



# Pittsville School District Back-To-School Newsletter

September, 2009

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## WHO DO I CONTACT?

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715-884-6412

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

## From the Desk of District Administrator Terry Reynolds



Welcome to the start of the 2009-10 school year! Investing in youth ensures a bright future. I often say that our future will be determined by the greatness of our schools and the goodness of our children. The Pittsville School District continues the commitment of "**striving for excellence**".

Last year was a very successful year for students, parents, and staff, and I am looking forward to another excellent school year and being a part of the Pittsville school/community education team! Together we will continue to provide a great school and community environment for our children to grow and learn.

As before and more than ever, the Pittsville School District stands ready and committed to address the challenges of the 21st century by equipping our students to meet the demands of a global economy. Our commitment and determination will continue by initiating creative and innovative programs, personalized instruction, and after-school programs to maintain our academic success and status as a "*school of choice*."

Each year, anticipation builds for the first day of school and the start of a new school year. Each new year brings with it a new beginning filled with plans, hopes, and dreams. We know that students may dream that they will do well in class, make an athletic team, or earn a scholarship for further education. We understand our obligation to support those dreams and are firmly committed to doing whatever we can to ensure a quality education for every student.

We fully realize that all students are unique individuals. Therefore, we will work to support and develop each student to his/her fullest potential by recognizing individual strengths, learning styles, and by providing encouragement and positive reinforcement.

Please remember, because this is your school, the doors are always open and you are welcome. We are ready to get started and look forward to serving you and being a part of your student's education.

## SCHOOL BOARD MEETINGS

The next school board meeting is scheduled for September 14 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.

## BREAKFAST PROGRAM

The elementary school will be serving breakfast items from 7:30-7:50 a.m. beginning September 8.

## DATES TO REMEMBER 2009-2010

August 27	Open House 4:00-6:00 PM
September 1	First Day of School for Grades PK-9 Students
September 2	First Day of School for Grades 10-12 Students
September 7	No School - Labor Day
October 8-9	Teacher Convention - No School
November 5	End of First Quarter
November 6	Early Release 12:30 PM
November 24	Parent Teacher Conferences 4:00-7:30 PM
November 25	Parent Teacher Conferences 7:30-11:00 AM - No School
November 26-27	Thanksgiving Holiday - No School
December 23	Early Release 12:30 PM
December 24-31	Winter Holiday - No School
January 1	No School - New Year's Day
January 21	End of First Semester
January 22	Teacher Inservice - No School
February 25	Early Release 12:30 PM
February 25	Parent Teacher Conferences 1:00-3:30, 4:00-7:30 PM
February 26	No School
March 24	End of Third Quarter
March 26	Early Release 12:30 PM
March 29-31, April 1-2	Spring Break - No School
May 7	No School
May 10	Teacher Inservice - No School
May 29	Graduation - 10:00 AM
May 31	No School - Memorial Day
June 7	Last Day of School for Students - 12:30 PM Dismissal



## 2009-2010 MUSIC EVENTS

September 13	Granton Parade (1:00 pm)
September 27	Warrens Cranberry Festival (12:00 pm)
November 1	High School Pops Concert (1:30 pm)
November 3	Marawood Honors Band/Choir @ Abbotsford
November 11	Veterans' Day (11:00 am)
December 8	6-8 Winter Concert (1:45 pm, 7:30 pm)
December 13	High School Winter Concert (1:30 pm)
March 26	Solo/Ensemble @ Stratford
April 13	Choir Large Group @ Pittsville
April 20	Band Large Group @ Pittsville
May 1	State Solo/Ensemble @ Stevens Point
May 3	High School Spring Concert (8:00 pm)
May 11	6-8 Spring Concert (1:45 pm, 7:30 pm)
May 29	Commencement (10:00 am)
May 31	Memorial Day Program
June 5	Marshfield Dairyfest Parade (11:00 am)
July 4	Pittsville 4 <sup>th</sup> of July Parade (12:00 pm)

## FALL SPORTS SCHEDULE

### Cross Country

Aug 27	at Home
Sep 3	at Marathon
Sep 8	at Wildwood Park, Marshfield
Sep 15	at Neillsville - Levi's Mound
Sep 24	at Colby Invite
Sep 29	at Edgar Invite
Oct 6	at Auburndale Invite
Oct 15	Conference at Park Falls

### Football

Aug 28	Varsity at Colby
Aug 31	JV @ Auburndale
Sep 4	Varsity vs. Phillips
Sep 8	JV vs. Phillips
Sep 11	Varsity at Stratford
Sep 14	JV a@ Stratford
Sep 17	Fr vs. Stratford
Sep 18	Varsity vs. Marathon
Sep 21	JV vs. Marathon
Sep 24	Fr @ Marathon
Sep 25	Varsity at CF McDonell
Sep 28	JV @ McDonell
Oct 1	Fr @ WR West Jr High
Oct 2	Varsity vs. Edgar
Oct 5	JV vs. Edgar
Oct 8	Fr @ Edgar
Oct 9	Varsity at Prentice/Rib Lake
Oct 12	JV @ Prentice/Rib Lake
Oct 15	Fr vs. Prentice/Rib Lake
Oct 16	Varsity vs. Chequamegon
Oct 19	JV vs. Chequamegon
Oct 22	Varsity at Auburndale

### Volleyball

Aug 24	Scrimmage at LHS
Aug 25	at Spencer Tournament
Aug 28	at Home Tournament
Sep 1	at Edgar
Sep 5	at Adams/Friendship Tournament
Sep 10	at Stratford
Sep 12	Sparta Classic
Sep 15	vs. Newman
Sep 22	vs. Northland Lutheran
Sep 29	vs. Auburndale
Oct 6	at Assumption
Oct 13	vs. Marathon
Oct 17	at Wausau West Invite



# UNDERSTANDING THE DISTRICT'S BUDGET

From the Desk of District Administrator Terry Reynolds

With the signing of the State Budget by Governor Doyle, state aid to schools will be cut by approximately \$147 million. What this means for Pittsville is that we will receive 9.66% less in state aids. A decrease of \$422,677 in aids compared to last year. Not long ago, Pittsville was once aided around 75% and we are now experiencing 49% funding by the state. With the past and most recent loss in state aid by legislation, unfortunately more of the revenue has and will need to be picked up by local sources.

All school districts are under revenue limits, and have been since the early 1990s. In June, the lawmakers rolled back the allowable per-pupil spending increase from \$275 to \$200, decreasing the amount that districts can levy. Using the \$200 per pupil amount, Pittsville's revenue limit will increase by about \$385,190 over last year. With the revenue limit going up and state aids going down, the School Board needs to fill the gap to make ends meet. To make up the difference in lost aids, district tax payers will be impacted.

To attempt to balance this year's budget, \$174,000 was cut from the preliminary budget developed in February. Had the referendum last fall not passed, the amount of cuts needed to balance the 2009-10 budget would have been over \$524,000, which would have been devastating to student programming here. The current 09-10 proposed budget indicates only a 1% increase in expenditures from last year, which indicates the School Boards continual attempt to keep expenditure increases to a minimum. However, due to the loss of state aids, it is anticipated the 2009-2010 proposed local tax levy will increase approximately 14.9%. This equates to a mill rate of \$10.36 per \$1,000 valuation. This is up from \$9.01 last year. The \$1.35 increase from last year breaks down as follows:

\$ .51	due to 2 <sup>nd</sup> year of approved referendum
<u>\$ .84</u>	due to the decrease in State Aids
\$1.35	

*(Please note the final budget calculations cannot be determined until October, after we have determined our actual pupil count in September and the State releases our state equalization certification of aid in October.)*

As you can see, there has been much work and difficult decisions made in regards to the 2009-2010 budget. Expenditure increases have been kept to a minimum but with the cut in state aids, local property tax payers will be impacted. The School Board and Administration continually look for ways to lessen expenditures and increase sources of revenues to lessen the impact upon the district taxpayers. I hope this information is helpful in understanding the district's budget for this year. Please feel free to contact the District Office (884-6694) if you have any questions or need further clarification on the budget.

# FOOD SERVICE DEPARTMENT

## 2009-10 LUNCH PRICES

<b>4K-Grade 4</b>	<b>\$2.10</b>
<b>Grade 5-8</b>	<b>\$2.50</b>
<b>Grade 9-12</b>	<b>\$3.00</b>
<b>Adult</b>	<b>\$3.25</b>
<b>Reduced</b>	<b>\$ .40</b>
<b>Milk</b>	<b>\$ .30</b>

## LOW LUNCH BALANCES

Students whose lunch accounts are below six meals will be notified weekly using the Pittsville School District Instant Alert System. The notice explains that the students funds are running low and money should be added as soon as possible.

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

When sending in a payment, please include the name of your child and account number. If your family has more than one student attending the district, be sure to list the names and account numbers of all the students you wish the money to be distributed. When distributing money (unless otherwise directed), family accounts will be "evened out" so all the students in one family will have about the same amount of money.

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

- Check with your answering machines, e-mails 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. Remember – your child has only six or less purchases left.
- When sending in a payment, please include each student's name and account number.

If you have any questions about your account, please contact Joe Dostal at 715-884-2517.

## FREE OR REDUCED LUNCH

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 application form serves two very important functions: a) assists families in obtaining meals; and b) generates income for our school district.

**It is important for all Early Childhood through High School families to complete the application for free or reduced meals, even if your child does not eat school lunch or your family does not wish to participate in the free and reduced lunch program.** The Department of Public Instruction (DPI) bases certain school funding on the number of students in our District who have completed applications and are eligible for free and reduced lunch. The application information is confidential; only the number of eligible students is reported to the DPI.

For food service related questions, please contact Joe Dostal, Food Service Director, at 715-884-2517.

## *The Elementary Breakfast program will begin Sept. 8th*

PUBLIC RELEASE NATIONAL SCHOOL LUNCH PROGRAM					
This is the public release that we will send to: The Pittsville Record, The Wisconsin Rapids Daily Tribune, and the Pittsville School District Newsletter in August 2009.					
<b>RELEASE STATEMENT</b>					
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. 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.					
<b>FAMILY SIZE INCOME SCALE</b> 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 FDIPIR, or Wisconsin Works (W-2) cash benefits, an adult member needs only to list the names of the school children, give FoodShare, FDIPIR 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, FDIPIR 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, the 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, 715-884-6694, 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 Joseph Dostal, Director of Food Services.					



# PITTSVILLE HIGH SCHOOL NEWS



I hope that everyone had a great summer. August 11 was the first day of football practice. Many of our student athletes have returned to school on a daily basis to prepare for the first football game on August 27. The first home game is September 4. The practices for volleyball and cross country began on August 17. It is great to see the students returning to the building for the start of the new school year.

If you have been monitoring the news for the past few weeks, you have heard the concerns with the start of the new school year and the H1N1 virus. One of the changes made this year, due to concerns with the safeguarding of staff and students from the H1N1 Virus, involves the eligibility of students to participate in practices and games after missing a portion of the school day due to illness. In the past, students were eligible to participate in athletic contests and games if the student was in school a half of a school day. This procedure led to students returning to school or athletic contests when they were ill. The federal guidelines, for dealing with the H1N1 virus, encourage schools to keep the students with the flu at home. As a result, this year, a student who is at home ill for a portion of a school day, will only be cleared for participation in athletics if the student furnishes a doctor's note which clears the student to play. Exceptions to this procedure will be allowed for dental appointments with a note as well as circumstances such as funerals and legal appointments.

This is one step that our school district is taking to safeguard students from the H1N1 virus. There is more information on the H1N1 virus in this newsletter. Our athletic director, Todd Sanken, will be speaking to our athletes about this change in procedure as well as other changes in the athletic code. I expect that similar procedures will be in place for other after-school events. The H1N1 virus will be an area which will be discussed with staff and students as the new school year begins.

This change will place more importance on the academic portion of the term student athlete. Few would argue that the students who do best in school are the students who attend school regularly. The best way to keep our athletes eligible for athletic competition is to have the athlete in school. In the cases where athletes lost eligibility due to low grades, the low grades were often the result of work missed due to missed class time. This change in procedure should help athletes remain eligible for competition and foster academic achievement.

Last year, the first day of school was for freshmen only. We will again be hosting a **Freshmen Only Day** this year on the first day of school on Tuesday, September 1. We decided to continue this day based on the positive comments of parents and the incoming freshmen last year. The day helped the incoming freshmen become acclimated to the high school and build relationships with the teaching staff. During this first day, the freshmen will run through their schedule, cover the handbook, and be invited to join various clubs and activities. Other topics will include the graduation requirements and schedule changes. The sophomores through seniors will need to wait until Wednesday, September 2 to start school.

John Olig, Senior High School Principal

## REMINDER OF FIRST DAY OF SCHOOL

**Freshman Only Day  
September 1**

**Sophomores, Juniors, & Seniors  
September 2**

**School Day Hours: 7:55 AM - 3:00 PM**



Dear Parents & Students,

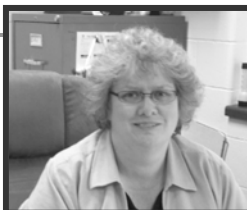
I hope that you are having a wonderful summer. In this newsletter is information to help you get ready for the beginning of another school year. Once again this year, we will be sending out newsletters to keep you informed of the great things that are happening here at Pittsville Elementary School

If there are any questions, please call. Beginning August 18<sup>th</sup>, our office hours will be 7:30-3:30.

We look forward to a great school year! See you on September 1<sup>st</sup>.

Sincerely,

Mrs. Sondelski, Elementary Principal



# PITTSVILLE ELEMENTARY NEWS



## OPEN HOUSE – August 27<sup>th</sup>

An Open House will be held on Thursday, August 27 from 4:00-6:00 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, tour the school, drop off lunch money or medications, and take care of any paperwork in the office.

## 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 18<sup>th</sup> from 7:30-3:30.

## ELEMENTARY FUNDRAISER

Our annual fundraiser will have a different look this year. We are excited to try something new. Stay tuned for more details.



## **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 18-28 from 7:30 and 3:30. Open House on August 27 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.

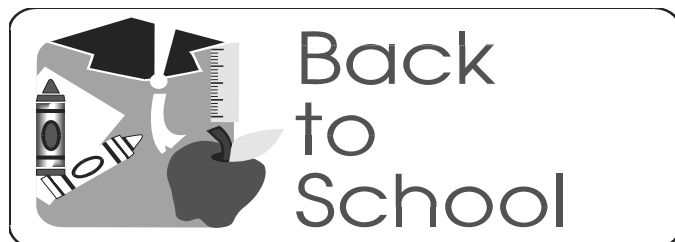
Our legal requirements for providing medication at school are:

- 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.





## ATHLETIC DEPARTMENT NEWS....

Hello and greetings from the Athletic Department at Pittsville Schools. Another school year is upon us, 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. 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. 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!

In an attempt to keep parents and community members informed of the latest athletic schedule changes, this summer I made the switch to an online-scheduling program. This change will allow interested individuals to sign up for an automatic weekly subscription of athletic events, and they can also be notified if there are schedule changes made throughout the year to the sports they are interested in. The conference web site is [www.marawoodconference.org](http://www.marawoodconference.org), and then you simply click on Pittsville High School to view our athletic calendar. At this time, only Pittsville and Stratford are using this scheduler, but my hope is that many other conference schools will soon be joining the site. On our 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 new 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. This is a very new program to me, but I hope it is a positive change that helps parents and community members get the information that they need. 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 very excited about getting to work with another great group of kindergarten children, and I also look forward to helping the student athletes and coaches of Pittsville achieve their goals. If we all work together, I believe we can make it happen.

Todd Sanken

Kindergarten Teacher/Athletic Director

sanketod@pittsville.k12.wi.us

715-884-2517 Ext. 116

## 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.

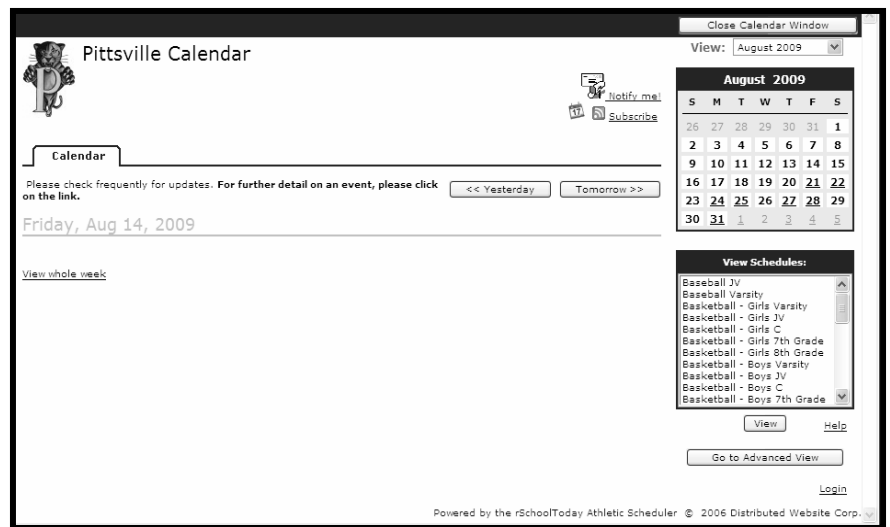
Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

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. We hope you enjoy this new service!



## STI InformationNOW

Pittsville Schools has updated its student information system to STI InformationNOW. STI InformationNOW is a free web-based student information application that gives parents/guardians and students on line access to grades, assignments, attendance, schedules, emergency information, and more!

If you have access to a computer, you can monitor your child's assignments and grades on a regular basis. It's easy to use and we think you'll find this an invaluable tool!

***More information on how to access your student's InformationNOW account will be available soon!***

**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 (CIVIL & LEGAL RIGHTS & RESPONSIBILITIES)**

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)(m)(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.

### **SCHOOL PERFORMANCE REPORT**

In 2005, the Governor signed into law ACT 62 (Assembly Bill 425). The Act amended Section 115.38(2) School Performance Report Educational Program Review changing the requirements for reporting to parents/guardians the performance of their district and schools. 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.

Any questions concerning this policy should be directed to: Terry Reynolds, District Administration, School District of Pittsville, 5459 Elementary Avenue, Suite 2, Pittsville, Wisconsin 54466, (715) 884-6694.

## **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.

# THANK YOU

**The Pittsville Elementary School would like to thank Trudi Bakken and Penney Dupee for their generous donation. Trudi and Penney participated in the Royals Fun Run/Walk for Non-Profits in the spring and made it in the Top Ten. They were awarded a \$100 bonus and reimbursement of their registration fee which they donated to the Pittsville Schools. Thank you for the \$130.00 donation and for your support at Pittsville Elementary School.**

## **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:

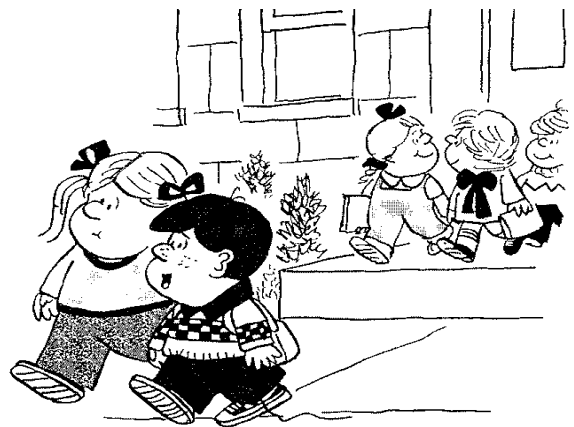
- a. Only adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the videotape. Minor students cannot view the videotape.
- b. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless 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.

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.

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



*FMS*  
**"Just think, only thirteen more years of this, and we'll be educated!"**

## 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.

# 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.

# Information Concerning the H1N1 Flu

August, 2009

Dear Parents and Guardians:

As we enter the new school year and the new traditional influenza season, we expect Wisconsin to continue seeing cases of the new pandemic flu. School and public health officials are working to keep our children safe and healthy. *We need your help!*

The most important thing you can do is to keep your child home if he or she is ill. If your child is so sick that you would normally seek medical care, please do so. The new pandemic flu is very similar to ordinary seasonal flu. Each morning, parents and caregivers should check their children and other family members for flu symptoms such as fever, cough, or sore throat. A few cases of pandemic influenza have begun with nausea, vomiting, and/or diarrhea symptoms.

Students with influenza-like illness should remain home for at least 24 hours after they are free of fever ( $>100$  degrees Fahrenheit) without the use of fever-reducing medications. For most students, this period will be from 3 to 5 days. Students should stay home until the end of this period and avoid contact with others.

Ill students should not attend alternative childcare. If a child or adult is ill with other symptoms, they should stay home at least one day to see how the illness develops and until completely well for 24 hours. Children who are ill upon arrival at school or become ill during the school day will be sent home. The Department of Health recommends that children and adults who are ill should stay home and not go into the community unless they need medical care. **Notify the school of all flu-like absences and symptoms or confirmed cases of pandemic flu.**

At this time, health and school officials are not recommending school closures for individual cases of H1N1 flu. However, as with regular seasonal flu, we might recommend closing schools if larger numbers of students or faculty become ill.

In addition to staying home when sick, here are three important things you and your family can do to help stay healthy and keep others safe:

- **Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.**
- **Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.**
- **Avoid touching your eyes, nose, or mouth. Germs spread that way.**

Again, contact your medical provider and seek medical care if that is what you would normally do.

More information about new H1N1 flu is available on the following web sites:

<http://pandemic.wi.gov/>

<http://www.cdc.gov>

<http://www.who.int/csr/disease/swineflu/en/index.html>

You may also call the Public Health Flu Information line at 211 or your local health department 421-8911 or 387-8646.

Thank you for your patience and cooperation during this time. With your help, we can help keep everyone safe and healthy.

Sincerely,



Terry Reynolds  
District Administrator  
Pittsville School District



# PITTSVILLE SCHOOL DISTRICT

## 2009-2010 SCHOOL CALENDAR

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

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

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

*The 1st and 2nd days that school is closed for inclement weather will not be made up. Day three will be made up on May 7. All other days to be made up will be added to the ending day in June.*

**Grad** Graduation for Class of 2010  
**Hol** Holiday - No School  
**Ins** Teacher Inservice - No School  
**NS** No School  
**WKD** Teacher Workday - No School

**PTC** Morning Conferences for all grades  
**S/PT** Full day of School/ PTC after school  
**ER** Early Release at 12:30 p.m.  
**TC** Teacher Convention - No School  
**E/PT** Early Release/Evening PT Conferences

August 24: Inservice For New Staff Members  
 August 25 - 27: Teacher Inservice  
 August 27: Teachers 10 am - 4:30 pm, Open House 4:30-6 pm  
 September 1: First Day For Students  
 September 7: Labor Day - (No School)  
 October 8-9: Teacher Convention - (No School)  
 November 5: End of 1st Quarter (45 Days)  
 November 6: Early Release (12:30 pm)  
 November 24: Parent Conferences 4:00-7:30 pm.  
 November 25: Parent Conferences 7:30-11:00 am (No School)  
 November 26-27: Thanksgiving - (No School)  
 December 23: Early Release (12:30 pm)  
 December 24-31: Winter Holiday (No School)

January 1: New Year's Day - (No School)  
 January 21: End of 1st Semester (46 Days)  
 January 22: Teacher Inservice - (No School)  
 February 25: Early Release (12:30)/PT Conferences (1-3:30, 4-7:30)  
 February 26: (No School)  
 March 24: End of 3rd Quarter (43 days)  
 March 26: Early Release (12:30 pm)  
 Mar 29-31, Apr 1-2: Spring Break - (No School)  
 May 7: (No School)  
 May 10: Teacher Inservice - (No School)  
 May 29: Graduation - Saturday 10:00 am  
 May 31: Memorial Day - (No School)  
 June 7: Early Release (12:30 pm) /End of Semester (47days)

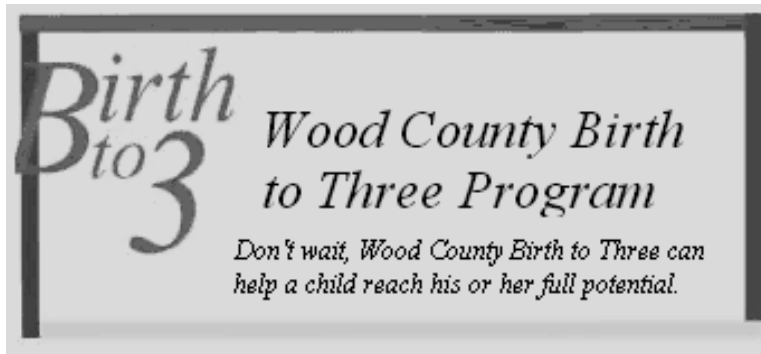
**FIRST DAY OF SCHOOL: SEPT 1**  
**LAST DAY OF SCHOOL: JUNE 7**

*Approved February 9, 2009*

# SEPTEMBER SCHOOL LUNCH MENU

Monday	Tuesday	Wednesday	Thursday	Friday
Sep - 1	Sep - 1	Sep - 2	Sep - 3	Sep - 4
PEPPERONI PIZZA TUNA SALAD KAISER fresh bread salad bar pasta salad chilled fruit milk	PEPPERONI PIZZA TUNA SALAD KAISER fresh bread salad bar pasta salad chilled fruit milk	SLOPPY JOE or HAMBURGER ON A BUN potato wedges fresh bread chilled fruit sliced cheese milk	CHICKEN NUGGETS mashed potato fresh bread chilled fruit shape-ups milk	SPAGHETTI Italian sauce corn dinner rolls chilled fruit milk
Sep - 7	Sep - 8	Sep - 9	Sep - 10	Sep - 11
	HARD SHELL TACO or SOFT SHELL pizza casserole fresh bread shredded cheese chilled fruit milk	MINI CORNDOGS baked beans hot pasta chilled fruit fresh bread milk	PIZZA DIPPERS salad bar fresh bread chilled fruit pasta salad chewy granola bar milk	BREADED CHICKEN on bun mashed potato fresh bread chilled fruit Chocolate chip cookie milk
Sep - 14	Sep - 15	Sep - 16	Sep - 17	Sep - 18
CHEESE FRIES HAM & CHEESE KAISER broccoli rice fresh bread salad bar chilled fruit milk	FISH SQUARE ON A BUN or HAMBURGER ON A BUN french fries fresh bread chilled fruit relish sticks & dip sliced cheese milk	CHICKEN NUGGETS cheesy potatoes fresh bread chilled fruit shape-ups milk	HOT PASTA turkey ala king carrot coins chilled fruit buttermilk biscuit milk	NACHOS cheese sauce taco meat tater tot casserole fresh bread chilled fruit salad bar milk
Sep - 21	Sep - 22	Sep - 23	Sep - 24	Sep - 25
CORN DOG ON A STICK baked beans hot pasta fresh bread chilled fruit milk	PEPPERONI PIZZA TUNA SALAD KAISER fresh bread salad bar pasta salad chilled fruit milk	CHEESE QUESADILLA salad bar spanish rice fresh bread chilled fruit milk	SPAGHETTI Italian sauce corn dinner rolls chilled fruit milk	SUB SANDWICH chicken noodle soup sea animal cookies chilled fruit milk
Sep - 28	Sep - 29	Sep - 30	Oct - 1	Oct - 2
HARD SHELL TACO or SOFT SHELL pizza casserole fresh bread shredded cheese chilled fruit milk	CHICKEN NUGGETS mashed potato fresh bread chilled fruit shape-ups milk	HOT HAM ON A BUN BBQ RIB ON A BUN macaroni and cheese fresh bread green beans chilled fruit sliced cheese milk	FRENCH TOAST STICKS little smokies fresh bread juice chilled fruit trail mix milk	RAVIOLI pretzels fresh bread cheese sauce corn chilled fruit milk

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



**Are you a parent or caretaker of a child who is under the age of 3? Are you an organization or business that cares for children under the age of 3? If so, the Birth to Three Program might be able to help you with any questions or concerns on a child's development.**

**What is the Birth to Three Program?**

It is a program serving children from birth to age three. Program staff schedule home visits to work with the families. Learning experiences are developed to help the parent/child bond and encourage the development of speech and language, thinking, self-help, social and motor skills.

**Do you know a child who has any of the following concerns?**

- Talking or understanding what is said to them
- Play skills or behavioral problems
- Actions such as rolling, crawling, sitting, walking, throwing, jumping
- Has difficulty with feeding, toileting or dressing skills
- Is visually or hearing impaired, physically handicapped, is medically fragile, or chronically ill requiring frequent hospitalizations

**Who can make a call to help a child?**

Anyone concerned with how a child is developing may make a call to Birth to 3: parents, physicians, family members, child care providers, school personnel, therapists, or other agencies.

**How do I receive more information or to receive a free screening for a child?**

**Contact the Wood County Birth to 3 program at:**

**2611 12<sup>th</sup> Street South**

**Wisconsin Rapids, WI 54494**

**Make a call for a free screening: 715-421-8836**

**Obtain more information: 715-421-8848**

# BACK-TO-SCHOOL NEWSLETTER *and* ANNUAL NOTICES TO PARENTS

School District of Pittsville  
5459 Elementary Avenue, Suite 2  
Pittsville, WI 54466

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