



# PITTSVILLE

## School District Newsletter

### Back-to-School Edition, 2018-2019



As always, it seems summer break goes by so quickly, but I am excited to have the kids back in school September 4<sup>th</sup>. The maintenance and custodial crews did an amazing job reconditioning, cleaning, creating new learning spaces, and improving our building security. Summer school participation increased and continues to evolve offering meaningful learning in traditional and non-traditional courses; Drivers Education and Summer Dance programs were welcome additions. The Pittsville Child Care Center will open and offer before and after school child care this school year. More information can be found on the district web site.

We have been very fortunate to maintain a high quality experienced team of educators and will have a few new additions this fall. Please welcome: Dr. Cynthia Porter-High School Principal, Mrs. Tabitha Becker-Child Care Director, Mr. Matt Sherwood-Director of Pupil Services and Special Education, Mr. Eric Hahn-Third Grade Teacher, Miss Chauncey Jones-Grade 8-12 English, and Miss Megan Schirger-Vocal Music/Choir.

The district was awarded a School Safety Grant through the Department of Justice for just over \$41,000. Most of the work will be done on the building during the school year with minimal, if any, disruption to the teaching and learning process. In addition to the upcoming grant work, the high school office has been relocated to provide better security during school hours, lockers were moved into the junior high wing, a child care room was completed, several classrooms and learning spaces were moved, student common areas will be getting seating to be used during lunch and after school events, and last but not least, the City of Pittsville and the School District are partnering to provide Chief Duerr as part time School Resource Officer.

The district will be completing our strategic listening sessions early this fall. Please consider participating...your input is valuable and will help shape the future for our students and district communities. The discussion session will require about an hour of your time and revolve around your views, feelings, and perceptions of being a Pittsville School District resident or business owner, areas or traditions you would never want to see changed, ways to enhance our learning environment and culture, and changes/improvements you would like to see in the next 1 to 5 years. When we have completed the sessions, we will combine all of the responses to identify the common themes, share the information with the Board of Education, and create a shared vision created by all stakeholders.

As a parent, it has always been comforting to know my children were in safe places, participating in character building activities, socially interacting with others in healthy ways, and surrounded by adults who care about them. Your kids are important to us and we have buildings full of adults who care about and sincerely want to help them succeed. Our kids are the most important people in the conversation.

Our best for their best.

Mr. Figueroa, Superintendent



### IMPORTANT INFORMATION

### PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

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, or physical, mental, emotional, or learning disability or handicap as required by S.118.13, WI 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, Wisconsin 54466, (715) 884-6694.

Pittsville School District will no longer mail the newsletter to district residents, but will provide it electronically. For those district residents without Internet access, we will be happy to provide you with a hard copy either by stopping in the district office or it can be mailed upon request by calling 715-884-6694. To view the newsletter online, please visit our website at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us).

# 2018-2019 SCHOOL CALENDAR

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4							1			1	2	3	4	5	6				1	INS	3
5	6	7	8	9	10	11	2	HOL	4	5	6	7	8	7	8	9	10	PT	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	PT	17	18	19	20	11	12	13	14	15	16	17
19	INS	INS	INS	INS	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	HOL	NS	24
26	INS	INS	INS	INS	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
							30																				

DECEMBER							JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1							5						1	2						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	INS	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	NS	23	17	18	19	20	21	INS	23
23	HOL	HOL	NS	NS	NS	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
30	HOL																				31						

APRIL							May							June							July						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4							4							1							6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	NS	VAC	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	VAC	VAC	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	HOL	INS	INS	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

## PARENT/TEACHER CONFERENCES

Oct 11 and Oct 16 4:00 -7:30 PM

First Quarter ..... Sep 4 – Nov 1  
 Second Quarter ..... Nov 5 – Jan 17  
 Third Quarter ..... Jan 21 – Mar 21  
 Fourth Quarter ..... Mar 25 – May 24

## STUDENT NO SCHOOL DAYS

Nov 2 Teacher In-Service  
 Nov 22-23 Thanksgiving Break  
 Dec 24-Jan 1 Winter Break  
 Jan 18 Teacher In-Service  
 Feb 22 No School (2<sup>nd</sup> Make Up Day)  
 Mar 22 Teacher In-Service  
 Apr 18 No School (3<sup>rd</sup> Make Up Day)  
 April 19-23 Spring Break



Sunday: 4:00-7:00 PM  
 Monday: 5:30-7:00 AM 5:00-8:00 PM  
 Tuesday: 5:30-7:00 AM 5:00-8:00 PM  
 Wednesday: 5:30-7:00 AM 5:00-8:00 PM  
 Thursday: 5:30-7:00 AM 5:00-8:00 PM  
 Friday: 5:30-7:00 AM  
 Saturday: 8:00-11:00 AM

Visit us on Facebook at [facebook.com/PantherCommunityFitnessCenter](https://www.facebook.com/PantherCommunityFitnessCenter)

**First Day of School – Sept 4 Last Day of School – May 24**

In the event of a school cancellation, the first Make Up Day will not be made up by students or staff. If needed, February 22 will be used for the 2<sup>nd</sup> Make Up Day and April 18 for the 3<sup>rd</sup> Make Up Day.

**Please visit the official Pittsville School's Facebook page links:**

District: [facebook.com/pittvilleschooldistrictPittsville](https://www.facebook.com/pittvilleschooldistrictPittsville)  
 Elementary: [facebook.com/Pittsville-Elementary-School-Pittsville-WI](https://www.facebook.com/Pittsville-Elementary-School-Pittsville-WI)  
 High School: [facebook.com/pittsvillehighschool](https://www.facebook.com/pittsvillehighschool)



## 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



# PHS News

Hello! I am Dr. Porter, the new principal at PHS. Pittsville has been everything I hoped for and more as I embarked on this journey in spring of 2018. My family has moved 1,000 miles to become part of this wonderful community and we are so happy we did. The summer months have been a crash course in understanding the recipe that has made PHS so successful. The special ingredient is the supportive community and talented staff who fill the building each school year to ensure students successfully transition through the last years of school and into the adult world.

This assurance of and concern for student success is what allows for growth as we begin a new school year. **The first day of school for all 9 - 12 grade students is Tuesday September 4.** Instructional time is sacred and there is so much to learn! Did you know...if the all content standards were taught with the same time and instructional depth, experts agree it would take 22 years of school to get through them all!

The school day begins at 7:50 a.m. this year, and still ends at 3:10 p.m. The first block will be the Pledge and Announcements. The Panther Pride Time (PPT) will be an additional 5 minutes longer making it 49 minutes of awesome-ness! PPT will look a little different this year as the time will be used very purposefully for giving students the help they need in certain academic areas. Be prepared to see on your schedules that you may have different teachers than in past years for PPT time.

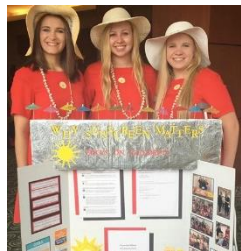
**Attention Junior Class!** Did you know every time a person takes the ACT, on average, their composite score increases by 2 points!? WOW! So, we are asking every Junior to take the ACT on October 27<sup>th</sup>; either in WR or Marshfield. The school district will pay the \$40 registration fee, provide transportation to and from the test site if needed, and...drum roll...for the successful completion of the ACT, you will earn a ½ day off the Wednesday before Thanksgiving break. Students, please talk to your parents, and parents, please talk to your students about this opportunity. The goal is 100% junior class participation. If you sign up for the ACT online in advance, please keep any receipt from the transaction. Just for fun, some PHS staff will take the ACT too, right alongside you!

Students will be allowed to eat outside during nice weather (at supervising staff discretion) in the permitted area only, directly adjacent to the cafeteria doors. This is an opportunity for students to demonstrate maturity regarding behavior and cleanliness and to remember this is a privilege, not a right.

PHS has had many updates over the summer. The new office remodel serves to increase school security and looks very sharp too! The senior lounge and computer lab have found new homes as has Mrs. Downs' classroom, in what used to be the computer lab. The School Resource Officer, Pittsville's own Chief Duerr, will occupy the "old" principal's office, and the "old" office is now called the Fishbowl and is the teacher workroom and collaboration space. And, Mrs. Ashbeck did a great job re-envisioning the media center!



Please check our website at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us) and click on Athletics for the most current sports schedules!





# CHROMEBOOKS

The high school would like to issue students their Chromebook on the 1<sup>st</sup> day of school. In order to do so, students need:

- 1) a signed User Agreement and Parent Permission Form, (below, or on the district website > For Students/Parents > Forms & Handouts);
- 2) a padded Chromebook cover (can be purchased at any department store or in the high school office before school);
- 3) to view the Chromebook Care Presentation (the first day of school).

## User Agreement and Parent Permission Form

I hereby acknowledge that it is my responsibility to access the *Chromebook Guide* either online or by obtaining a hard copy of the *Guide* in the school's office. My signature below indicates that I agree to read the *Guide* and abide by the standards, policies, and procedures defined or referenced in this document. The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this *Guide*. I accept responsibility for reading and abiding by the changes.

As a user of the Pittsville Public School's computer network and recipient of a Chromebook, I hereby agree to comply with the user agreements and expectations contained in the *Chromebook Guide*:

- ✓ Acceptable Use Agreement
- ✓ 1:1 Technology Parent Permission Agreement
- ✓ 1:1 Technology Student Expectations

**Student Name (PRINT)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### 1:1 Technology Parent Permission Agreement

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media. I hereby agree to comply with the user agreements contained in the *Chromebook Guide*:

- ✓ Acceptable Use Agreement
- ✓ 1:1 Technology Parent Permission Agreement
- ✓ 1:1 Technology Student Expectations

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Dear Families,

Welcome to the 2018-2019 school year! As always, I am looking forward to another great learning year for all of our students! I am very excited to see all the students!

# PES News

**Start out the school year by joining us for our annual "Meet and Greet" on Tuesday, August 28th from 5:00 p.m. - 7:00 p.m.** This is a great opportunity for your family to come in and meet the teachers and receive helpful information for the upcoming school year. Please plan on stopping in the Elementary School cafeteria. There will be information stations in there to help you prepare for the upcoming school year. You can pre-order the yearbook, you can talk to the interventionists to find out more about our WIN time, the music department is available to answer any questions you have about band and choir, and much more! Mrs. Garrels and Mrs. Masanz will be in the office to help you with Skyward and medical forms/information. Make sure to check out our new Before and After School Program room (Room 143). Mrs. Tabitha Becker is our director and will be available at that time to share information on how we can help you this year!



*Have you wondered what happens when your child has a situation and Mrs. Friday and Ms. Raygo are involved? Have you wondered what happens when your child is "in Mrs. Friday's office?" There are also going to be some changes to our practices and procedures that you will want information on. Mark your calendars - **Ms. Raygo and Mrs. Friday will be hosting a Parent (only) meeting on School-Wide Behavior on Tuesday, September 11th at 5:30 p.m. in the Auditorium.** We would like to take time to share our school-wide discipline philosophy and school-wide procedures with you. This open communication will help parents understand what happens when students meet with Ms. Raygo and Mrs. Friday. Do not miss this great opportunity! There will be a lot of opportunity to ask questions.*

Students in Grades 4-8 use Google Classroom. Following our meeting on school-wide behavior, **our teachers will be hosting an informational meeting on using Google Classroom on September 11th from 6:30 p.m. in the Auditorium.** Join us if you would like more detailed information on what your child does when he/she is using Google Classroom!

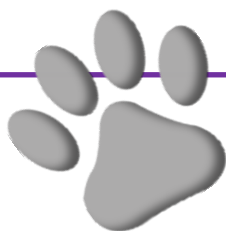
We are happy to introduce our new staff this year. We welcome Mr. Eric Hahn, 3rd Grade Teacher; Ms. Megan Schirger, General Music/Choir Teacher; Ms. Chauncey Jones, 8th Grade English Teacher. We are also happy to announce that Mr. Matthew Sherwood, Special Education Director, will be joining our team full-time this year! We welcome Mrs. Lisa Denniston as our new Math Interventionist; Ms. Taylor Molitor will be a 4th grade homeroom teacher, who will also be working with our 4th and 5th grade students on developing their writing skills! Mrs. Kirsten Kissner will be starting the new school year as a long-term substitute teacher in Mrs. Stone's first grade classroom. We also welcome Ms. Azizah Tester to our kitchen staff. As always, we are excited for the upcoming changes!

I hope everyone had a wonderful summer and I look forward to seeing you all very soon!

Sincerely,  
Mrs. Friday and Staff

## Important Dates to Note:

August 28th - Meet and Greet, 5:00 - 7:00 p.m.  
September 4th - First Day of School  
September 6th - Picture Day  
October 11th and 16th - Parent/Teacher Conferences, 4:00 - 7:30 p.m.  
October 15th - Picture Retake Day  
November 2nd - No School for Students





## 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."**

# Food Service News

## FREE OR REDUCED LUNCH APPLICATIONS

Your children may qualify for 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. 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.

## SALAD BAR

We will again be experimenting with new types of salads on the salad bar. Lettuce and all the vegetable fixin's will still be offered, but we plan to feature a new type of salad once in a while to shake things up. Seeds & Greens, Oriental salad, Cole Slaw, Potato Salad, and Caesar Salad, are just a few examples.

## "DOUBLE UP"

We will be offering a second entrée "DOUBLE UP" again this year for grades 6-12. For an additional charge to your families lunch account, your student 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 money is in their family account.

You can monitor 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).

**Breakfast and Lunch menus  
are available on line at  
[www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us)**



## 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.

## BREAKFAST WILL START ON SEPTEMBER 4

The **High School** will serve breakfast during PPT time and the students will take the food items to their next class.

The **Elementary School** will be serving breakfast at 8:00 am. Students that would like breakfast will first report to their classrooms, and then come down to the cafeteria for breakfast. Grades 4Kgn-3<sup>rd</sup> will be issued a breakfast card in the classroom to be turned in at the breakfast line. Grades 4<sup>th</sup>-8<sup>th</sup> will punch in their lunch numbers before going through the lines. School breakfast is an ideal solution on busy mornings when students 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 free breakfast.

## 2018-2019 MEAL PRICES

4K- Grade 3 Lunch	\$2.40
Grade 4-8 Lunch	\$2.80
Grade 9-12 Lunch	\$3.25
Adult Lunch	\$3.90
Reduced Lunch	\$ .40
Milk	\$ .30
4K-Gr 12 Breakfast	\$1.00
Adult Breakfast	\$2.00
After School Snack	\$.50

After School Snack for Free/Reduced Students is FREE.

# SCHOOL VOLUNTEERS POLICY 353.1

Volunteers contribute valuable services to the students and staff in the Pittsville School District helping in many different ways: classrooms, playgrounds, libraries, offices, field trips, team sports and special projects. The School Board encourages the use of volunteers to enhance communication and cooperation between the students, staff members, and the community.

For the safety of our students, School Board Policy now requires any parent or community member who wishes to provide volunteer services to the district to complete the volunteer application form annually. This includes all individuals who volunteer in the schools on a regular basis (whether academic, athletic/extra-curricular) and all volunteers who chaperone school sponsored field trips. Forms must be submitted at least two weeks prior to the first time the individual volunteers. This policy does not apply to "incidental adult visitors" who visit school upon invitation by a staff member of the school for a specific limited purpose, including speaking to a class or assembly, judging an academic or extra-curricular competition, or giving a musical or theatrical performance. A background check will be completed on all volunteers.

To read the complete updated School Board Policy 353.1 on School Volunteers, please visit our website at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us).

## School District of Pittsville

# VOLUNTEER APPLICATION

(Please print legibly and complete the entire form)

### FOR OFFICE USE ONLY:

Background Check Date: \_\_\_\_\_

DL: \_\_\_\_\_ SO: \_\_\_\_\_ CCAP: \_\_\_\_\_

Accepted: ☐ Rejected: ☐

Restrictions: ☐ No Field Trips ☐ Within Line of Sight  
☐ No Driving ☐ No Handling of Money  
☐ No Overnight Trips

All school volunteers must complete this application to volunteer in any of the schools of the School District of Pittsville. Please **PRINT** legibly and complete the entire form. For your safety, and that of our students, a **BACKGROUND CHECK** will be completed on all volunteers. Approved volunteers will need to be reapproved on an annual basis. A complete application form with an original signature and a copy of your legal/government issued photo ID, must be kept on file. **PLEASE ATTACH A COPY OF YOUR LEGAL/GOVERNMENT ISSUED PHOTO ID.**

\* Required fields. The application cannot be processed without completion of these fields.

## VOLUNTEER INFORMATION

* Legal Name as it appears on your photo ID (last, first, middle):		* Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	* Birth Date: / /	* Other Names Used:
* Street Address:		* Social Security No.:		* Home Phone No.: ( )
P.O. Box:	* City/State:	* ZIP Code:	* Length of WI Residency:	
Other Phone No.:	* E-Mail Address:			
School where you will be Volunteering: <input type="checkbox"/> Pittsville High School <input type="checkbox"/> Pittsville Elementary School		Students(s) Name:		

## EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

## PLEASE COMPLETE AND SIGN BELOW

The School District of Pittsville has a responsibility to its students, staff, and visitors. In this regard, all individuals desiring volunteer assignments in our facilities are required to complete a criminal history document. The School District of Pittsville reserves the right to refuse volunteer assignments to individuals convicted of offenses pursuant to Wisconsin state law. In the space provided below, please list all charges of criminal offense, whether adjudicated guilty or not, and whether the offense occurred in Wisconsin or in another state. Include all convictions of criminal traffic offenses, such as DUI, driving with a suspended license and careless or reckless driving. Also, include any sealed or expunged convictions and any convictions or confirmations of child abuse. In completing this public document, please understand the School District of Pittsville's sincere concern is for the safety of students, staff, and visitors.

\* Have you ever been CONVICTED, as defined above, pled no contest, or had adjudication withheld in a criminal offense, felony, or misdemeanor OR are there any criminal charges now pending against you other than minor traffic violations? ☐ No ☐ Yes

\* If yes, please show date of convictions, the town, city, state where it occurred, the arresting agency, the specific offense, and the disposition of the case (paid fine, guilty, nolo contendere, adjudication, PTI/PTD, etc.)

DATE OF CONVICTION	LOCATION/ARRESTING AGENCY	SPECIFIC OFFENSE	DISPOSITION

By signing below, I agree:

- To the rules and responsibilities of the volunteer assignment. I understand that all involvement with students shall be under staff supervision and is restricted to the school day, on school grounds, or a school-sponsored activity. My signature below certifies that I have reviewed the criminal statement and responded truthfully. **FALSIFICATION OR OMISSION ON AN OFFICIAL PUBLIC DOCUMENT IS A CRIMINAL OFFENSE AND CAN BE PROSECUTED, AND MAY CONSTITUTE GROUNDS FOR DISQUALIFICATION FROM BEING A VOLUNTEER.**
- I agree to maintain **CONFIDENTIALITY** of student's information.

\* Volunteer Signature \_\_\_\_\_

\* Date \_\_\_\_\_



**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.**

**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 and are available on the district website. Electronic links to the detailed version of the applicable standards are provided at <http://dpi.wi.gov/standards>.

**SCHOOL ACCOUNTABILITY REPORT.** Each public school in the state is required by Section 115.385(4) of the state statutes to provide a copy of the school's accountability report that is published by the Wisconsin Department of Public Instruction (DPI) to the parent/guardian of each student enrolled in or attending the school. You can find information on the Pittsville School District at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us) or at <http://dpi.wi.gov/wisedash>.

**EDUCATIONAL OPTIONS (Policy 342.6).** School boards are required 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](http://www.pittsville.k12.wi.us).

**SCHOOL AND SCHOOL DISTRICT PERFORMANCE REPORT.** Annually, by January 1, each school board is required by section 115.38 of the state statutes to notify the parent/guardian of each student enrolled in the school district of the right to request a school/school district performance report. Also, annually by May 1, each school board must, upon request, distribute to the parent/guardian of each student enrolled in the school district (including students enrolled in district charter schools) a school/school performance report that includes: (1) indicators of academic achievement; (2) other indicators of school/school district performance (dropout, attendance, retention, graduation rates), truancy, % of students participating in extracurricular/community activities and advanced placement courses, % of graduates entering the workforce; (3) student suspension/expulsion related date; (4) staffing and financial data information; (5) number and % of resident students attending a course in a nonresident school district, number of nonresident students attending a course in the school district, and the courses taken by those students; (6) method of reading instruction used in the school district and the textbook series used to teach reading in the school district. The report must also include a comparison of the school district's performance in items (1) through (3) with the performance of other school districts in the same athletic conference. Information on the School and School District Performance Report can be found on the district's website at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us).

**STUDENT ASSESSMENTS (Policy 346).** The Pittsville School District annually administers the following examinations: Grade 3-8 English Language Arts and Mathematics, Grade 4 and 8 Wisconsin Forward Exam Science, Grade 4-8-10 Wisconsin Forward Exam Social Studies, Grade 9 and 10 ACT Aspire, Grade 11 ACT and Work Keyes. Your child's teacher will give you exact dates and information about the assessments.

**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: Rod 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](http://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.** Under the Special Needs 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(5) of the state statutes. Additional information about the program should be available on the website of the Wisconsin Department of Public Instruction: <http://dpi.wi.gov/>.

**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](http://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

**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 courses at an institute of higher education through the Early College Credit Program. The high school principal or designee shall be responsible for 1) ensuring that the district appropriately processes requests/applications related to the Early College 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 program administrators 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.



**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](http://www.cdc.gov). The CDC website includes the CDC recommendations and information on the meningococcal vaccine.

**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).** 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](http://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 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.

**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.

**Rodney Figueroa**  
*District Administrator*

**Board of Education**

*Mandy Hoogesteger, President*

*Bob Wolff, Vice President*

*Jane Wesely, Secretary*

*Melissa Marti, Treasurer*

*Connie Potter, Member-at-Large*

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# ANNUAL SCHOOL DISTRICT MEETING

Thursday, October 25 • 7:00 PM  
Pittsville High School LMC



**PITTSVILLE**  
**Child Care Center**

**Before and After School Program**

Secure your child's spot in the new Before and After School Program at Pittsville Elementary School. Enroll now for the 2018/19 school year. Go to <https://www.pittsville.k12.wi.us/ccc/>.