

# PITTSVILLE SCHOOL DISTRICT

# NEWSLETTER

September Back-to-School, 2010

## From the Desk of District Administrator Terry Reynolds



The exciting start of another school year is in the air. Every summer, by the time we reach August, I can feel the excitement begin to build about school starting. Everywhere one travels it is a topic of conversation by all. I have felt this excitement year after year in my 25 plus years in education! I too am excited and feel very privileged to again serve the Pittsville School District during the 2010-11 school year.

This year, the first day of school is Wednesday, September 1. We have two new staff members to greet as we open the doors of this new school year. Amanda Lewin has been hired as the K-12 Instrumental and General Music Instructor, and Jim Pieper will be beginning his first year as the Girl's Varsity Basketball Coach. We look forward to having both Amanda and Jim join our Pittsville education team.

The passage of our referendum in November of 2008 continues to give us relative stability, at least for another few years. The continued loss of state aides has had a negative impact upon our school district and tax levy. We continue to be very conservative in our use of district funds, and have decreased staff when possible to keep costs to a minimum, yet not significantly impacting student learning. There are many districts across the state which have had no choice but to lay-off many staff, eliminate programs, and closing buildings, thus having a unfortunate negative impact in their educational programming. We are fortunate not to be in that group and continue to thank the members of the community for their wonderful support of the students in the Pittsville School District.

This year our Annual meeting is set for October 11 at 7:00 p.m. On that date, our regular School Board meeting will also be held directly after the Annual meeting proceedings. Members of the public are invited to attend.

Finally, and as always, our primary focus needs to be on the educational opportunities and experiences we can provide for our students. Each year our staff provides challenging classroom activities which yields positive academic growth. In addition to state and national assessment indicators showing this positive evidence, we also see it in the daily growth of our students. Your interest, effort, and support as parents and community members is greatly appreciated as we embark on another year of growing and learning.



Family Access is a free web-based application that gives parents and guardians online access to their child's grades, assignments, attendance, schedules, emergency information, and more! This access is made possible through our student information system, Skyward Family Access.

Parents/Guardians will receive a letter in early fall containing Family Access login names and passwords.

### SCHOOL BOARD MEETINGS

The next school board meeting is scheduled for September 13 at 7:00 p.m. in the District's Conference Center located at 5459 Elementary Avenue. The public is invited to attend.

### NEW STUDENT REGISTRATION

Staff will be available for registration of new students to the Pittsville School District beginning August 18 from 7:30 a.m. to 3:30 p.m.

### STUDENT HANDBOOKS

All students will receive a student handbook that provides information regarding school regulations and policies. Please take time to review it with your child.

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## WHO DO I CONTACT?

**Terry Reynolds, District Administrator**  
715-884-6694

**John Olig, Senior High Principal**  
715-884-6412

**JoAnn Sondelski, Elementary Principal**  
715-884-2517

# Pittsville Annual Meeting

Each summer, school district officials prepare a budget proposal/estimation for the coming school year to be presented at an "Annual Meeting" (October 11 at 7:00 p.m.) The purpose of an Annual Meeting is to provide members of the electorate a proposed budget (which is very tentative/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 have moved the Annual Meeting date from August to October for this reason this year, 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 show some decline from last year's "three year average". This is troublesome for us.

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 are approximately a half percent growth from last year. In the end (October) I am hopeful that this percentage will be larger than that.

Based on information which exists as of this writing, with speculation on the areas described above, we are projecting a budget for 2010-11 which would change the prior year's mil rate of \$9.76 "per thousand of equalized property valuation" to an estimated \$10.71 per thousand. This projected increase is close to last year's projected amount of \$10.36 per thousand which, by the end of October 2009 dropped to \$9.76 per thousand rate. The "projection" is developed with the compilation of varying factors which include: any budget revisions by State legislators; the referenda the community approved in 2008; the usual unknown Third Friday enrollment data; and the unknown October property valuation data. We are hopeful that this projection will be lowered by the end of October when all of the factors listed above have been resolved/and or made known to us.

In the final analysis, boards of Education do have the statutory (ss.120.12(3)) authority and responsibility to "set the budget and certify the levy" for this school year on or before November 1. At that time all the data necessary to finalize the 2010-11 budget will be known.

This district continues to be very grateful to the community which supported the 2008 referendum. Thank You! The passage of the question has allowed our district to maintain our student programming and to adequately maintain our buildings and grounds. This is the last year of the referendum question increasing the budget base level by \$175,000.

The district's budget stays within the state's revenue limit guidelines. While concerns exist for future budgetary issues and the state's control over revenue distributions the administration and Board of Education are committed to maintaining the best educational programming which our budget will allow.

## Supporters of Pittsville Schools

20 donations of \$500,000 each will be awarded to the top 20 eligible vote getting schools from Kohl's Cares for Kids \$10MM Giveback Contest. Voting began on July 7 and continues through September 3. With the amount of \$500,000 and 20 prizes being awarded, it is worthwhile to invest some of your time to vote and also promote this contest to those you know.

Each participant will be allowed to cast 20 individual votes, no more than 5 votes per school. So you can vote for the following two schools:

- Pittsville Elementary School
- Pittsville High School

**You can vote for all of the schools in one visit!** Simply click on the correct school and vote 5 times, then move onto the next school.

If you do not have a Facebook account, you do have to sign up for Facebook by going to [www.facebook.com/kohls](http://www.facebook.com/kohls) to sign up. A confirmation will be sent to your email account to complete the sign up process. Once logged in to your new Facebook account, locate "Kohl's Company" in the search bar on the top center of your "home" page. In order to vote you have to click that you "like" Kohl's. You will be asked if you will share information. If you are not comfortable with being on Facebook, you do not have to participate. Now you are ready to search for our schools and vote!

Because you can cast your 20 votes in one visit, you have time before September 3 to contact your friends and relatives about the contest. You can email about the \$500,000 directly from the Kohls.com website about the contest.

## ATHLETIC DEPARTMENT NEWS....

Hi everyone. Another summer has come and gone and the fall sports seasons are underway. I would like to start by thanking all of the dedicated individuals that coach our student athletes at all levels in Pittsville. The time and effort that you put in is very much appreciated. I would also like to say thank you to our local referees and officials that make it possible for our student athletes to safely compete in competitive athletics. If there are other members of the community that are interested in becoming an official, please contact me using the information at the end of this article and I will help you get the necessary paperwork completed. My final acknowledgment would be to the community of Pittsville. It is your positive support that continues to allow the student athletes of Pittsville the opportunity to participate and be part of a team. Thank you Pittsville!

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 Sports Schedules link. 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 used this program last year and I was very impressed with it. 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.

As a final thought, I am excited about the upcoming school year. I'm fired up about getting to work with another great group of kindergartners and I'm also anticipating a great year in Panther Athletics. Working together as a community we can do great things for our children, and I believe we will.

Todd Sanken  
Kindergarten Teacher/Athletic Director  
[sanketod@pittsville.k12.wi.us](mailto:sanketod@pittsville.k12.wi.us)  
715-884-2517 Ext. 116

**PITTSVILLE SCHOOL DISTRICT  
2010-2011 SCHOOL CALENDAR**

AUGUST							SEPTEMBER (21)							OCTOBER (20)							NOVEMBER (20)						
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	5	6	7				1	2	3	4						1	2		1	2	3	4	ER	6
8	9	10	11	12	13	14	5	HOL	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	INS	INS	27	28	19	20	21	22	23	24	25	17	18	19	20	PTC	22	23	21	22	23	24	HOL	VAC	27
29	30	INS					26	27	28	29	30			24	25	PTC	27	INS	INS	30	28	29	30				
														31													

DECEMBER (17)							JANUARY (20)							FEBRUARY (19)							MARCH (19)						
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			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
19	20	21	22	ER	VAC	25	16	INS	18	19	20	21	22	20	21	22	23	E/PTC	NS	26	20	21	22	23	24	ER	26
26	VAC	VAC	VAC	VAC	VAC		23	24	25	26	27	28	29	27	28						27	VAC	VAC	VAC	VAC		
							30	31																			

APRIL (18)							May (20)							June (6)							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
					VAC	2	1	2	3	4	5	6	7			1	2	3	4						1	2	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	ER	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	INS	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	NS	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	NS	26	27	28	29	30	29	HOL	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

HOL Holiday - No School  
 INS Teacher Inservice - No School  
 NS No School  
 VAC Vacation

PTC Parent/Teacher Conferences 4-7:30 pm  
 ER Early Release at 12:30 p.m.  
 E/PTC Early Release, Parent/Teacher Conf 1-3:30, 4-8 pm  
 I End of Quarter

**INSERVICE**

August 25 Teacher Flex Day  
 August 26 Teacher Inservice  
 August 31 Open House (4:00 - 6:00 p.m.)  
 October 28-29 Teacher Convention - Madison  
 January 17 Teacher Inservice  
 February 24 Parent/Teacher Conference  
 May 16 Teacher Inservice

**PARENT/TEACHER CONFERENCES**

October 21 4:00 - 7:30 p.m.  
 October 26 4:00 - 7:30 p.m.  
 February 24 1:00 - 3:30, 4:00 - 8:00 p.m.

**EARLY RELEASE DAYS**

November 5 March 25  
 December 23 June 8  
 February 24

**NO SCHOOL**

September 6 Labor Day  
 October 28-29 Teacher Convention/Inservice  
 November 25-26 Thanksgiving Break  
 Dec 24 - Jan 2 Winter Break  
 January 17 Teacher Inservice  
 February 25 No School  
 Mar 28 - Apr 1 Spring Break  
 April 22 No School  
 April 25 Snow Make-Up Day  
 May 16 Teacher Inservice  
 May 30 Memorial Day

**QUARTERS**

1st Quarter September 1 - November 4  
 2nd Quarter November 5 - January 14  
 3rd Quarter January 18 - March 25  
 4th Quarter April 4 - June 8

**FIRST DAY OF SCHOOL FOR STUDENTS - SEPTEMBER 1  
 LAST DAY OF SCHOOL FOR STUDENTS - JUNE 8**

# FOOD SERVICE DEPARTMENT

## CHANGES IN FOOD SERVICE

The biggest change this year is how the students will be entering their ID number into the key pad for breakfast and lunch. Our new software system (Skyward) uses a five digit ID number. Your student(s) will use their same ID number they had last year, but will need to make it into a five digit number by adding "0s" to the front of the number. For example, if a student has a current ID of 12 they will have to add 3 "0s" to make it 00012. The number 123 will have to be keyed in as 00123. Please review this information with your children.

Another change is how we enter money into food service. In the past, we entered money into each individual student account. With Skyward, we have the ability to set up family accounts. If you have more than one student attending Pittsville Schools, all the money will go into one family account and each student will make purchases through that account. A lunch balance notice is included with this letter. The balance you see (negative or positive) is carried over from last year. If you have more than one student attending Pittsville Schools, we combined all their balances and placed it into this one account. If you have a negative balance, please pay on your account as soon as possible or your student(s) may not be eligible to make food service purchases the first day of school.

By switching to Skyward, family's can now access student information on line. Once you set up a family account and password you can review your children's food service purchases, make lunch payments, and purchase items at the on line school store. If you wish, you can set up an email notification account that will notify you via email when your family account reaches a predetermined level. You will also be able to track your student's progress in the classroom, and other student information.

### PUBLIC RELEASE NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS

Public Release sent to: The Pittsville Record, The Wisconsin Rapids Daily Tribune, and Pittsville School District Newsletter in August, 2010.

#### RELEASE STATEMENT

The Pittsville School District today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals, or free milk if a split-session student does not have access to the school lunch or breakfast service.

#### FAMILY SIZE INCOME SCALE For Determining Eligibility for Free and Reduced Price Meals or Milk

Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free Must be at or below figure listed	Reduced Price Must be at or between figures listed	Free Must be at or below figure listed	Reduced Price Must be at or between figures listed
1	\$14,079	\$ 14,079.01 and \$20,036	\$ 1,174	\$ 1,174.01 and \$1,670
2	18,941	18,941.01 and 26,955	1,579	1,579.01 and 2,247
3	23,803	23,803.01 and 33,874	1,984	1,984.01 and 2,823
4	28,665	28,665.01 and 40,793	2,389	2,389.01 and 3,400
5	33,527	33,527.01 and 47,712	2,794	2,794.01 and 3,976
6	38,389	38,389.01 and 54,631	3,200	3,200.01 and 4,553
7	43,251	43,251.01 and 61,550	3,605	3,605.01 and 5,130
8	48,113	48,113.01 and 68,469	4,010	4,010.01 and 5,706
For each additional household member, add	+ 4,862	+ 4,862 and 6,919	+ 406	+ 406 and + 577

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children for whom households receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, an adult member needs only to list the names of the school children, give FoodShare, FDPIR or W-2 case number for each child, sign his/her name and return the application to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDPIR or W-2, the household must provide the following information requested on the application: names of all household members, and the social security number of the adult household member who signs the application. In lieu of a social security number, the household may indicate that the signer does not possess a social security number. Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy, Joe Dostal, Director of Food Services, will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: Jeff Gast, Finance Director, 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

In certain cases foster children are also eligible for these benefits. If a household has foster children living with them and wishes to apply for free or reduced price meals, the household should complete an application for a family of one or contact the school for more information.

The information provided by the household on the application is confidential. Public Law 103-448 does authorize the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Any questions regarding the application should be directed to the determining official.



# LOW LUNCH BALANCES

Accounts below \$25.00 will be notified weekly using email and the Pittsville School District Instant 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 instant 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.

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.

## **PITTSVILLE HIGH SCHOOL will be kicking off a NEW BREAKFAST PROGRAM by serving FREE BREAKFAST THE WEEK OF SEPTEMBER 20-24 That's right!! FREE breakfast for one week!**

The cafeteria will open at 7:30 a.m. Students will go through the breakfast line the same as at lunch -- start with milk then punch in their number and go through the breakfast line.

**THE FIRST WEEK IS FREE** - but we still require everyone to type in their number for record keeping purposes only. There will be no breakfast charge on your students food service account for the week of September 20-24. This promotion is for high school students only.

After the first week, the cost for breakfast will be only 60 cents. Breakfast purchases will come off your present food service account. There will be no need to bring additional money to school for breakfast. Students that qualify for free or reduced school lunch will receive breakfast free. As a reminder, if there has been a change in your family income or increase in your family size, you can apply anytime during the school year for free or reduced school meals.

School Breakfast is an ideal solution on busy mornings when students are running late or parents have early work schedules. Oftentimes, students are not hungry when they first wake up but are ready to eat when school begins. Whatever the reason, if breakfast at home is not convenient, please take advantage of breakfast here at school. Studies have shown that children who eat a nutritious breakfast have better behavior, better attendance, and improved test scores.

Thank you for helping us to make sure that all of our students start the school day alert, well fed, and ready to learn.

**Elementary Breakfast  
program begins Sept. 7th**

### **2010-2011 MEAL PRICES**

4Kgn- Grade 4 Lunch	\$2.10
Grade 5-8 Lunch	\$2.50
Grade 9-12 Lunch	\$3.00
Adult Lunch	\$3.50
Reduced Lunch	\$ .40
Milk	\$ .30
4Kgn-Grade 8 Breakfast	\$ .60
Adult Breakfast	\$1.50

## **Does your child need health insurance?**

BadgerCare Plus is an affordable health insurance program for families and virtually all kids. Health insurance can pave the way for vaccinations, prescription drugs, and regular check-ups. These services add up to kids going to school healthier and ready to learn.

BadgerCare Plus can help your children be healthy and save you money because it may cover:

- |                          |   |
|--------------------------|---|
| ✓ Doctor Visits          | ✓ Hospital Stays and Surgery                |
| ✓ Transportation to Care | ✓ HealthCheck and Check-ups                 |
| ✓ Eye exams              | ✓ Immunizations                             |
| ✓ Hearing Aids           | ✓ Prescription Drugs                        |
| ✓ Emergency Room Care    | ✓ Mental Health Services                    |
| ✓ Lab Tests and X-rays   | ✓ Alcohol/Drug Addiction Care               |
| ✓ Family Planning        | ✓ Prenatal Care                             |
| ✓ Dental Care            | ✓ Physical, occupational and speech therapy |



**To enroll in BadgerCare Plus contact:  
Wood County Economic Support at (715) 421-8600 or (715) 387-6374  
Or apply online at <https://access.wisconsin.gov/>**

The following items are needed to apply for health insurance: Date of Birth, Marital Status, Citizenship, Identity, Employer Name and Address, Income, and Child Support Paid or Received.

**BADGERCARE+** For more information about BadgerCare Plus visit [badgercareplus.org](http://badgercareplus.org)

# 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. If you have not received an application in the mail, please contact the District Office at 715-884-6694.

The free or reduced lunch program not only benefits families but it also helps your school in many ways. More families on the program will generate more financial aid for the following areas.

SAGE: This program sends us aid to help maintain a small classroom size for grades K – 3; Title I: This program allows us to give extra one-on-one help to students who struggle with reading and math. This program also helps support the after-school homework room; Erate: This program helps pay for a portion of our internet access.

As you can see, the free or reduced lunch program can benefit both your family and your school. Please apply for free or reduced lunch at Pittsville Schools. Your application is completely confidential. The only people who know your family is receiving free or reduced meals are the people that need to know. All information stays at Pittsville schools unless you direct otherwise.

# SEPTEMBER MENUS

Monday	Tuesday	Wednesday	Thursday	Friday
<b>BREAKFAST</b>		Sep - 1 FRUIT FILLED POPTARTS CHILLED FRUIT OR JUICE MILK	Sep - 2 BAGEL 1/2 S CHILLED FRUIT OR JUICE CREAM CHEESE MILK	Sep - 3 CINNAMON ROLLS CHILLED FRUIT OR JUICE MILK
Sep - 6	Sep - 7 ASSORTED MUFFINS CHILLED FRUIT OR JUICE MILK	Sep - 8 FRUITED YOGURT TOAST "N" JELLY CHILLED FRUIT OR JUICE MILK	Sep - 9 PANCAKE ON A STICK CHILLED FRUIT OR JUICE MILK	Sep - 10 CINNAMON ROLLS CHILLED FRUIT OR JUICE MILK
Sep - 13 TOAST "N" JELLY STRING CHEESE CHILLED FRUIT OR JUICE MILK	Sep - 14 BREAKFAST PIZZA CHILLED FRUIT OR JUICE MILK	Sep - 15 HOT OATMEAL or ASSORTED COLD CEREAL CHILLED FRUIT OR JUICE MILK	Sep - 16 FRUITED YOGURT TOAST "N" JELLY CHILLED FRUIT OR JUICE MILK	Sep - 17 CINNAMON ROLLS CHILLED FRUIT OR JUICE MILK
Sep - 20 ASSORTED COLD CEREAL STRING CHEESE CHILLED FRUIT OR JUICE MILK	Sep - 21 TOAST "N" JELLY HARD COOKED EGG CHILLED FRUIT OR JUICE MILK	Sep - 22 ASSORTED MUFFINS CHILLED FRUIT OR JUICE MILK	Sep - 23 FRUITED YOGURT TOAST "N" JELLY CHILLED FRUIT OR JUICE MILK	Sep - 24 CINNAMON ROLLS CHILLED FRUIT OR JUICE MILK
Sep - 27 GIANT GOLDFISH TOAST "N" JELLY CHILLED FRUIT OR JUICE MILK	Sep - 28 FRUIT FILLED POPTARTS CHILLED FRUIT OR JUICE MILK	Sep - 29 FRUITED YOGURT TOAST "N" JELLY CHILLED FRUIT OR JUICE MILK	Sep - 30 BREAKFAST PIZZA CHILLED FRUIT OR JUICE MILK	Oct - 1 CINNAMON ROLLS GRAB N GO CEREAL CHILLED FRUIT OR JUICE MILK

Monday	Tuesday	Wednesday	Thursday	Friday
<b>LUNCH</b>		Sep - 1 CHICKEN NUGGETS mashed potatoes fresh bread chilled fruit jungle cookies milk	Sep - 2 SPAGHETTI Italian sauce corn dinner rolls chilled fruit milk	Sep - 3 PEPPERONI PIZZA TUNA SALAD KAISER fresh bread salad bar pasta salad chilled fruit milk
Sep - 6	Sep - 7 MINI CORNDOGS baked beans HOT PASTA chilled fruit milk	Sep - 8 SOFT SHELL TACOS pizza casserole carrot sticks fresh bread shredded cheese chilled fruit milk	Sep - 9 BREADED CHICKEN on bun mashed potatoes fresh bread chilled fruit Chocolate chip cookie milk	Sep - 10 CHEESE FRIES HAM & CHEESE KAISER broccoli rice fresh bread salad bar chilled fruit milk
Sep - 13 FISH SQUARE ON A BUN or HAMBURGER ON A BUN french fries chilled fruit relish sticks & dip sliced cheese milk	Sep - 14 NACHOS cheese sauce taco meat vegetable blend fresh bread chilled fruit salad bar milk	Sep - 15 FRENCH TOAST STICKS sliced ham fresh bread juice chilled fruit milk	Sep - 16 CHICKEN NUGGETS baked potatoes fresh bread chilled fruit jungle cookies milk	Sep - 17 PIZZA DIPPERS salad bar fresh bread chilled fruit pasta salad milk
Sep - 20 HOT PASTA turkey ala king carrot coins chilled fruit dinner rolls milk	Sep - 21 SLOPPY JOE or HAMBURGER ON A BUN smiley fries fresh bread chilled fruit chilled cheese milk	Sep - 22 SPAGHETTI Italian sauce corn dinner rolls chilled fruit milk	Sep - 23 CHEESE QUESADILLA salad bar spanish rice fresh bread chilled fruit milk	Sep - 24 CORN DOG ON A STICK baked beans HOT PASTA chilled fruit milk
Sep - 27 CHICKEN NUGGETS mashed potatoes fresh bread chilled fruit jungle cookies milk	Sep - 28 HOT HAM ON A BUN BBQ RIB ON A BUN tater tot casserole chilled fruit sliced cheese milk	Sep - 29 MINI CORNDOGS baked beans HOT PASTA chilled fruit milk	Sep - 30 SOFT SHELL TACOS pizza casserole carrot sticks fresh bread shredded cheese chilled fruit milk	Oct - 1 BREADED CHICKEN on bun mashed potatoes fresh bread chilled fruit Chocolate chip cookie milk

The October School Lunch Menu can be viewed on the district webpage after Sept. 25.



# PITTSVILLE HIGH SCHOOL NEWS

I want to start my portion of the newsletter by welcoming Ms. Amanda Lewin to the teaching staff. Amanda was hired as the band instructor. Amanda is a graduate of the University of Stevens Point. She is originally from Cudahy, WI. Recently, Amanda has been working with the group, Kids from Wisconsin.

This year one of the more significant changes pertains to the issuing of prescription and non-prescription medication. Prescription medication should be kept in the office and must be in the original container. The office must have a signed Parent/Guardian consent form and a Clinicians Order for Administration of Prescription Medication form must be on file for each medication.

The biggest change involves over-the-counter medication. Due to changes in the law, we will NO LONGER be able to PROVIDE over-the-counter medications, such as non-aspirin or cough drops to students as we have in the past. Under the new law, any student who needs an over-the-counter medication must provide the office with their medication in the original container. A non-prescription drug may be administered only in a dose prescribed on the bottle, other dosage, if requested, must be accompanied by a request from the pupil's practitioner.

High school students may assume storage and prescription of non-prescription products with parent permission. Non-prescription medications may be carried or kept in a student's locker in small quantities. These medications must be in the original containers. Students may not give over-the-counter medications to other students. A student with asthma may carry an inhaler and self administrator with written approval of the student's practitioner and the student's parent or guardian.

Another change that will affect parents and students in the district is the switch from the software InfoNow to a new software, Skyward. If you look at the district website, you will notice the Skyward Icon. Skyward will be the program which the teachers will use for grades and attendance. The system will also allow students and parents to access grades. After our teachers become familiar with the new software, students and parents will be able to access grades. Part of this process will include the need to give parents and students new passwords. The early word from those trained on the program includes comments about the program being faster and easier to use. The Skyward Program allows parents to update information such as cell phone numbers or addresses online. The program will also allow parents to remove their child's name from a list which we are required by law to furnish to military recruiters. The same option applies to a listing of students which we supply to colleges. Parents will hear more about these options as we get the family access portion of the software accessible to families.

Another component of the software is the ability to track fees. Last year, parents could pay for student lunches online with a credit card. Skyward will take this process even further. Parents will be able to pay for items such as a yearbook or a shop fee online with a credit card. I believe parents will appreciate some of the new features which Skyward has to offer.

The first sign of the new school year is signaled by the start of the fall sports season. Football practice began on Tuesday, August 10. Volleyball and Cross Country practice both began on Monday, August 16. A number of contests are scheduled prior to the start of school. The first volleyball home match will be against Rib Lake on Thursday, August 26. We will host a JV and C Team Volleyball Tournament on Friday, August 27. The Cross Country Team will host a home meet on Thursday, August 26. The football season will start at Philips on Friday, August 27.

Finally, I want to note that the school year will start for freshmen on Wednesday, September 1. We are again running the Freshmen Only Day on the first day of school to assist the freshmen in becoming acclimated to the high school. The first day of school for the sophomores through seniors will be on Thursday, September 2. I hope everyone enjoys the final days of summer.

John Olig, Senior High School Principal

## REMINDER OF FIRST DAY OF SCHOOL

Freshman Only Day  
September 1

Sophomores, Juniors, & Seniors  
September 2

**PITTSVILLE HIGH SCHOOL**





# Pittsville Elementary School

Dear Parents & Students,

Welcome back to school! I hope that you are all excited to begin another school year. I know that all of us at school are looking forward to seeing all of you back in our classrooms.

The beginning of a new year sometimes brings a few new changes. We have a few this year that I want to share with you. Beginning this year, we will not allow the wearing of flip flops. Over the past several years, as the fashion has gained momentum, we have noticed that there have been several foot injuries here at school. So, in order to maintain a safe environment for our students, we are asking that no flip flops be worn at school. Sandals will still be allowed. Also, this year, we are asking that each student provide their own set of earphones for use when the student is on the computer. We have adopted this for hygiene reasons. If for some reason, you are not able to provide your child(ren) with headphones, please call the school office to let us know and we will make arrangements for you.

Several staff moves have been made as well for the upcoming year. First of all, we welcome Ms. Amanda Lewin to our school. Ms. Lewin will be our 6-8 grade band instructor and will also teach general music to children in the lower grades. Also, this year, Miss Hartwig will be teaching 3<sup>rd</sup> grade, Mrs. Denniston will teach 2<sup>nd</sup> grade, Mrs. Kuehn will teach 1<sup>st</sup> grade, Mr. Downing and Mrs. Moore will teach 4<sup>th</sup> grade. I know that I can count on all of you to make these teachers welcome to their new positions.

Also, new this year, is my office location. I have moved to what was once Ms. Schooley's Title One room. So, you can find me closer to the front office. You are always welcome to come in to see me. Please remember to check into the office with Mrs. Garrels or Mrs. Cramer, however before seeing me.

The district has adopted a different student information management system called Skyward. This program, like the others we have used over the past several years, has parent access capabilities. You will be sent your parent and student login information at the beginning of the school year. This system provides parents the capability of keeping very close tabs on student homework, grades, etc. It is my hope that you will take advantage of this program and remain connected with your student's progress.

We are going to be implementing a new behavioral support system this year. At the beginning of the school year, school staff will be working very closely with students to teach them the expected behaviors in all the areas of the school. Information on this program can be found elsewhere in this newsletter and will also be coming home in the handbook the first day of school.

It is a pleasure to work with you as we strive to make the educational experience for your child, the very best that it can be. I want to reiterate my welcome to you and also want to remind you that our open house will be held on Tuesday, August 31<sup>st</sup> from 4:00 - 6:00 p.m. This is a great time to bring school supplies in and get acquainted with the teachers.

I look forward to a great school year. Let's make a point to work together so that all children learn.

Sincerely,  
JoAnn Sondelski, Elementary School Principal

## THINGS TO SAVE

Please help us throughout the school year by collecting the following:

**Campbell's Labels for Education** – labels from any Campbell's product.

**Boxtops for Education** – the "coupon" located on General Mills products.

**Milk Caps & Bags** – from Kemps, Kwik Trip, Land O'Lakes, Morning Glory.

We also participate in **rebate programs from Target and Pick 'n Save**. To participate in the "We Care" program at Pick 'n Save, simply list our school's account number (617190) on your Advantage Plus Savers Club Card application. Each time you present your card at the checkout, a donation from that purchase is added to our account. There is no cost to participate in either rebate program.

## VOLUNTEER – WE NEED YOUR HELP

Parent support is vital to the overall effectiveness of our school programs. The use of school volunteers can help strengthen existing programs or introduce new programs.

All parents and community members are encouraged to become volunteers. The only requirement is to complete a Volunteer Form and have an interest in the education of children. Please contact Mrs. Sondelski if you would like to volunteer.

## HAVE YOU MOVED?

It is extremely important that you provide the elementary office with any changes to your address, telephone number, or e-mail address. Also, be sure that you update this information in Instant Alert as well.

If you have any changes to your emergency contacts, please let us know that also. Having this information up-to-date saves us precious minutes in the event of illness or emergency.

## CLASSROOM SUPPLIES

If you've misplaced the supply list, they are available at Shopko, Staples, Target, Walgreens, Wal-Mart, Fleet Farm, and on our website at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us).

## NEW STUDENTS

If you know of any new families in the District, please ask them to register their children beginning August 16<sup>th</sup> from 7:30-3:30.

## OPEN HOUSE – August 31<sup>st</sup>

4:00 to 6:00 pm.

We encourage you and your child to attend.

This is an opportunity for you to meet your child's teachers, bring in your child's school supplies, drop off lunch money or medications, and take care of any paperwork in the office.



# Have you heard about PBIS?

We, the administration, staff, and students of the Pittsville School District, commit ourselves to working together to provide a positive, safe, and predictable school environment that encourages learning, cooperation, and respect. Improving student academic and behavior outcomes is about making sure all students have access to the most effective instructional and behavioral practices and interventions possible.

To help us in this, we have adopted a behavior matrix (PBIS) for our District that will : place the highest value on academic, social, and personal success; strive for proactive and safe learning and teaching environments; foster partnerships with students, families, and communities; and emphasize what works.

PBIS stands for Positive Behavior Interventions and Strategies; it is also known as SWPBS, School Wide Positive Behavior Strategies. It is a proactive approach to teaching expected behaviors. We have created a Behavior Matrix listing these behaviors and their definitions. Our matrix was developed by a team of staff members listing specific outcomes and expectations for our District. It shows what expected behaviors in various environments look and sound like. We will use these guides to teach our staff and students our District's expectations, providing a positive and safe learning environment for all. You will find a copy of this matrix in our student handbooks, in the high school planner, and newsletters through out the year.

If you have access to the Internet you can find videos and additional text about PBIS, its history and expectations, by googling PBIS. You will find links there that will give you information about PBIS (SWPBS) for our state as well as national links.

We are excited about creating a more positive and proactive approach to teaching expectations for behaviors that will create a safe and positive learning environment for all. As we begin this journey together, your children will learn social skills that will help them throughout their lives. Be sure to ask them what they learned at school each day and watch for improved behaviors.

Additional information can be received from any of the PBIS coaches and team members. We will also have information available at the open house on Tuesday, August 31, from 4:00-6:00p.m.

Coaches: JoAnn Sondelski, Paula Bisek, Janice Hiles, John Olig, RaeAnn Leonhardt

Team members: Deb Palmer, Rebecca Coon, Bonnie Hedstrom, Heidi Sischo, Marlis Downs, Sara Freedlund

## INSTANT ALERT FOR SCHOOLS

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes. Keeping parents informed and involved helps to assure student safety and improve student success.



Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information.
- Select which type of school information you would like to receive on each of your contact devices.
- Add contact information of other caretakers of your children, such as a grandparent or neighbor.

The system can be found through a link on the district website or at <https://instantalert.honeywell.com>. We encourage you to take advantage of this opportunity, as we will be utilizing this system for much of our school-to-home communication.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact the school at 884-2517 (elementary office), 884-6412 (High School office) or the district office at 884-6694. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please feel free to come to the school to use our facilities.

	<h1>Are you ready?</h1>
<input type="radio"/>	<input checked="" type="checkbox"/> Backpack
	<input checked="" type="checkbox"/> School Supplies
	<input checked="" type="checkbox"/> Healthy Smile
<input type="radio"/>	
	<b>A Healthy Mouth= A Healthy Body!</b>
	Children should see the dentist every six months to ensure a healthy mouth.
<input type="radio"/>	 <b>Healthy People Wood County - Access to Health Care Team</b>

**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 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. 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:

- a) Corrective adjustments in the student's current academic program.
- b) School work training, as appropriate.
- c) An alternative, out of school program or non-sectarian private school program located in the school district.
- d) Homebound instruction or studies.
- e) Enrollment in a public education
- f) 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:

- a. Instruction in reading, writing, and speaking the English Language.
- b. 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:

- 1) 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.
- 2) 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.
- 3) 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 student.

## **HUMAN GROWTH AND DEVELOPMENT**

The Pittsville School District provides an instructional K-12 program in human growth and development. 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 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, over 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.

## **FALL SPORTS SCHEDULES**

Please check the Sports Schedules at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us) for the most current and accurate information.

#### **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 anytime, 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 HARASSMENT**

The District has in effect a Student Harassment policy. Federal and State law prohibits discrimination on the basis of race, color, creed, sex, age, disability, national origin, or sexual preference. Among these prohibitions is the harassment of employees, students, citizens, and volunteers. The School District of Pittsville is committed to maintaining an environment that is free from discrimination and any form of harassment whatsoever. Harassment is unlawful and is conduct that exposes both the School District of Pittsville and individuals engaging in harassment to significant liability under the law and is prohibited in any form.

This policy has been enacted by the School District of Pittsville Board of Education to provide a comprehensive, direct statement to employees, students, agents, citizens, and volunteers that sexual harassment is not tolerated in the school district. Sexual harassment is a form of misconduct, which undermines the integrity of the district's employment and academic relationships. Sexual harassment or hazing refers to behavior which is not welcome, which is personally offensive, which debilitate morale, and which interfere with the working and learning effectiveness of its victims and their peers. Individuals who experience sexual harassment or hazing should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

The School District of Pittsville shall maintain and insure a learning and working environment free of any form of sexual harassment of intimidation between students. Any student who believes they have been subjected to a sexual harassment or hazing should report the incident in accordance with the District's established discrimination complaint procedures. If the subject of the complaint is the person designated to handle discrimination complaints, the student may file the complaint with the next higher authority listed in the complaint procedures. It is the intent of the District to create an atmosphere where complaints will be treated fairly and quickly.

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.

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# **10 RULES OF BUS SAFETY**

1. Never stick your hands, head, or feet out the window.
2. Get to the bus stop at least 5 minutes early.
3. Line up quietly in single file – away from the road.
4. Don't push, yell, or throw things while at the bus stop or on the bus.
5. Stay out of the Danger Zone - 10 feet around the bus.
6. Use handrails to get on and off the bus.
7. Keep the aisles clear.
8. Pay attention to the bus driver.
9. Talk quietly and stay seated on the bus.
10. Wear bright clothes so the bus driver easily sees you.



## **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.

### **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.

## SCHOOL DAY MODIFICATIONS

If weather conditions are such that the school schedule may be interrupted, notification of cancellations, delays, or early dismissals will be made through the Pittsville School District Instant Alert System or on one of the radio stations listed below. 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 on those days.

<b>WIFC</b>	95.5 FM	<i>Wausau</i>
<b>WOFM</b>	94.7 FM	<i>Wausau</i>
<b>WOSQ</b>	92.3 FM	<i>Marshfield</i>
<b>WGLX</b>	103.3 FM	<i>Wis. Rapids</i>
<b>WSAW</b>	TV-7	<i>Wausau</i>
<b>WAOW</b>	TV - 9	<i>Wausau</i>
<b>WEAU</b>	TV-13	<i>Eau Claire</i>

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 TWO-WAY COMMUNICATION DEVICES

The School District of Pittsville prohibits students from using or possessing electronic paging or two-way communication devices 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 student if the Senior High School Principal, acting as the School Board's designee, determines that the device is 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.

### 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.

### 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.

## NOTICE TO PARENTS OF CHILDREN HAVING MEDICATION GIVEN AT SCHOOL

It is absolutely necessary that parents bring their child's medication to the school office and fill out the permission forms between August 16-27 from 7:30 and 3:30. Open House on August 31 would be a great opportunity to take care of this! Having numerous medications arrive on the first day of school places student safety at risk.

Our legal requirements for providing medication at school are:

- The child's medication must be in a properly labeled prescription bottle.
- A signed permission form with directions from the prescribing physician.
- A signed permission form from the parent or legal guardian.

A new permission form from the physician and parent is needed at the beginning of each school year. Parents who have not brought medication to school or provided the necessary forms will be requested to give their child medication at school until the proper paperwork has been submitted.

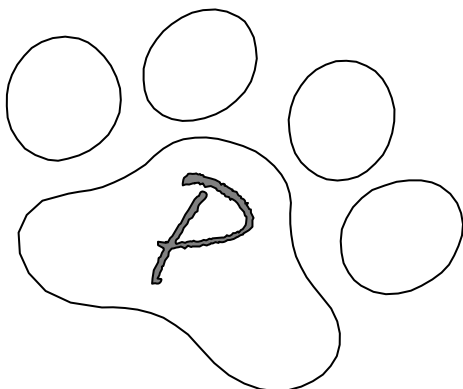
If a child is to receive over-the-counter medications, including cough drops, they must be provided by the parent in their original container with dosages on the package. No OTC medications will be given unless a signed Parent/Guardian Consent Form for medication is on file in the school office. All OTC medications are to be kept in the school office. If a child takes medication during the day, the parent will be informed by a Health Office Visit form which will be sent home with the child.

Your cooperation will help us get the school year off to a pleasant and safe start.

# ANNUAL NOTICES TO PARENTS AND BACK-TO-SCHOOL NEWSLETTER

School District of Pittsville  
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