a plan to “prepare elementary and secondary pupils for employment, to promote cooperation between business and industry and public schools, and to establish a role for public schools in the economic development of Wisconsin.” The Pittsville School District has developed a diverse plan that utilizes input from district staff and community stakeholders. The plan is an important aspect of academic and career planning at Pittsville School District and insures that all students will graduate prepared with knowledge and skills to enter the workforce.

It is the goal of Pittsville School District to offer rigorous and relevant career related opportunities for students in K-12. Pittsville School District will work with local and regional partners to ensure that each student graduates with an array of experiences in the world of work. The complete plan can be found on the district website at www.pittsville.k12.wi.us.

ACADEMIC AND CAREER PLANNING SERVICES FOR STUDENTS. Pittsville School District offers Academic and Career Plan (ACP) to all students in grades 6-12 through a program called “Career Cruising”. “Career Cruising” provides students with individualized support to assist them with completing and updating his/her ACP, and provides opportunities for self-exploration, career exploration, and career planning. The ACP will be incorporated as an integral part of the overall college and career readiness plan by training staff in the ACP implementation and delivery model. Please visit the district’s website to find out how to access this program, where you will also find contact information for your student’s individual adviser.

STUDENT ATTENDANCE (Policy 431). The Board of Education recognizes the positive relationship between regular school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students, and school personnel must recognize their responsibilities to assure regular attendance. Regular school attendance is expected of all students. State law requires every student between six and 18 years of age to be in school attendance unless he/she: 1) is excused temporarily for physical or mental reasons, or other reasons defined by the Board; 2) has been excused by his/her parent/guardian prior to an absence in accordance with state law; 3) has graduated; or 4) has been authorized to attend an alternative educational program.

It is the responsibility of any person having under his/her control such a student to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the student become 18 years of age. Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with state law and the District's truancy plan and shall be approved by the Board. The District shall not deny student credit in a course or subject solely because of a student's unexcused absence.

PROGRAM OR CURRICULUM MODIFICATIONS. School districts are required by section 118.15(1)(f) of the state statutes to notify students and their parents/guardians of the following at the beginning of the school year: (1) their right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes; and (2) the decision-making process used in responding to such requests under sections 118.15(1)(dm) and (e) of the state statutes. Please contact your child's building principal if you would like more information or to make a request for modifications.

USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES (Policy 443.5). The School District of Pittsville may prohibit pupils from using or possessing electronic communication devices such as cell phones while on premises owned, rented, or under control of the School District. This policy may allow for the use or possession of such a device by a pupil when the Principal determines that the device may be used or possessed for medical, school, educational, vocational, or other legitimate use. Annually, each student in the Pittsville School District shall be informed of this Board of Education policy. Electronic communication devices such as cell phones will be confiscated if the device is being used in a manner that is contrary to the Student Handbook guidelines. Laser beam pens or similar devices are also prohibited.

STUDENT BULLYING (Policy 411.1). Harassment and/or bullying of students will not be tolerated in the Pittsville School District, which includes any property or vehicles owned, leased, or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap, or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health safety, or property of others at school, a District employee, or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee. If the alleged harasser/bully is the person to whom the complaint would normally be made, the complaint should be made to the next higher administrative authority in the complaint procedure. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to make corrective and/or disciplinary action when the conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

The Building Principal will develop administrative rules to implement this policy in their buildings. Notice of this policy will be circulated to all schools and departments in the District on an annual basis and incorporated in employee and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

STUDENT LOCKER SEARCHES (Policy 446.1). School lockers are the property of the School District of Pittsville. At no time does the School District of Pittsville relinquish its exclusive control of these lockers. These lockers are assigned to individual students as a convenient receptacle for storage of clothing, books, and other articles necessary for the student's use during the school day and shall not be used for any other purpose. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. No padlocks other than those issued by the school may be used on school lockers. The school authorities will maintain a pass key for these padlocks. All school lockers and the contents within may be searched by school authorities for weapons, drugs, other contraband or any item that may place any student, employee, or anyone else on the school premise in danger. School authorities may seize any and all items which are dangerous and/or illegal and any other items not authorized to be in the locker.

EARLY COLLEGE CREDIT PROGRAM (Policy 343.46). High school students who meet the eligibility requirements defined in applicable statutes, regulations, and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more program-eligible courses at an institution of higher education through the Early College Credit Program. The High School Principal or an administrative-level designee shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Early College Credit Program; and (2) determining whether the District will approve individual applications and pay for specific courses based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures.

The authority of the program administrator(s) includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria established in state law;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements; and
4. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course, and, if so, the amount of high school credit.

In making such determinations, the authorized program administrator(s) shall evaluate a postsecondary course under the applicable legal standards and, to the extent applicable to determinations of high school credit, using the same methods and criteria as are used to evaluate District courses that may be offered for high school credit. The District Administrator is responsible for monitoring such determinations on a District-wide basis to ensure that similarly-situated courses are being processed with a reasonable degree of uniformity.

If a student who intends to take a course through the Early College Credit Program disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course (if any), the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

STUDENT RECORDS (Policy 347). The Pittsville School District maintains student records for each student attending school in the District. These records include: (1) student progress records – courses taken, grades, immunization records, extracurricular activities and attendance; and, (2) student behavioral records – psychological tests, personality evaluations, records of conversations, records relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization records, law enforcement agency records obtained by the District, and any other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. The District has also adopted a student records policy and procedures (Policy 347). This notice is subject to state and federal laws and the District's policy and procedures. Accordingly, the following shall apply in the District:

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such requests without unnecessary delay. Copies of the District's student records procedures are available upon request at the School District Office.
2. An adult student, or the parent(s) or guardian of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a law enforcement officer(s) who is individually designated by the School Board and assigned to the District; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District also, upon request, forwards a student's records to another school without consent in accordance with state law for purposes related to the student's enrollment or transfer. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.
4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

RECRUITER ACCESS TO STUDENTS/RECORDS (Policy 347.1). In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure. Upon a student's initial enrollment and registration in the District, upon re-enrollment following a gap in enrollment, and upon each continuing student's initial transition into high school, the student's parent or guardian (or adult student, if applicable) shall be provided with a copy of the District's directory data notice and shall have 14 days to inform the school, in writing, that all or any part of the student's directory data may not be released without prior consent. During such 14 day periods, the District will avoid the release of the student's directory data under this policy.

MENINGOCOCCAL DISEASE INFORMATION. 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. Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11 to 12 year olds), adolescents at high school entry (15 year olds) if they have not previously been immunized, and for college freshmen living in dormitories. To learn more about meningococcal disease, vaccine information, and public health resources visit the following website: www.cdc.gov. The CDC website includes the CDC recommendations and information on the meningococcal vaccine.

CONCUSSION AND HEAD INJURY INFORMATION. School districts are required by section 118.293 of the state statutes to distribute a concussion and head injury information sheet to (1) each person who will be coaching a youth athletic activity and (2) each student who wishes to participate in the activity at the beginning of a youth athletic activity season, except as otherwise specifically provided. This information can be found on the district's website at www.pittsville.k12.wi.us.

NOTICE OF SUICIDE PREVENTION RESOURCES. According to section 115.365 of the state statutes, each school board must annually inform their professional staff of the resources available from the DPI and other sources regarding suicide prevention. Information describing the suicide prevention resources and services and how staff can access them, along with model notices, are available on [DPI's website](#).

CHILD NUTRITION PROGRAMS AND FREE AND REDUCED-PRICE MEAL INFORMATION. The "National School Lunch Program" notice informing parents of the child nutrition programs offered in the Pittsville School District and eligibility requirements for free/reduced price meals, along with the application form, are sent to each parent at the beginning of the school year. If you have not received this information, please contact your school's office.

MEAL CHARGE POLICY NOTIFICATION (Policy 763-Rule). The School District of Pittsville utilizes a computer software program to keep track of family accounts. As the student purchases meals and/or milk, an offsetting charge for that meal will be made against their family account. Since this system depends on paying for meals in advance, families must keep a positive balance in their account. Accounts below \$25.00 will be notified weekly using email and the SchoolMessenger alert system. If an account gets below zero, a notice will be sent out stating if the amount due is not paid in five (5) working days, the student will no longer be able to participate in the breakfast and/or lunch program. When sufficient money has been added to the account, student(s) can once again participate in the school's breakfast/lunch programs.

Applications for Free and Reduced Priced Meals are available in the office throughout the school year and on the district website. All students are issued a Student Identification Number. This number is entered through a key pad at the beginning of the lunch line. Since it is impossible to keep the number confidential, a food service representative will monitor the process to insure students are using the correct numbers. Prepayment of at least one week per child is recommended. You may send in any amount, whether it is daily, weekly, monthly, quarterly, semi-annually, or annually. Checks should be made payable to the "School District of Pittsville". Your canceled check is your receipt. If paying by cash, be sure to place the cash in a sealed envelope with the student's name and the amount enclosed. Money received after 9:00 a.m. will be applied to the next day's food service. If you are paying by cash and want a receipt, be sure to request one on or inside the envelope. You may also mail your payment to the School District of Pittsville, ATTN: Food Services, 5459 Elementary Avenue, Suite 1, Pittsville, WI 54466. If you prefer, online payments can be made at www.pittsville.k12.wi.us; a \$2.50 per transaction fee will be charged at the time of online payment. Checks returned to the School District as "NSF" or non-sufficient funds will be subject to a service charge of \$28.50. The family account will have the total of those amounts deducted from the balance. At the end of the year, if a family no longer has children attending school or if a family moves out of the district, the family must request reimbursement of any balance in the family account and indicate where it should be sent. Funds for families with students continuing the following year will remain in the family account for the next school year.

If you have any questions regarding the Food Service Program, please contact the Food Services Department at 715-884-2517.

SCHOOL WELLNESS POLICY NOTIFICATION. Pittsville School District promotes health schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. District policy encourages all members of the school community to create an environment that supports lifelong healthy habits. The School Wellness Policy (Policy 458) is available on the district's web site.

ASBESTOS NOTIFICATION. In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Pittsville School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in March and September and full re-inspections every three years. For more information please contact the district office.

WI ACT 96 INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN. The Pittsville School District would like to inform staff, students, parents and the public of the district's Indoor Environmental Quality (IEQ) Management Plan. The plan was initially developed in 2012 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466.



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