



# Pittsville

Back-To-School, 2014-2015

**SCHOOL DISTRICT NEWS**

## From the Desk of District Administrator Terry Reynolds



The start of the 2014-2015 School Year is just around the corner. As we look forward to this school year, it is truly with great enthusiasm.

The Pittsville School District is indeed fortunate to have the support that you, the district residents, have shown for the education of our students over the years. This commitment has resulted in establishing an outstanding educational system which we all can be very proud of. Pittsville School District teaching staff provides each student with excellent learning opportunities on a daily basis. Through these positive educational experiences, our students achieve high academic success, as proven by our consistently strong State assessments and ACT testing scores.

The Pittsville School District has 77 dedicated employees on staff who work very hard each and every day to provide positive learning instruction/support, clean facilities, and excellent meals for our students. Their commitment has and always will be to continue to strive for excellence in their work here. This year we will be welcoming four new staff members to the District this year, Ms. Katherine VanHaren (4<sup>th</sup> Grade), Ms. Kristin Blaser (2<sup>nd</sup> Grade), Mrs. Tara Grossman (High School Math Teacher), and Mrs. Amy Manhardt (PEP Grant Coordinator). Please welcome them to Pittsville when you have the opportunity.

I again encourage everyone to be involved with our schools during the 2014-15 school year. Some ways to stay or become more involved here include: joining a school committee or PTO, becoming a member of a booster club, attending co-curricular events, volunteering at school, partnering with the school in community service projects, using the school facilities for walking or other recreational means. It is my goal

that everyone feels welcome and always enjoys visiting and being a part of the Pittsville School District!

Lastly, I would like to remind everyone that school will officially begin for the PK-9 Students on September 2 (Grades 10-12 will begin on September 3, due to the 9<sup>th</sup> grade orientation program on September 2). If you ever have questions or concerns regarding the School District, please feel free to contact me at (715)884-6694 or [reynoter@pittsville.k12.wi.us](mailto:reynoter@pittsville.k12.wi.us).

### SCHOOL BOARD MEETINGS

The Pittsville School Board's regular meetings are held on the second Monday of the month at 7:00 p.m. The next meeting is scheduled for September 8. The public is invited to attend.

### REDUCED MEAL PROGRAMS

Please take the time to complete and return a free/reduced school lunch application. There are long range benefits for all PSD students eligible for free or reduced school meals other than the positive impact for individual students in the breakfast, lunch and/or milk programs. More families on the program will generate more financial aid for SAGE, Title I, and Erate. Many State and Federal Grants depend on higher free and reduced rates in schools.

Applications can be found on the district website, school offices, and will be mailed to you. Use one application for all students in your household. Fill out all required information and return to Joe Dostal, Food Service Director.

**School Opens  
Sept 2**

**Please Drive  
Carefully**



*Expecting Excellence and Integrity from all, developing Innovative Students, strengthened through Partnerships with parents and the community.*

## Pittsville Annual Meeting and Budget Meeting

Each summer, school district officials prepare a budget proposal/estimation for the coming school year to be presented at an "Annual Meeting" (October 13 at 7:00 pm). The purpose of an Annual Meeting is to provide members of the electorate a proposed budget (which is very preliminary) that describes how revenues are anticipated to be obtained and how funds are anticipated to be spent.

The revenue portion of the budget is developed for presentation with a couple of "guesstimates". One of the major factors is that of student enrollment. Official student enrollment for computation purposes in the budget development will not be known until after the third Friday in September. This component is a significant element in determining the total amount of state aids and local tax levy revenue which may be available under current statutory guidelines. We moved the Annual Meeting date from August to October several years ago for this reason, to help us provide a more accurate accounting of this pupil count at the annual meeting. At this time, we are anticipating that our "rolling three year average" for student enrollment will again show some decline from last year's "three year average." This has been and continues to be troublesome for us financially.

Another major factor related to our annual budget development is the determination of equalized valuation of property which lies within the district boundaries. These values will not be known until mid-October. The property valuation component is significant in determining how much of the revenue allowed under the current state revenue cap will come in the form of local property tax levy versus state aide. For the purpose of the preliminary budget development, we have been using our Spring DPI projections which indicate slight growth from last year.

*-continued on page 2-*



## Pittsville Annual Meeting and Budget Meeting (continued from page 1)

Based on information which exists as of this writing, with speculation on the areas described above, the projected budget for 2014-15 will change last year's mil rate of \$9.75 "per thousand of equalized property valuation" to an estimated \$10.02 per thousand. The District is estimating to see a 2.75% **increase** in total expenditures from last year. This proposed increase in levy and expenditures is primarily contributed to the loss of state aids due to **declining** enrollments in the district and the **increase** in property valuations within the district. Please note however, the above budget "projection" could change due to varying factors which include: any last minute budget revisions by State legislators; unanticipated loss/increase of additional students in the Third Friday enrollment data; and any increase/decrease in the estimated October property valuation data.

Every School Board of Education in Wisconsin has the statutory authority (ss.120.12(3)) and ultimate responsibility to "set the budget and certify the levy" for each school year on or before November 1. It is at that time all the data necessary to finalize the school budgets are known. The Pittsville School Board will be certifying the levy at a special meeting in late October.

This district continues to be very grateful to the Pittsville area communities for your continued support of the Pittsville School District. Thank You! The district's budget has followed and been under strict state revenue limit guidelines for many years now. While concerns exist for future budgetary needs and the state's lack of commitment to funding public schools adequately, the administration and Board of Education work very hard and are committed to maintaining the best educational programming which our budget will allow for the students in the Pittsville School District.

## CANCELLATIONS, DELAYS, EARLY DISMISSAL

If weather conditions are such that you think the school schedule may be interrupted, please listen to one of the radio stations listed below. Notification of cancellations, delays, or early dismissals due to inclement weather will also be made through the Pittsville School District's SchoolMessenger alert system. Parents should have an emergency plan for dealing with these situations for the safety and health of their children. Do not drop children off at school on mornings when school is to be delayed, as there is not supervision available on those days.

WIFC	95.5 FM	WOFM	94.7 FM	WSAW	TV-7
WOSQ	92.3 FM	WGLX	103.3 FM	WAOW	TV-9
				WEAU	TV-13

## A NOTE from the HEALTH OFFICE

Please note this year at the Elementary School, we will have a stocked supply of over the counter medications so it will not be necessary to bring in your own supply, etc. Please be aware it is still policy that we have a signed non-prescription form filled out and signed by you, the parent, before we can give your child the medication. If your student needs a prescription medication, please remember to bring the medication in as well as the doctor's note and our prescription medication form signed by you and the prescribing physician. We cannot give the medication without both your permission and the doctor's note per policy. This includes inhalers, even if your child carries the inhaler with them. If your student has allergies that we need to be aware of please let me know. We do have an updated form that we will need you to fill out. Please call or stop in if you have any questions or concerns.

*Thank you, Julie Schooley, Medical Assistant Jenni Koback, RN Ministry Health Care*

### Senior Picture Due Date

Pictures need to be completed and turned in to yearbook staff no later than **Dec 1<sup>st</sup>**.

#### Picture Requirements:

- Wallet Sized
- Vertical, head/shoulder shot
- No name stamps, borders or obvious photo alterations
- No weapons (gun, bow, etc)
- One picture per student
- All student attire must conform to school dress code
- jpg files need to be a minimum size of 2.5" X 3.5" at 300 dpi

Please submitted photo digitally if possible to [kasterkat@pittsville.k12.wi.us](mailto:kasterkat@pittsville.k12.wi.us) or send photo or CD with student's full name to PHS, ATTN: Ms. Kaster. A confirmation email will be sent upon receipt of the picture.

### FBLA-Future Business Leaders of America

The FBLA 2014 National Leadership Conference was held June 28-July 3 in Nashville, TN. Unfortunately, our students did not advance to the Finals, but they did a great job with their competitions and should be VERY proud that they made it to Nationals!! They were able to interact with FBLA students from across the nation, in addition to competing at a national level.



The following students competed: *Digital Design & Promotion: Jenna Sanken, Audrey Meis. Help Desk: Breanna Kumm. Network Design: Jesse Poppy, Jack Zdun*

## SKYLERT/SCHOOL MESSENGER NOTIFICATION SYSTEM

SchoolMessenger allows the district to quickly send mass notifications to employees, parents, and students. It can provide you with information through telephone or cell phone, e-mail, and/or text message. We will be using the system to let families know about emergency situations, weather related delays, cancellations, attendance, lunch balances, changes to athletic and other events, and general information about up-coming events.

*Skylert* works through Skyward's Family Access to provide you with the means to manage your contact sources and choose how you will be contacted for a variety of purposes. To check and update your *Skylert* contact information, go to our district home page at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us). Hover your mouse over 'Skyward' on the left side bar, click on the 'Family & Student Access' link from the pop-up menu, and login to your Family Access account. Click on the **Skylert** option listed on the left hand side. Click **Edit** to make changes to the information or to change your preference of notification delivery. You can add and remove checkmarks as you wish for the various types of contact calls, emails, or SMS text messages. Even though you may have checked phone numbers to receive SMS text messages, you must also 'opt in' to receive the services for each number.

If you do not know your Family Access login information or if you need more assistance with this issue, please contact your child's school: High School 715-884-6412; Elementary School 715-884-2517.

## SKYWARD FAMILY ACCESS

is a free web-based application that gives parents and guardians online access to their child's grades, assignments, attendance, schedule, emergency information, and more! This access is made possible through our student information system, Skyward Family Access. Please contact your school's office for Family Access login names and passwords.



# PHS News

Greetings!

We are gearing up for another school-year here at PHS, and things are really moving along. The custodians have done a GREAT job of getting the school ready, teachers are back for inservice training, and the fall sports teams are practicing. Soon we will be in full learning mode!

Please allow me to welcome a new staff member, Tara Grossman. Tara replaces Shane Lilly in the math department. A native Pittsvillian, Tara has worked at several schools in the area and has finally "come home". Tara will eventually teach yet one more high-level class that will be offered on-site, Advanced Placement Calculus. She is very eager to begin the year, and her enthusiasm is contagious!

There are a few statistics to brag about in regard to recent achievements here at PHS: Our Advanced Placement scores were the highest in high school history! Fifty-nine percent of our "AP" test takers scored at the "college readiness level" or higher. This standard is set by the College Board, so it is something to be very proud of. Those students who met this standard will earn free college credit and will be a step in front of most other students when they enter higher education after graduation. Another accomplishment that makes my heart glad is our 100% graduation rate for the class of 2014. This is a very unique achievement, of which our community can be very proud. Pat yourself on the back, Pittsville!

Parent, when you get a chance, please take a moment to look at the district website and find the Skyward icon under "for students/parents". We ask that you update information such as cell phone numbers, addresses, and email accounts. This information is critical in case of emergencies, and we also use Skyward to communicate with families through phone, email, and text messaging about events and changes at the high school. Through family access on Skyward, you can check your student's grades, attendance, transcripts, and much more. You can even make deposits to their lunch accounts. If you have questions about the system, please contact Pam in the high school office.

So we begin the 2014-15 school-year with high expectations and a great deal of enthusiasm. A reminder of just a few of the great things we offer here at PHS; advanced level courses, a Career and Technical Academy for Juniors and Seniors, and Chromebooks for all students to use to touch the entire globe. We will continue to build upon the successes we have achieved so far. Thank-you to the members of the community who make this possible! Stop in and see us anytime!

Mark Weddig, PHS Principal



## Athletic Department News....

Hi Everyone. August is here again and the fall sports seasons are underway. Pittsville student athletes are practicing football, volleyball, cross country, football cheer and pom. I am looking forward to seeing you and your family at our athletic events this school year.

I'd like to thank all of parents and athletes that attended our annual Athletic meeting on August 3, 2014. We had a very good turnout and hopefully everyone left with some new information and a better understanding of the Athletic Handbook and the Role of the Parent in Sports. For those parents and athletes that did not attend, the athletic paperwork is available in the school offices during business hours. No athlete is allowed to practice or participate until they have all of their paperwork handed in.

This year we will again be using the Rschool scheduling program for our athletic schedules. This is the best way to keep the most current and accurate information about athletic schedules available to the public. To access our Pittsville Athletic Schedules, visit our school homepage at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us) and click on the Athletics link, then the Sports Schedules link. You can also click on a date on the calendar in the upper right hand corner of the webpage and it will take you to the school calendar. On our athletic calendar, you can view athletic events by day or by week, or you can access the most up to date schedules for a specific team. One other exciting function on the online athletic calendar is that you can sign up for the weekly updates or reminders. At the top of the Pittsville calendar there is a link that says Notify Me! This is where you can click to get yourself registered for reminders about events and updates on schedule changes. I am hoping you will log on and check it out and sign up for notifications from your favorite sports. If you have questions, please don't hesitate to contact me, and I'll try my best to help you out.

We will be celebrating Pittsville's Homecoming the week of the October 3<sup>rd</sup> football game against Auburndale. The Volleyball team will be playing at home on September 30<sup>th</sup> against Northland Lutheran and the CC team will be at Edgar that night too. We are hoping to continue our friendly competition between Pittsville and Auburndale to see which community can collect the most non-perishable food items for their local food shelf with the winner being announced at the football game on October 3<sup>rd</sup>. Please watch the Pittsville Record for further details and how you can help those in need. The homecoming festivities will conclude with the annual Homecoming Dance on October 4<sup>th</sup>.

Finally, at the Parent/Athlete meeting, I spent some time discussing a handout dealing with the Role of the Parent in Sports. Pittsville is lucky to have many positive and supportive parents. It is my goal to build on that positive parent base and encourage others to join in. The handout that was given out at the Parent/Athlete meeting is available in the school offices and has lists of Do's and Don'ts for parents from the student athlete's perspective. A big focus is being supportive of coaches and other athletes and allowing athletes to have control of their athletic decisions. The information comes from a NFHS class called "Positive Sports Parenting" and is available for FREE at <https://nfhslearn.com/courses>. I strongly encourage all of our parents of athletes to take the course and consider some of its suggestions for the upcoming season.

If you have any questions or concerns about Pittsville Athletics, please do not hesitate to contact me.

GO PANTHERS!

Todd Sanken, 5<sup>th</sup> Grade Teacher/Athletic Director  
sanketod@pittsville.k12.wi.us, 715-884-2517, 715-884-6412

## REMINDER

**First Day of School for  
Freshman will be  
September 2<sup>nd</sup>**

All High School Students  
(9-12) will report on September 3<sup>rd</sup>

## A NOTE REGARDING ATTENDANCE

One way to increase the likelihood of increased student success is to make sure your child is in school as often as possible.

A reminder about attendance; the state allows for 10 excused absences per year, which include things such as appointments, vacations, and sick days (when accompanied by a note or phone call). Once the 10 days are used, those same reasons for being absent are un-excused (yes, even sick days, unless excused by a doctor). After 5 un-excused absences, the student is considered habitually truant, which is a violation of state statutes. So please make sure your student is present as often as possible (believe it or not, a young lady recently graduated who never missed a day of school for six years; grades 7-12!). Statistics show students who regularly attend school are much more academically successful than those that don't. Besides, we love having your child here!

## SPORTS SCHEDULES

Please check [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us)  
and click on Athletics for the most  
current information.





# Elementary News

Dear Families:

This summer has been a busy one at Pittsville Elementary! First, we have some new faces: Ms. Kristin Blaser who will be teaching second grade and Ms. Kate Van Haren who will be teaching fourth grade. Please give them a warm Pittsville Welcome and make them feel at home.

Second, we have a new roof for our gym/cafeteria! We were fortunate to have such great weather that the Marawood Building crew were able to tear off the old and construct the new roof within a short time frame. I think you'll like the new look!

I'd like to thank the custodians who have been working very hard this summer making sure all of our facilities are kept looking like new. Along with the new roof, we have some new locations for several of our staff. Ms. B. Coon is now across the hall from Mr. Winters in sixth grade. Mr. Losiewicz's general music class is in Ms. Coon's old classroom next to the Teacher's Lounge. Mrs. Kuehn is teaching 4K this year, Mrs. Petersen is teaching Kindergarten and Mrs. Denniston is in the Looping classroom.

Just a reminder that we will not be having any Early Releases this school year. The days that would have been used as Early Releases are now Teacher In-service days. This helps our teachers prepare for many new state-wide initiatives such as Student Learning Objectives, STAR assessments in reading and math (this is a change from MAPs testing) and Smarter Balanced assessments. Along with these initiatives, grades three through eight will be doing more hands-on science and engineering projects with all students. This is known as STEM: Science, Technology, Engineering and Math (<http://www.ed.gov/stem>). The importance of student experience in Science and Engineering cannot be underestimated in today's world. Integrating these subjects with technology and math makes for an exciting hands-on classroom experience. For more information on STEM, please follow Pittsville Elementary on Twitter: <https://twitter.com/ESPantherPride>

I know your child(ren) will have many exciting things to tell you about this year! The staff and I are looking forward to seeing you at Stop n' Drop on Thursday, August 28 from 4-6:00 p.m.

A few other noteworthy dates to put on your calendar:

Sep 2	Students' first day of classes
Sep 4	Lifetouch Photography will take school pictures (this includes T/Th 4K students)
Oct 8	Retake Pictures (this includes M/W 4K students)
Sep 29-Oct 3	Grade 2 PALS testing
Oct 6-10	Grade 1 PALS testing
Oct 13-17	Kgn & 4K PALS testing, WKCE testing Grades 4 & 8 Science & Social Studies ONLY
Oct 21	Parent Conferences: 4-7:30, Open House: 5:30-7:30 pm
Oct 23	Parent Conferences: 8-12:00, 1-3:00 and 4-8:00 pm
Oct 24	No School
Nov 7	Teacher Inservice - end of 1st report card period
Nov 26	Teacher Inservice
Nov 27-28	Thanksgiving Break
Dec 23	Teacher Inservice
Dec 24-Jan 2	Winter Break

Sincerely,  
Mrs. Fischer  
Pittsville Elementary Principal

## STOP 'N DROP

August 28<sup>th</sup> from 4:00 to 6:00 p.m.

Pittsville Elementary School

Please stop by to meet your child's teacher and drop off school supplies.

## ELEMENTARY SCHOOL OPEN HOUSE

October 21<sup>st</sup> from 5:30 to 7:30 p.m. in the cafeteria/gym. Community groups will be sharing information for families.

## PTO Corner....

*We hope this finds everyone having had a great summer and excited for school to start. PTO will be busy this fall and we look forward to working with you. We will be hosting the fall book fair and teacher meal provided by parent volunteers during parent teacher conferences in October. October will be our Little Caesars fund raiser and we encourage your participation to help us provide educational field trips, playground equipment and many other items that enhance learning in the Pittsville School District. Don't forget to save Labels for Education, Coke Points, Box Tops, and Milk Caps. Milk Moola and Donuts to Dough will end December 31, 2014. Watch for an early contest for these items this year so we can meet the deadline. Please trim items before sending them in if you are able, it may seem small but saves many hours for our volunteers. Thanks!*

*Please feel free to contact the PTO via email: [pto@pittsville.k12.wi.us](mailto:pto@pittsville.k12.wi.us) or contact President Liz Knutson at (715)884-3314 to volunteer or if you have any questions or concerns.*

If you have not seen the new 'Ideas for Parents' and 'Today's Tips for Parents' on the Elementary School's website, please take some time to look it over. Each month features a new tip and is very well thought out for all age groups. The following graphic is a visual reference of what to look for:

### School Success Ideas for Parents

- Idea of the Day
- Weekly Quiz
- Timely Topics
- Ask the Experts
- School Success Library



# Food Service News

## LUNCH GUIDELINES

The USDA has implemented the following regulations for the National School Lunch Program.

- All students **MUST** take ½ cup of vegetable or fruit with each lunch.
- Increase the amount of fruit and vegetables as well as offering the required servings for dark green and red/orange vegetables per week.
- ½ cup of legumes must be offered once a week.
- All the grains offered must be whole grain-rich.
- Requirements include calorie, saturated fat, and sodium restrictions and the elimination of all Trans-fat.
- Calorie restrictions by grade are: K-5 (550-600), 6-8 (600-700), 9-12 (750-850).

The USDA has given schools specific guidelines as far as portion sizes and the number of grains, fruits, and vegetables that should be served daily to meet these standards.

## BREAKFAST

Breakfast will start on Tuesday, September 2<sup>nd</sup>. Breakfast will be served at the High School and Elementary school at 7:30 a.m. and will run until the start of the school day. School breakfast is an ideal solution on busy morning when kids are running late or parents have to be at work early. The cost is only \$1.00 students that qualify for free or reduced lunch receive breakfast free.

## LOW LUNCH BALANCES

Accounts below \$25.00 will be notified weekly through the Pittsville School District's SchoolMessenger alert system. The notice explains that your family food service funds are running low and money should be added as soon as possible.

If a family account gets below zero, a notice will be sent out stating if the amount due is not paid in three working days, your children will no longer be able to participate in the breakfast and/or lunch program. If no money is received, a note will go home explaining the account is closed and Pittsville Schools will no longer be providing breakfast, lunch, or milk. It is then the parent's responsibility to provide their child with a lunch from home. Once money is added, your children may again participate in the school's food service programs.

Here are a few tips to insure your family food service account is up-to-date and in good standing.

- Check with your answering machines and email to see if your family received an alert message concerning a low lunch balance.
- If you received a notice, please send payment as soon as possible.
- When sending in a payment, please include your family name and amount sent.

## 2014-2015 MEAL PRICES

<b>4K- Grade 3 Lunch</b>	<b>\$2.20</b>
<b>Grade 4-8 Lunch</b>	<b>\$2.65</b>
<b>Grade 9-12 Lunch</b>	<b>\$3.15</b>
<b>Adult Lunch</b>	<b>\$3.75</b>
<b>Reduced Lunch</b>	<b>\$ .40</b>
<b>Milk</b>	<b>\$ .30</b>
<b>4K-Grade 12 Breakfast</b>	<b>\$1.00</b>
<b>Adult Breakfast</b>	<b>\$2.00</b>

## "DOUBLE UP!!"

Last year we start the new "Double Up" promotion at the high school. This year we will be extending this opportunity to Grades 6-8 at the elementary school. For a \$2.00 charge to your family's food service account, your 6-8 grader will be able to purchase a second entrée, just the entrée, or go through the salad bar to complement a lunch from home. Students that qualify for free meals may also participate in the "Double Up" promotion as long as there is money in their family account. To monitor your student's purchases, view your family account online through Skyward Family Access at [www.pittsville.K12.wi.us](http://www.pittsville.K12.wi.us). If you have any questions, please contact Joe Dostal at 715-884-2517 or [dostajos@pittsville.k12.wi.us](mailto:dostajos@pittsville.k12.wi.us).

## 2014-2015 FREE OR REDUCED LUNCH APPLICATIONS

Your children may qualify for free milk, free meals, or reduced price meals. To apply, complete a Free and Reduced Price School Meals Application. Use one application for all students in your household. Be sure to fill out all required information and return the application to Joe Dostal, Food Service Director, 5459 Elementary Avenue, Suite 1, Pittsville, WI 54466. The free or reduced lunch program not only benefits families but it also helps your school. Please apply for free or reduced lunch at Pittsville Schools. Your application is completely confidential.

If you did not receive a copy in the mail, the applications are available online at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us) and in your school offices.

## ONLINE PAYMENTS ARE EASY AND CONVENIENT

Parents can make online payments from home or work, 24/7. If their child's food service balance is low, it only takes a few minutes to add money to it using their VISA or MasterCard credit or debit card (*NOTE: your credit card will be charged \$2.50 for the convenience of making an online payment*). Payments are made through the student's Skyward Family Access account.

- Visit our district website [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us)
- From the left side menu click on **Skyward > Family and Student Access**
- Log in to **Skyward Family Access** (you will need your Login and Password)
- Select **"Food Service"** from "General Information" menu on the left
- View Balance and select **"Make Online Payment"**
- Enter payment amount and select **"Pay with RevTrak"**
- Verify payment amount and select **"Go to Checkout"**
- If a new customer, select **"I am a new customer"** and enter your email address. If a returning customer select **"I am a returning customer."**

Breakfast & Lunch menus  
are available on the  
district website at  
[www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us)







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

### **ADMISSIONS POLICY**

Except as provided in Statute 115.28(8), no child may be admitted to a 4-year-old kindergarten unless he/she is four years old on or before September 1, in the year he/she proposes to enter school. Except as provided in Statute 115.28(8), no child may be admitted to 5-year-old kindergarten unless he/she is five years old on or before September 1, in the year he/she proposes to enter school. Except as provided in Statute 115.28(8), no child may be admitted to the first grade unless he/she is six years old on or before September 1, in the year he/she proposed to enter school and meets the exceptions established within School Board Policy 421.1 as required by Act 41. A district resident over 20 years of age may be admitted to school when, in the judgment of the School Board, the resident will not interfere with pupils of school age.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT NOTICE**

As a result of Federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to inform the public of the asbestos hazards and management plans. In response to his notification requirement, it has been determined all buildings used by the Pittsville School District are free of friable asbestos.

### **ALTERNATIVE PROGRAMS**

The Board expects the school to maintain a positive learning environment emphasizing and relying on the responsibilities of both staff and students in the pursuit and acceptance of their responsibilities. If a student possessing the ability to achieve at a satisfactory level does not do so because of his/her attitude, lack of effort, poor attendance, or poor achievement, both the student and his/her school program may be reviewed by appropriate school personnel to determine possible courses of corrective action.

Findings from this review may result in a recommendation which may include:

- Corrective adjustments in the student's current academic program.
- School work training, as appropriate.
- An alternative, out of school program or non-sectarian private school program located in the school district.
- Homebound instruction or studies.
- Enrollment in a public education
- A combination of the above.

### **BILINGUAL-BICULTURAL EDUCATION PROGRAM**

The Pittsville School District has established a Bilingual/English as a Second Language (ESL) program to assist children who are English language learners with learning English and succeeding academically within the school district. Children who are eligible typically come from families where a language other than English is spoken at home or from other countries via adoption or immigration. The Bilingual/ESL program provides:

- Instruction in reading, writing, and speaking the English Language.
- Through the use of the native language of the limited-English proficient pupil, instruction in the subjects necessary to permit the pupil to progress effectively through the educational system.

Students are identified for participation in the ESL program through the student's registration card, a Home Language Survey that indicated a language other than English is spoken at home, or a referral to ESL by school staff, parent, or guardian. Students referred for ESL are assessed by ESL certified teachers to determine if the student needs entrance criteria for the program. Written parent permission is required for admission into the ESL program. Referrals for ESL services may be made by contacting the ESL Director at 715-884-6694.

### **CHILD NUTRITION PROGRAM**

The "National School Lunch Program" notice is sent to each parent at the beginning of the school year.

### **CIVIL & LEGAL RIGHTS & RESPONSIBILITIES**

The School District is committed and dedicated to the task of providing the best education possible for every child in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

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

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

### **Complaint Procedures**

Any complaint regarding the interpretation or application of the District's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

- Any student, parent, or resident of the District complaining of discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in school programs or activities shall report the complaint in writing to the District Administrator.
- The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the alleged infraction. The District Administrator will review with the Building Principal, or other appropriate persons, the facts compromising the alleged discrimination. Within fifteen (15) days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
- If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board.

The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within fifteen (15) days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the District Administrator.

4) If the grievant is dissatisfied with the Board's decision, he/she may within thirty (30) days appeal the decision in writing to the State Superintendent of Public Instruction.

5) Discrimination complaints relating to the identification, evaluation, educational placement, or provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.

6) Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

### **DISCIPLINARY PROCEDURES IN THE DISTRICT**

Through use of the handbooks, this is covered by the elementary and high school.

### **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

The school district's designated liaison for homeless children and youth is expected to ensure that public notice of educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters. Basically, homeless children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children and youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel.

### **ELECTOR REGISTRATION**

The Board is required by state law to assure that the high school principal communicates elector registration information to students.

### **HUMAN GROWTH AND DEVELOPMENT**

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.

### **IMMUNIZATIONS**

Students must be in compliance with state requirements for immunizations unless they claim medical or religious exemptions. The Wood County Public Health Nurses provide immunizations on designated nights. Getting the student's needed immunizations and reporting them to the school is the parents' responsibility.

### **MENINGOCOCCAL DISEASE INFORMATION**

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

1) Causes and symptoms of the disease. Meningococcal disease includes Meningococcal meningitis and meningococcemia. Meningococcal meningitis is a severe form of meningitis (inflammation of the meninges, the tissues that cover the brain and spinal cord) caused by the bacterium *Neisseria meningitidis*. Meningococcemia



is an infection of the blood with *Neisseria meningitidis*. A person may have either Meningococcal meningitis or meningococcemia, or both at the same time. The signs and symptoms of Meningococcal disease can vary widely, but include sudden onset of high fever, headache, vomiting, stiff neck, and a rash. Sensitivity to light, sleepiness, and confusion may also occur. Symptoms may be difficult to detect in infants and the infant may only appear lethargic, irritable, have vomiting, or be feeding poorly. As the disease progresses, patients of any age may have seizures. Meningococcal disease is fatal in 8-15% of cases.

2) How it is spread. The meningococcus bacteria are spread by direct contact with respiratory and oral secretions (saliva, sputum, or nasal mucus) of an infected person.

3) How to obtain additional information and the availability, effectiveness, and risks of vaccinations against the disease. There are two vaccines (Menomun®, Menactra™) that will protect against four of the types of meningococcus, including 2 of the 3 types most common in the U.S. (serogroup C, Y, and W-135) and a type that causes epidemics in Africa (serogroup A). Meningococcal vaccines cannot prevent all types of the disease (neither protect against type B). The vaccine is recommended in some outbreak situations or for travelers to areas of the world where high rates of the disease are known to occur. College freshman living in dormitories should consider receiving the vaccine due to their slightly elevated risk of the disease.

In 2005, the Advisory Committee on Immunization Practices (ACIP) recommended that children receive the new Meningococcal vaccine (Menactra™) at their routine 11-12 year old doctor's visit and that for the next two to three years, teens entering high school should also be vaccinated. Additional information about Meningococcal Disease is available from the following web link: <http://dhfs.wisconsin.gov/communicable/factsheets/Meningococcal.htm>.

### **PARENTAL INVOLVEMENT**

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.

### **SPECIAL EDUCATION**

Free Developmental Screening for Children Who Reside Within the School District of Pittsville: Parents who have concerns about their child's overall development and learning may request a free developmental screening. This is an attempt by the district to find children who may have physical, cognitive, emotional, or learning disabilities in conformance with state statute 115.771(1)(a). Requests for free developmental screenings shall be made by contacting the Elementary School Office at 715-884-2517.

Special Education Referral Procedures including At-Risk/504 and Children with Suspect Disabilities: The local educational agency annually publicizes information about its special education procedures and services. The local education agency's special education plan is published annually on the Wisconsin Department of Public Instruction website. The local educational agency identifies, locates, and evaluates all children with disabilities, regardless of severity of their disability, who are in need of special education and related services, including children attending private schools, children who are not yet three years of age, mobile children such as migrant and homeless, children who are suspect of being a child with a disability.

The local education agency locates, identifies, and evaluates all private school children with disabilities, including religious-school children who are residents of the local educational agency. The local educational agency consults with appropriate representatives of private school children with disabilities on how to locate, identify, and evaluate private school children with disabilities. The local educational agency ensures the confidentiality of data collected.

The local educational agency accepts and processes referrals of children suspected to have a disability. If the local educational agency to whom the referral is made is the local educational agency the child is attending under the Full-Time Open Enrollment law, the local educational agency provides the name of the child and related information to the local educational agency of residence. Whenever the local educational agency receives a referral for a resident child attending school in another local educational agency under the Full-Time Open Enrollment law, the local educational agency provides the name of the child and the related information to the local educational agency where the child attends school.

A referral may be made by anyone who suspects a child has a mental or physical impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, and working; has a record of such impairment;

and is regarded as having such an impairment. Any parent, physician, nurse, teacher, psychologist, social worker, or administrator of a social agency has legal duty to make a referral. Before making the referral, the person making the referral must inform the child's parent of their intent to make the referral.

How and Where to Refer: All referrals shall be in writing and shall include the name of the child and the reasons why the person believes that the child is a child with a disability. All referrals shall be made to the Director of Special Education, School District of Pittsville, 5459 Elementary Avenue, Pittsville, WI 54466.

### **PARENTS RIGHT TO RECEIVE TEACHER /PARAPROFESSIONAL INFORMATION**

Federal law requires that we share with you the qualifications of teachers in the Pittsville School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers have at least a bachelor's degree in the Pittsville School District and many have advanced degrees. In addition, 100% of the teachers in this district are fully licensed for their assignment. If you want to see the state qualifications for your child's teacher, you may ask us or find it on the DPI Website at [www.dpi.state.wi.us](http://www.dpi.state.wi.us). In addition, our instructional aides are considered qualified for this work.

### **RECRUITER INFORMATION**

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. Requests of this nature will be honored by our district.

### **SCHOOL PERFORMANCE REPORT**

Annually by January 1, the school board shall notify parents/guardians of each pupil of the right to request a school performance report.

By May 1, the school board shall, upon request, distribute to the parents/guardians a copy of the report. If the parent/guardian does not request a copy, it will not be distributed to the student to bring home.

If you wish to view the school performance report, please follow the instructions listed below for the Web-based School Performance Report:

- 1) Access the Wisconsin DPI website at [www.dpi.state.wi.us](http://www.dpi.state.wi.us).
- 2) The Wisconsin DPI homepage appears. On the right-hand side labeled "Easy Link", click on WINSS (Wisconsin Information Network for Successful Schools).
- 3) The WINSS site opens with four areas of interest (Data Analysis, Standards and Assessments, Continuous Improvements, Best Practices). The Data Analysis section contains the information also called the School Performance Report. The other areas contain information about the state standards, the reasons for the assessments, and other information about compliance with the "No Child Left Behind" act.





4) To view the school data for the school performance report, click on the "Data Analysis" section and enter the first four letters of the school name (PITT).

5) Data for the Pittsville School District will now show, with options to choose access to elementary or high school or to do comparisons.

6) Data can be printed off by using the copy and paste procedure. All data for all schools is available for public viewing and no passwords are required.

### **STUDENT ATTENDANCE**

In accordance with State Law, all children between the ages of six (6) and eighteen (18) must attend full-time until the end of the term, quarter, or semester in which they become eighteen (18) years of age. The attendance requirement applies unless the student has a legal excuse or falls under one of the expectations in the State Statute or has graduated from High School.

Any child who has reached the age of sixteen (16) may be excused from school attendance with the consent of his/her parent or from the individual if he/she is an independent adult student. A student who is sixteen (16) years of age or over, shall not be excused from school attendance unless an alternative educational program has been made available to the student, and the student and his/her parent(s)/guardian have rejected the alternative program. A student who is requesting to be excused from school attendance in this manner can do so at the end of a grading period.

The student shall be informed by the Principal, or the Principal's Agent, of his/her right to be admitted upon request. A student requesting to be readmitted after being excused from school attendance can do so at the beginning of a semester.

The School District of Pittsville shall deny student credit in a course or subject solely because of a student's unexcused absences.

### **STUDENT NONDISCRIMINATION**

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, 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, or physical, mental, emotional, or learning disability or handicap 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.

### **STUDENT RELIGIOUS ACCOMMODATIONS**

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.

### **STUDENT LOCKER SEARCHES**

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 or all items which are dangerous and/or illegal and any other item not authorized to be in the locker.

### **STUDENT BULLYING**

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.

Students who engage in sexual and other harassments shall be subject to discipline according to Student Conduct policy and Student Handbook which may include expulsion. Any person reporting alleged sexual harassment in good faith will be protected from retaliation. Any person who retaliates by harassing any complainant or accused person will be considered to have violated this policy and will also be subject to corrective disciplinary action.



The School Board will not tolerate any conduct that fails to comply with the letter and spirit of those guidelines. Disciplinary measures up to and including suspension or expulsion of students from school or up to and including discharge of employees or volunteers may be imposed for a violation of this policy.

### STUDENT SURVEYS

The 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:

- 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.

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.

### STUDENT RECORDS

Parents/guardians and students shall be notified annually of the following:

- a) Their rights to inspect, review, and obtain copies of student records;
- b) Their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading;
- c) Their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent.

- d) The categories of student record information which have been designated as directory data and their right to deny the release of such information; and
- e) Their right to file a complaint with the Family Policy and Regulations office of the U.S. Department of Education.

### Administration of Student Records

Student Records includes all records relating to individual students, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for an available to persons involved in the psychological treatment of a student.

Progress Records include a statement of courses taken, grades awarded therein, the student's extracurricular activities, the student's immunization records, the student's attendance records, and lead screening records required under Wisconsin Statute.

Behavioral Records include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than immunization records, law enforcement agency records that are not progress records.

Law Enforcement Records include those records obtained from a law enforcement agency relating to (a) the use, possession, or distribution of alcohol or a controlled substance by a student enrolled in the district, (b) the illegal possession of a dangerous weapon by a child, (c) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specific laws, and (d) the act for which a juvenile enrolled in the district was adjudged delinquent. The law enforcement agency may provide such record information to the district on its own initiative or upon request of the superintendent or designee, subject to the agency's official policy. Upon receipt of the records, the superintendent shall inform the student named in the records and the parent/guardian of a minor student named in the records of the information.

Court Records include those records received from a court clerk concerning a juvenile enrolled in the District who: (a) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (b) has been adjudged delinquent, (c) has school attendance as a condition of his/her court dispositional order, or (d) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

Student Physical Health Records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicines administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision, or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

Directory Data: The following information is designated in the District as directory data and may be released upon request in accordance with law and District procedures: student's name, present address, telephone listing, current grade, participation in officially recognized activities and sports, weight & height of athletic teams, dates of attendance, photographs, degrees, and awards. Parents or legal guardians have 14 days to inform the school that all or any part of the directory data may not be released without the prior consent of the parent/legal guardian. The district must allow the parent/legal guardian 14 days to provide this response before any student directory data is released. This notice is required by section 118.125(2)(j) of the state statutes.

### Notice of Rights

#### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have been transferred are "eligible students."

These rights are:

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to the disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records to the following parties or under the following conditions:

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring upon request by the other school, and as long as the disclosure is for purposes related to the student's enrollment or transfer;
- Specified officials for audit or evaluation process;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;





- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to Wisconsin law.

School officials with legitimate educational interests are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. 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 20202-4605.

#### **USE OF VIDEO CAMERAS ON THE SCHOOL BUS**

The Pittsville School District approves the use of video cameras to record student conduct on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the school bus. This will allow the driver to focus on the driving of the bus, providing safer transportation for the school district students.

Parent(s)/guardian(s) shall be notified once a year via the school bus rules and regulations that video cameras may be used on the buses and a sign shall be placed at the front of each bus indicating that video cameras may be used on the bus.

The building principal shall determine when and on which bus a video camera shall be located and maintain a log to include the date, bus number, and driver. The decision to use a video camera on a bus shall be made only when there is a need to do so. Bus drivers do not need to be informed which bus has a video in operation. Individual drivers and principals may request that the video camera be placed on a specific bus on designated dates. Parent(s)/guardian(s) may contact the building principal or his/her designee and request that a video camera be utilized on a specific bus.

Only the building principal or his/her designee, bus company employees, and superintendent or designee shall be authorized to view the videotape for the purpose of documenting a problem and determining which students may be involved. Disciplinary action may be taken with students based on video documentation. Students may be disciplined based on the viewing of a videotape recording. Their parent(s)/guardian(s) may view that isolated segment of the videotape that documents the incident for which they are being disciplined. The building principal shall view the videotape with the adult student and/or parent(s)/guardian(s) and document the date and the names of all individuals viewing the tape.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals without prior approval of administration. The principals or superintendent may authorize other individuals, such as the guidance counselor, school psychologist, or social worker, to view segments of a specific videotape, if such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem, and viewing the videotape is beneficial to their role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

A student being disciplined based on the viewing of a videotape recording will use the following procedure:

a. Only adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the videotape. Minor students cannot view the videotape.

b. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student's parent(s)/guardian(s) will be able to view the tape unless:

- 1) the tape can be edited or altered so as to render all other students unrecognizable, or;
- 2) written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.

If there are no reported incidents pertaining to the date a video was taped, the video may be erased or reused after three (3) student school days or ten (10) calendar days, whichever occurs first.

#### **USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES**

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.

#### **VIDEO AND RECORDING PRODUCTION**

If the district has followed notification procedures and the parent, legal guardian, or guardian ad litem does not object to their child(ren)'s participation in the Pittsville School District's video production programs, prior parental permission for students to appear in production programs shall not be required for any activity which the public is normally expected or is encouraged to attend (concerts, plays, athletic events, graduation ceremonies). Students will participate unless the parents or guardians have notified, within 14 days, to inform the school that they do not want their child(ren) participating.

#### **WISCONSIN ACT 96 NOTIFICATION**

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. This annual publication is part of the Pittsville School District's communication plan within the IEQ Management plan. Questions and concerns should be directed to the IEQ Coordinator at 715-884-6694. The District Office is located at 5459 Elementary Avenue, Pittsville, WI 54466. Copies of the plan are available at the District Office for a fee.

#### **YOUTH OPTIONS PROGRAM**

The Board shall annually, by October 1, provide information about the Youth Options program to all students enrolled in the District in the 9th, 10th, 11th and 12th grade. A statement on Youth Options is included in the high school handbook (General School Policies).

## **Administration**

Mr. Reynolds	District Administrator	715-884-6694
Mr. Weddig	Senior High Principal	715-884-6412
Mrs. Fischer	Elementary Principal	715-884-2517

## **Board of Education**

Robert Wolff	President
Jane Wesely	Vice President
Julie Strenn	Clerk
Amanda Hoogesteger	Treasurer
Richard Koeshall	Member-At-Large

*Pittsville Area Foundation  
for the Arts presents . . . .*

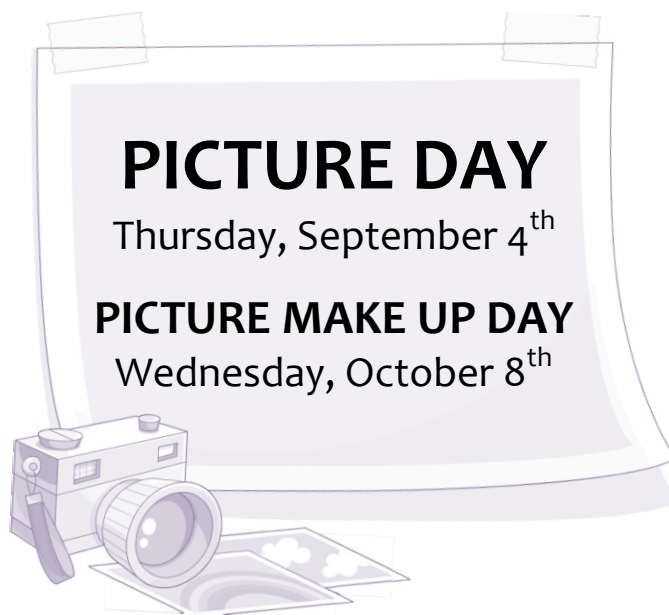


**October 25 at 7:30 pm  
Pittsville Auditorium**



SCHOOL DISTRICT OF PITTSVILLE  
5459 ELEMENTARY AVENUE, SUITE 2  
PITTSVILLE, WI 54466

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# Pittsville

Back-To-School 2014-2015

**SCHOOL DISTRICT NEWS**

## PANTHER DEN

The Panther Den will be open before and during all FB games and CC meets. Our first & only CC meet will be Aug. 28, & the first conference FB game vs Tomahawk will be on Aug. 29. Join us for tailgating! The Panther Den will open 45 minutes before each game so you can tailgate before the game. Serving grilled chicken breast, hamburgers, cheeseburgers, hotdogs, chili dogs, chili cheese dogs, brats, walking taco's & spaghetti O's.

## PANTHER YARD SIGNS

Now selling "Pittsville – Home of the Panther Pride" yard signs. Cost is \$10.00. Show your support by placing a sign in your yard. Purchase signs at the Panther Den or HS office.

## PANTHER WEAR

Panther T-shirts will be on sale in the Panther Den during all games. Stop in early to pick up a shirt. Also, selling Panther wear at the HS office all year long. Watch for fliers to come home after school starts.