

# Pittsville School District News

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

## SEPTEMBER BACK-TO-SCHOOL, 2012-13

### From the Desk of District Administrator Terry Reynolds . . .

Welcome to the new 2012-2013 School Year. As we look forward to this school year, it should be with great enthusiasm. The Pittsville School District is indeed fortunate to have the support that you, the district residents, have shown for the education of our students over the years. This commitment has resulted in our students receiving excellent learning experiences and achieving high academic success, as proven by consistently strong State WKCE and ACT testing scores by our students.



In order to maintain the high academic standing/programming that everyone is so proud of, the District has been actively involved this past year in Strategic Planning to ensure our student's educational needs are being met not only this year, but well into the future. Action Plans have now been developed and these will proactively guide our schools to further excellence. One of these action plans has driven the implementation of the Block Schedule, which will take place in grades 7-12 this fall. This schedule will provide our students with increased application based learning opportunities. Staff members are excited about the improved teaching opportunities the new schedule will bring to our students. We also are welcoming five new staff members to the District this year, Mr. Mark Weddig (High School Principal), Mrs. Kim Fischer (Elementary Principal), Julie Schooley (Health Coordinator/Administrative Assistant), and as of this writing we still have two positions to fill due to late resignations this summer (Elementary Guidance and Elementary Vocal and Instrumental Music). Mr. Weddig, Mrs. Fischer, and Mrs. Schooley have already started their work in the District preparing for students.

I encourage everyone to stay involved with our schools in the district during the 2012-13 school year. If you ever have questions or concerns regarding the School District, please feel free to contact me at (715) 884-6694 or reynoter@pittsville.k12.wi.us. Some of the ways to stay or become involved include: joining a school committee, becoming a member of a booster club, attending co-curricular contests, volunteering at school, partnering with the school in community service projects, using the school facilities for walking or other recreational means. It is my goal that everyone feels welcome and enjoys visiting and being a part of the Pittsville School District!

It is my wish that you enjoy this fall edition of the Pittsville School District Newsletter. We are very hopeful that this communication will continue to provide you with helpful information about the district throughout the year.

## What's Inside

### Page 2

Annual Meeting / Budget Meeting

### Page 3

PHS News

### Page 4

Elementary News

### Page 5-6

Food Service News

### Page 7

Sports News

### Page 9

PTO Corner

### Page 10

2012-13 School Calendar

### Page 11-15

Annual Notices to Parents

### SCHOOL BOARD MEETINGS

The next school board meeting is scheduled for September 10 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 is available to register new students to the Pittsville School District 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.



**School Opens Sept 4  
Please Drive Carefully**

## Pittsville Annual Meeting and Budget Meeting

Each summer, school district officials prepare a budget proposal/estimation for the coming school year to be presented at an "Annual Meeting" (October 8, at 7:00 p.m.) The purpose of an Annual Meeting is to provide members of the electorate a proposed budget (which is very preliminary) that describes how revenues are anticipated to be obtained and how funds are anticipated to be spent.

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

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

Based on information which exists as of this writing, with speculation on the areas described above, the projected budget for 2012-13 will change last year's mil rate of \$10.79 "per thousand of equalized property valuation" to an estimated \$10.94 per thousand. The District is estimating to see an additional -1.42% decrease in total expenditures from last year. This "projection" is developed and could change due to varying factors which include: any last minute budget revisions by State legislators; unanticipated loss of additional students in the Third Friday enrollment data; and any decrease in the estimated October property valuation data.

Every School Board of Education in Wisconsin has the statutory authority (ss.120.12(3)) and ultimate responsibility to "set the budget and certify the levy" for each school year on or before November 1. It is at that time all the data necessary to finalize the school budgets are known. The Pittsville School Board will be certifying the levy at a special meeting on October 22.

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

## SchoolMessenger Automated Parent Notification System

*The Pittsville School District will no longer be using Instant Alert for our instant messaging service. We instead will be using our Skyward system's SchoolMessenger. This service will allow you to update all your information in just one account. For this system to work, all you need to do is make sure all contact information in Skyward's Family and Student Access is updated. The district is also excited to announce that with this new service we will be able to deliver important information to you via SMS text messaging. This service is not intended to replace our existing means of communication— rather it will enhance them. The service is provided by SchoolMessenger. Information can be found at [www.SchoolMessenger.com](http://www.SchoolMessenger.com) or on the Pittsville School District Web Site. The district will only use the service to provide information that is timely and relevant.*

*In order to participate in the new feature of this service you must indicate your willingness to receive text messages to your phone. The process is simple and only takes a few seconds to complete.*

*Simply text any one of the following words to the number **68453**: subscribe, optin, yes.*

*You'll know you were successful if you receive the following reply message: "**You are registered to receive aprox 3 msgs/mo. Txt STOP to quit, HELP for help.**"*

*You'll want to repeat the opt-in process for any wireless numbers that you wish to include.*

*In addition to performing the opt-in process above you'll want to insure that the district has your wireless number(s) in our student information database. If you haven't already provided your cell information to your school please remember to do so in your Skyward Family Access account.*

*Please note, although the district does not charge you for this service, it does not pay for text message charges that may be incurred by you for sending or receiving text messages. Check with your wireless carrier for possible charges.*

*If you have any questions please feel free to contact your child's school.*



# PHS News



Greetings!

The first thing I want to say as the new Principal of Pittsville High School is HELLO! I am honored to be here, and look forward to working with your students to provide them the best opportunities possible to move into the post-high school part of their lives. So far I have found out that we have wonderful facilities, programs, and a supportive community here in Pittsville. Most importantly, I have found that we have a dedicated and talented staff here as well. My hope is that we will all work together to help our students achieve to their highest level, by setting our expectations high and using every method we know of to help them succeed.

My background is diverse and far-reaching. I grew up in Waupaca, went to college at UWSP, and then taught environmental education in Wisconsin and Alaska for seven years. After returning to Wisconsin, I taught biology and coached at Merrill High School for 15 years. I then entered school administration as the Assistant Principal at Black River Falls High School.

One change that will be very obvious this year is that we are moving to a block schedule. The four classes each student takes each day will be 85 minutes long. This allows the teachers to cover subjects in more depth, make greater use of technology, and teach "21<sup>st</sup> century skills". The faculty has been trained to make the most interesting and efficient use of the time, and I am excited to see the benefits that will come from the new schedule. Part of each day will be "Panther Pride Time", when students will meet with their teachers for remediation or accelerated learning. We are also establishing an advising program and some interesting clubs. Certainly a year of great change here at PHS, but I am very confident it will increase student achievement and the overall climate of the school.

Please take a moment to look at the district website and find the Skyward icon under "for students/parents". Through family access on Skyward, you can check your student's grades, attendance, lunch accounts, and much more. You can even make deposits to their lunch accounts. We also need you to update information such as cell phone numbers, addresses, and email accounts. This information is critical in case of emergencies, and we will also be using Skyward to communicate with families through phone, email, and text messaging about events and changes at the high school. If you have questions about the system, please contact Pam in the high school office, or come in and take care of it during our Open House (see below). Lastly - take notice of the new policies on electronic device use and over the counter medications.

We will be hosting a "Stop and Drop" from 4pm - 6pm on August 30<sup>th</sup>. You are welcome to come in and meet the teachers, coaches and advisors, explore the high school, and see what a wonderful job the custodial staff has done getting things ready for the beginning of another year of learning at PHS. We will have computers set up (with assistance), so you can update your Skyward information if needed.

## REMINDER OF FIRST DAY OF SCHOOL

Freshman Only Day: September 4

Sophomores, Juniors, & Seniors: September 5

There are times during the school year when we recognize students publically through local newspaper articles, the yearbook, postings on the school website, and other media venues. We also provide information to institutions of higher education and military recruiters (according to the Elementary and Secondary Education Act). If you as a parent would not like this type of information released pertaining to your son or daughter, please contact the Pittsville High School office in writing by the second Friday in September.

A sure sign that school is about to begin is when fall sports are already starting to practice. Football started on August 6th, and Volleyball and Cross-Country on the 13th. Please see our web pages for news on when the first contests will take place. Come out and support your Panthers!

This year, we will begin the school year on September 4th, again with a "Freshman Only Day", so we can get the new students ready for their high school experience. All student will report on Wednesday, September 5th.

Please feel free to visit the high school at any time. Stop into the office and say hello; my door is (almost) always open.

Mark Weddig  
PHS Principal

# PHS Stop and Drop - August 30th, 4:00 - 6:00 pm

# Elementary News



Dear Parents and Students,

I am honored to have been chosen to serve as the Pittsville Elementary principal. I would like to share a little about myself, as I am sure we will be working closely in the future.

My experience includes 29 years as an educator in Wisconsin with urban and suburban elementary and middle school students and teachers. I have been a middle school teacher, an elementary Gifted and Talented coordinator, a Curriculum Specialist, a principal, an instructor for Concordia and Marian Universities, and a school board member.

I am a lifelong learner with a Bachelor's degree from the University of Whitewater, a Master's degree in Education with an emphasis in Gifted and Talented Education, and a Master's degree in Educational Leadership. I have licenses for special and elementary education, as well as principal, director of instruction and pupil services/special education director.

On a personal note, my childhood years were spent in Waukesha and northern Wisconsin, where I helped my parents build the lake home they live in today. This instilled in me a strong work ethic as well as the expectation to serve others with great integrity. These values have served me well. I have been married to my husband Jim for 29 years. Our son Luke is 17 and is currently working hard on his dream of playing college basketball.

I am looking forward to getting to know all of the Pittsville Elementary families and will be setting goals with the teachers and PTO in creating exciting learning opportunities this year!

I am very excited to partner with the parents and staff of Pittsville Elementary to support the students as they continue to learn, grow and succeed.

I hope your summer has been wonderful. The custodians have done a fantastic job getting everything ready over the summer, and the building looks great. The teachers have been busy readying their rooms and preparing for the new year.

The Pittsville Elementary staff (I will often refer to them as 'The Team'), the PTO, and I are all looking forward to a new school year with you. There is always great anticipation for the start of a new school year; it often reminds me of The Summer Olympics!

We would like you to join us in welcoming some of our new team members: Ms. Julie Schooley is joining us as our new Health Coordinator. Please extend a warm Pittsville welcome to her.

Because our school is the jewel of the community, we appreciate your help in keeping that importance valued. We appreciate all who can volunteer in any way possible. We realize many people have a hard time doing so with work schedules, but please know you can always approach the teachers or I for ideas. We all work as a team to benefit the children of the community! This quote reminded me of the importance of teamwork between the school, parents and community:

*RESPONSIBILITY, by Lillian Katz*

*"Each of us must come to care about everyone else's children. We must recognize that the welfare of our children and grandchildren is intimately linked to the welfare of all other people's children. After all, when one of our children needs lifesaving surgery, someone else's child will perform it. If one of our children is threatened or harmed by violence, someone else's child will be responsible for the violent act. The good life for your own children can be secured only if a good life is also secured for all other people's children."*

Schools cannot do this alone! We appreciate the help and teamwork our parents and community provide in educating our youth. THANK YOU!

Mrs. Fischer  
Elementary Principal

## 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 SchoolMessenger alert system 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.

## PLEASE VOLUNTEER

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. Fischer if you would like to volunteer.

## THINGS TO SAVE

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

**Campbell's Labels for Education, Bixtops for Education, Milk Caps & Bags**

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.

## "STOP & DROP"

**August 30<sup>th</sup> 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, drop off lunch money or medications, and take care of any paperwork in the office.

# FOOD SERVICE NEWS

## THE NEW LUNCH GUIDELINES

The USDA has implemented the following new regulations for the National School Lunch Program starting the 2012-13 school year.

- All students **MUST** take ½ cup of vegetable or fruit with each lunch.
- Increase the amount of fruit and vegetables as well as offering the required servings for dark green and red/orange vegetables per week.
- ½ cup of legumes must be offered once a week.
- At least ½ the grains offered must be whole grain-rich. For the 2013-14 school year, all of the grains will be required to be whole grain-rich.
- Requirements include calorie, saturated fat, and sodium restrictions and the elimination of all Trans-fat.
- Calorie restrictions by grade are; K-5 (550-600), 6-8 (600-700), 9-12 (750-850).

The USDA has given schools specific guidelines as far as portion sizes and the number of grains, fruits, and vegetables that should be served daily to meet these standards. In looking over our menu at Pittsville Schools, we have already dropped food items containing Trans-fat. To meet the other requirements, we will need to cut down our portion sizes on grain items (pasta, bread, rice, buns, crackers, breadsticks) and increase the servings of fruit and vegetables. We also have some entrée items high in sodium and will be looking for alternatives throughout the year.

## BREAKFAST

Breakfast will start on Tuesday, September 10<sup>th</sup>. Breakfast will be served at the High School and Elementary school at 7:30 a.m. and will run until the start of the school day. At first, the items offered will be much the same as last year. But as the school year progresses, we hope to be making changes to get ready for the required breakfast changes in the 2013-14 school year. School breakfast is an ideal solution on busy morning when kids are running late or parents have to be at work early. Whatever the reason, if breakfast at home is not convenient, please have your child take advantage of breakfast at school. The cost is only 60 cents, students that qualify for free or reduced lunch receive breakfast free.

## FARM TO SCHOOL

Once again Pittsville Schools will be participating in the Farm to School program by purchasing local fruits and vegetables when possible. We will also be making use of our school garden and green house. Depending on the harvest, we plan on featuring watermelon and cantaloupe in September from the Philip Oberholtzer farm "Things that Grow" located in Neillsville.

## ONLINE PAYMENTS

Parents can make online payments from home or work by using their VISA or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account. To make online payments:

- Visit our district website [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us)
- Click on **For Students/Parents** tab
- Click on **Family and Student Access**
- Log in to **Skyward Family Access** (you will need your Login and Password)
- Use your **MasterCard** or **VISA** (Debit or Credit Card)

Payments made through Skyward Family Access will immediately be posted to the student's food service account. Parents will be charged \$2.50 for the convenience of making an online payment.

## 2012-2013 MEAL PRICES

4K- Grade 3 Lunch	\$2.00
Grade 4-8 Lunch	\$2.50
Grade 9-12 Lunch	\$3.00
Adult Lunch	\$3.75
Reduced Lunch	\$ .40
Milk	\$ .25
4K-Grade 12 Breakfast	\$ .60
Adult Breakfast	\$1.20

## LOW LUNCH BALANCES

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

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

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

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

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.

## 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. Please apply for free or reduced lunch at Pittsville Schools. Your application is completely confidential.

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

**PUBLIC RELEASE  
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS**

The *School District of Pittsville* 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 <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$14,521	\$ 14,521.01 and \$20,66	\$ 1,211	\$ 1,211.01 and \$1,723
2	19,669	19,669.01 and 27,99	1,640	1,640.01 and 2,333
3	24,817	24,817.01 and 35,31	2,069	2,069.01 and 2,944
4	29,965	29,965.01 and 42,64	2,498	2,498.01 and 3,554
5	35,113	35,113.01 and 49,96	2,927	2,927.01 and 4,165
6	40,261	40,261.01 and 57,29	3,356	3,356.01 and 4,775
7	45,409	45,409.01 and 64,62	3,785	3,785.01 and 5,386
8	50,557	50,557.01 and 71,94	4,214	4,214.01 and 5,996
For each additional household member, add	+ 5,148	+ 5,148 and +7,32	+ 429	+ 429 and + 611

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 (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the 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 agency 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 in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare, FDPIR or W-2 case number, list the names of all school children, sign the application, and return it 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 cash benefits, the household must provide the following information requested on the application: names of all household members and the adult signing the application form must also list the last four digits of his or her Social Security Number or write "none" if they do not have 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, *Joseph 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.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits 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. Consent of the parent/guardian is need for other purposes such as waiver of text book fees.

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 Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

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



# Athletic Department Sports News

Greetings from the Pittsville Athletic Department. I am looking forward to a great school year and an exciting year of Pittsville Athletics. The fall sports seasons are underway and student athletes are practicing football, volleyball, cross country, football cheer and pom. I hope that you and your family will help support our athletic programs this school year.

I'd like to thank all of parents and athletes that attended our annual Athletic meeting on Thursday, August 2, 2012. We had a very good turnout and hopefully everyone left with some new information and a better understanding of the Athletic Handbook and the new concussion law. For those parents and athletes that did not attend, the athletic paperwork is available in the school offices during business hours. No athlete is allowed to practice or participate until they have all of their paperwork handed in.

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

Finally, I would like to let everyone know that we will be celebrating Pittsville's Homecoming the week of the October 5th football game against Auburndale. The Volleyball team will be playing at home on Tuesday, October 2nd against Edgar and there are several home Jr. High games also that week. There are plans for a friendly competition between Pittsville and Auburndale to see which community can collect the most non-perishable food items for their local food shelf with the winner being announced at the football game on October 2nd. Please watch the Pittsville Record for further details and how you can help those in need.

GO PANTHERS!

Todd Sanken, Kindergarten Teacher/Athletic Director  
sanketod@pittsville.k12.wi.us, 715-884-2517 Ext. 116

## SPORTS SCHEDULES

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

## 2011 PHS Volleyball Team Earns Award!

Congratulations to the 2011 Pittsville Varsity Volleyball team on earning the Wisconsin Volleyball Coaches Association Team Academic Award. The Wisconsin Volleyball Coaches Association Team Academic Award is designed to honor high school varsity volleyball teams that have proven excellence in the classroom. To be eligible to receive this award, teams must have a minimum cumulative grade point average (GPA) of 3.3 on a 4.0 scale, or the equivalent on another scale, during the entire 2011-2012 school year. The Pittsville student athletes had a combined GPA of 3.49. Awesome job girls and keep up the good work!



# 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.

## Administrative Contacts

*Mr. Reynolds, District Administrator*  
715-884-6694

*Mr. Weddig, Senior High Principal*  
715-884-6412

*Mrs. Fischer, Elementary Principal*  
715-884-2517

## BOARD OF EDUCATION

Julie Strenn	President
MaryAnn Lippert	Vice President
Connie Potter	Clerk
Jane Wesely	Treasurer
Lisa Schulz	Member-At-Large

## Cancellations, Delays, Early Dismissal

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

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

# DON'T PASS A STOPPED BUS

*From the Wis Dept of Transportation*

Drivers must stop on the street or highway 20 feet or more from any school bus that has stopped and is flashing red warning lights.

- This applies both to vehicles approaching from the rear and from the opposing lanes.
- All lanes of traffic must stop for the school bus, except in opposing lanes if the highway is divided with a center median.
- No vehicle may proceed until the bus resumes motion and has turned off the red warning lights.
- The stop arm on the bus is an added communication to other drivers, but the lack of an extended stop arm is not reason to pass a bus whose red lights are flashing.



Saturday, September 29  
**Hub City Jazz**

Hub City Jazz is a central Wisconsin based jazz combo playing jazz standards for dancing and easy listening. Some of our favorites include: All Blues, Mack the Knife, Girl from Impanema, Sidewinder, and Moondance.

**Pittsville Auditorium**  
**Showtime: 7:30 pm**

**Tickets: Adult \$10,**  
**Senior \$8, Student \$5**



**PARENTS: Please keep your Skyward Family Access Account up-to-date.**

## SKYWARD FAMILY ACCESS...

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



## 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 13-24 from 7:30 and 3:30 pm. Open House on August 30 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. A new permission form from the physician and parent is needed at the beginning of each school year.

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.

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.

### ***PTO Corner....***

Welcome back staff and students! We hope you had a great summer and are excited for the new school year to begin. The PTO is excited and has many events planned for this fall. We want to welcome our new principals, Mrs. Fischer and Mr. Weddig, and look forward to working with them this year.

PTO Activities:

- Look for representation at the Stop and Drop on August 30 and the Open House on September 13
- Little Caesars Fundraiser/No Pizza Sale will start on October 8 and orders are due on October 25 with distribution on November 15. Please watch for more information as the dates approach.
- Fall Book Fair will be held the week of October 22-25 and will be available during Parent-Teacher Conferences as well as certain hours during the school day for classrooms to come down.
- Sponsoring a meal for the teachers during Parent-Teacher Conferences-more to follow

PTO Cookbooks are still available for \$10 each. Please stop at : Pittsville Elementary School office, Baum's Mercantile, Hardware Hank, Pittsville Therapy, Pittsville Family Dental, Healing Hands or Pittsville Community Library to pick up your copy today. We would like to express our gratitude to these businesses for their continued support.

Please feel free to join us at our monthly PTO meetings-new date, new time. We will be meeting on the second Monday of the month at 3:30 pm. We meet in the teacher's lounge in the elementary school. Our first meeting will be on August 13.

We are excited to have begun working with Mrs. Fischer, our elementary school principal, and staff. Please see the following note and we'll see you on the first day in your red, white or blue!

*Dear families:*

*Welcome back! The staff and I would like to extend an invitation for the students to wear something in the spirit of "Opening Day" Sept. 4, if possible. If you are a student in 4K-2<sup>nd</sup> grade, please try to wear a RED top (or something mostly red) the first day of school. If you are a student in 3<sup>rd</sup>-5<sup>th</sup> grade, please try to wear a WHITE top (or something mostly white). If you are in 6<sup>th</sup>-8<sup>th</sup> grade, please try to wear a BLUE top (or something mostly blue). We will be having an assembly the first day of school and are looking forward to our student body representing America with red, white and blue.*

*Thanks for your participation!*

*Mrs. Fischer and Staff*

## PITTSVILLE SCHOOL DISTRICT 2012-2013 SCHOOL CALENDAR

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

  

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

  

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

**Snow Makeup Days: Days 1 and 2 will not need to be made up. Day 3 will be made up on May 6.  
Additional make up days will be added to the end of the School Year.**

<p><b>HOL</b> Holiday - No School</p> <p><b>INS</b> Teacher Inservice - No School</p> <p><b>NS</b> No School</p> <p><b>VAC</b> Vacation</p>	<p><b>PT</b> Parent/Teacher Conferences 4-7:30 pm</p> <p><b>ER</b> Early Release at 12:30 p.m.</p> <p><b>E/PT</b> Early Release, Parent/Teacher Conf 1-3:30, 4-8 pm</p> <p><b>I</b> End of Quarter</p>
---	--

<p><b><u>INSERVICE</u></b></p> <p>Aug 27-30 Teacher Inservice</p> <p>Aug 30 Open House (4:00 - 6:00 p.m.)</p> <p>Feb 22 Teacher Inservice</p> <p>Mar 19 Teacher Inservice</p> <p>Jun 10 Teacher Inservice</p> <p><b><u>PARENT/TEACHER CONFERENCES</u></b></p> <p>Oct 23 4:00-7:30 pm</p> <p>Oct 25 1:00-3:30 pm, 4:00-8:00 pm</p> <p><b><u>EARLY RELEASE DAYS</u></b></p> <p>Oct 25 Nov 6 Nov 21 Dec 21</p> <p>Jan 25 Mar 29 Jun 7</p>	<p><b><u>NO SCHOOL</u></b></p> <p>Sep 3 Labor Day</p> <p>Oct 26 No School</p> <p>Nov 22-23 Thanksgiving Break</p> <p>Dec 24-Jan 1 Winter Break</p> <p>Feb 22 Teacher Inservice</p> <p>Mar 19 Teacher Inservice</p> <p>Apr 1-5 Spring Break</p> <p>May 6 Snow Make-Up Day</p> <p>May 27 Memorial Day</p> <p><b><u>QUARTERS</u></b></p> <p>1st Quarter Sep 4 - Nov 6</p> <p>2nd Quarter Nov 7 - Jan 25</p> <p>3rd Quarter Jan 28 - Mar 29</p> <p>4th Quarter Apr 8 - Jun 7</p>
--	--

**FIRST DAY OF SCHOOL FOR STUDENTS - SEPTEMBER 4  
LAST DAY OF SCHOOL FOR STUDENTS - JUNE 7**

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

#### **ADMISSIONS POLICY**

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

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

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

#### **ALTERNATIVE PROGRAMS**

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

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

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

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

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

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

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

#### **CHILD NUTRITION PROGRAM**

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

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

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

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

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

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

#### **Complaint Procedures**

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

- Any student, parent, or resident of the District complaining of discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental,

emotional, or learning disability in school programs or activities shall report the complaint in writing to the District Administrator.

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 students.

## **HUMAN GROWTH AND DEVELOPMENT**

The Pittsville School District provides instruction in human growth and development throughout the K-12 curriculum. No student may be required to take any or all instruction in this area if the student's parent/guardian files with the teacher or school principal a written request that the student be exempted.

## **IMMUNIZATIONS**

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

## **MENINGOCOCCAL DISEASE INFORMATION**

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

1) Causes and symptoms of the disease. Meningococcal disease includes Meningococcal meningitis and meningococemia. 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*. Meningococemia is an infection of the blood with *Neisseria meningitidis*. A person may have either Meningococcal meningitis or meningococemia, 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.



*Education is not the filling of a  
pail but the lighting of a fire.*

**- William Butler Yeats**

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

**RECRUITER INFORMATION**

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

**SCHOOL PERFORMANCE REPORT**

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

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

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

- 1) Access the Wisconsin DPI website at [www.dpi.state.wi.us](http://www.dpi.state.wi.us).
- 2) The Wisconsin DPI homepage appears. On the right-hand side labeled "Easy Link", click on WINSS (Wisconsin Information Network for Successful Schools).
- 3) The WINSS site opens with four areas of interest (Data Analysis, Standards and Assessments, Continuous Improvements, Best Practices). The Data Analysis section contains the information also called the School Performance Report. The other areas contain information about the state standards, the reasons for the assessments, and other information about compliance with the "No Child Left Behind" act.
- 4) To view the school data for the school performance report, click on the "Data Analysis" section and enter the first four letters of the school name (PITT).
- 5) Data for the Pittsville School District will now show, with options to choose access to elementary or high school or to do comparisons.
- 6) Data can be printed off by using the copy and paste procedure. All data for all schools is available for public viewing and no passwords are required.

**STUDENT ATTENDANCE**

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

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

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

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

**STUDENT NONDISCRIMINATION**

It is the policy of the Pittsville School District, pursuant to state and federal laws and regulations, that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolutions of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Pittsville School District.

**STUDENT RELIGIOUS ACCOMMODATIONS**

Students may be excused from a classroom activity or from portions of the established course of instruction where the instructional content would violate the child's religious beliefs. Students may be required to complete an alternative assignment or course of instruction to meet course requirements.

**STUDENT LOCKER SEARCHES**

School lockers are the property of the School District of Pittsville. At no time does the School District of Pittsville relinquish its exclusive control of these lockers.

These lockers are assigned to individual students as a convenient receptacle for storage of clothing, books, and other articles necessary for the student's use during the school day and shall not be used for any other purpose.

Periodic general inspection of lockers may be conducted by school authorities for any reason at 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.

### **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 follow conditions:

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring upon request by the other school, and as long as the disclosure is for purposes related to the student's enrollment or transfer;
- Specified officials for audit or evaluation process;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to Wisconsin law.

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

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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

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

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

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

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

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

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

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

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

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

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



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

The School District of Pittsville prohibits students from using or possessing electronic 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 (General School Policies).



*"Free every Monday through Friday--KNOWLEDGE. Bring your own containers."*

*- E. C. McKenzie*

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

NON-PROFIT ORG  
US Postage  
**PAID**  
U.M.S.

Pittsville School District  
*News*  
SEPTEMBER BACK-TO-SCHOOL, 2012-13