



Newsletter

PITTSVILLE SCHOOL DISTRICT



From the Desk of District Administrator Terry Reynolds

The start of the 2015–2016 school year is just around the corner, and it's time for students to return to school for another great opportunity to experience tremendous learning opportunities.

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

The Pittsville School District has 79 dedicated employees on staff who work extremely hard each and every day to provide all students with positive learning instruction/activities, educational support, clean facilities to attend school, and excellent healthy daily meals to enjoy. Their commitment has and always will be to strive for excellence in their responsibilities here. This year, we will be welcoming eight new staff members to the District: Ms. Abigail Brown (7-12 English/Literature), Mr. Jacob Pascoe (Middle School Teacher), Mrs. Jodi Moore (1st Grade Teacher), Ms. Taylor Molitor (3rd Grade Teacher), Mr. Justin Rayburn (7-12 Physical Education/Health Teacher), Mrs. Heather Friday (Elementary Principal), Mrs. Pam Tesch (District Bookkeeper), and Mrs. Stephanie Durrant (Part-Time Payroll/HR). Please welcome them all to Pittsville when you have the opportunity.

Please do try to be involved with our schools in some manner during the 2015-2016 school year. Possible suggestions to become more involved here include: joining a school committee or PTO, becoming a member of a booster club, attending co-curricular events, volunteering at school, partnering with the school in community service projects, using the school facilities for walking or other recreational means. One of my yearly goals is to ensure everyone feels welcome and always enjoys being a part of the Pittsville School District!

Lastly, I would like to remind everyone that school will officially begin for the PK-9 students on September 1 (Grades 10-12 will begin on September 2, due to the 9th grade orientation program on September 1).

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.

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.

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

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

SCHOOL BOARD MEETINGS

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

FREE AND REDUCED MEAL PROGRAMS

Please take the time to complete and return a free/reduced school lunch application. There are long range benefits for all PSD students eligible for free or reduced school meals other than the positive impact for individual students in the breakfast, lunch and/or milk programs. More families on the program will generate more financial aid for SAGE, Title I, and Erate. Many State and Federal Grants depend on higher free and reduced rates in schools. Applications can be found on the district website, school offices, and will be mailed to you. Use one application for all students in your household. Fill out all required information and return to Joe Dostal, Food Service Director.



School Opens Sept 1
Please Drive Carefully

SKYWARD FAMILY ACCESS

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.

SKYLERT/SCHOOL MESSENGER NOTIFICATION SYSTEM

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

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

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

District Administrator

Mr. Reynolds 715-884-6694

Senior High Principal

Mr. Weddig 715-884-6412

Elementary Principal

Mrs. Friday 715-884-2517

Board of Education

Amanda Hoogesteger President

Robert Wolff Vice President

Jane Wesely Clerk

Richard Koeshall Treasurer

Kevin Zogleman Member-At-Large

2015-2016 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								
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2	3	4	5	6	7	8	6	HOL	8	9	10	11	12	4	5	6	7	8	9	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	INS	INS	INS	INS	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	VAC	HOL	VAC	28								
23	INS	INS	INS	INS	28	29	27	28	29	30	25	26	27	28	PT	I/PT	31	29	30																
30	31																																		
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								
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27	VAC	VAC	VAC	VAC			24	25	26	27	28	29	30	28	29						27	28	29	30	31										
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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								
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24	25	26	27	28	29	30	29	HOL	INS					26	27	28	29	30		25	26	27	28	29	30	31									

FIRST DAY OF SCHOOL
September 1

LAST DAY OF SCHOOL
May 27

MAKE UP DAYS: May 31, June 1, 2

1st Quarter Sep 1 – Oct 30
2nd Quarter Nov 2 – Jan 15
3rd Quarter Jan 18 – Mar 17
4th Quarter Mar 28 – May 27

PARENT/TEACHER CONFERENCES

Oct 29 4:00 -7:30 PM
Oct 30 8:00 AM – Noon

STUDENT NO SCHOOL DAYS

Sep 7 Labor Day
Oct 30 Parent/Teacher Conf (8 AM-Noon)
Inservice (12:30-3:30 PM)
Nov 25-27 Thanksgiving Break
Dec 23-Jan 1 Winter Break
Jan 15 Teacher Inservice
Mar 18 Teacher Inservice
Mar 21-25 Spring Break

HOL Holiday – No School
INS Teacher Inservice – No School
VAC Vacation – No School
PT Parent/Teacher Conferences (Evening)
I/PT Inservice – Parent/Teacher Conferences

Please check www.pittsville.k1.wi.us and click on Athletics for the most current sports schedules!



Hub City Jazz Show Time: 7:00 PM
Saturday, October 24 Pittsville Auditorium

Hub City Jazz is a central Wisconsin based jazz combo playing jazz standards for dancing and easy listening. Some of our favorites include: Girl from Ipanema, All Blues, Satin Doll, Java Jive, Take Five, and Moondance.





PHS News

Summer goes by so fast, and then we are retooling for another school year before you know it! This year, there were some significant changes to the district physically as some energy saving measures were installed, along with some much-needed updates to our HVAC systems. With all of this going on, our custodians have done a fantastic job (again) of getting the building cleaned, waxed, and touched-up. Our Panther Pride will be very evident the first time the students enter the building to begin the year.

Regarding starting school; we will have our Freshmen First Day (only freshmen at school) on September 1st this year, with all students (9-12) reporting on September 2nd.

There are also changes in personnel; two to be exact. Our new 7-12 English teacher, Ms. Abigail Brown, is very excited to begin the year here in Pittsville. Ms. Brown, from Oregon, WI via UW-Madison, has a pretty impressive background, including studying abroad in England, and her great passion for poetry. She will also serve as our Forensics coach.

The second new teacher is someone you may know; Mr. Justin Rayburn will be our new 7-12 Physical Education teacher. Mr. Rayburn, a graduate of PHS, will be coming from Spencer High School. He is very enthusiastic to be coming home and is already helping out with the Bigger, Faster, Stronger weight lifting program we have implemented this year. Mr. Rayburn will also coach football, basketball, and baseball.

One accolade that PHS received this year was being named an "AP Pacesetter School" for the first time. Advanced Placement (AP) classes are expanding and being encouraged here at PHS, because of the increased rigor they offer, as well as the chance to earn college credit during high school. We received the award because at least 10% of our students took the AP exams, and they scored at or above a "3" (1-5 is possible) on at least 60% of the exams. Great job PHS students! Very few schools reach this level, and we are looking to improve in future years.

I look forward to starting another year at PHS. We continue to improve, because we have a great staff, a supportive community, and enthusiastic students. As I talk to parents and teachers from other towns, I am constantly receiving praise about our school and our students. It continues to make me very proud to be your principal, where Panther Pride shines through so brightly.

Mr. Weddig, High School Principal

Senior Picture Due Date

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

Picture Requirements:

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

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

First day of school for
FRESHMAN will be
Sept 1st. **ALL** high school
students (9-12) will
report on Sept 2nd.

A NOTE REGARDING ATTENDANCE

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

PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS

RELEASE STATEMENT 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	\$15,301	\$ 15,301.01 and \$21,775	\$ 1,276	\$ 1,276.01 and \$1,815
2	20,709	20,709.01 and 29,471	1,726	1,726.01 and 2,456
3	26,117	26,117.01 and 37,167	2,177	2,177.01 and 3,098
4	31,525	31,525.01 and 44,863	2,628	2,628.01 and 3,739
5	36,933	36,933.01 and 52,559	3,078	3,078.01 and 4,380
6	42,341	42,341.01 and 60,255	3,529	3,529.01 and 5,022
7	47,749	47,749.01 and 67,951	3,980	3,980.01 and 5,663
8	53,157	53,157.01 and 75,647	4,430	4,430.01 and 6,304
For each additional household member, add	+ 5,408	+ 5,408 and +7,696	+ 451	+ 451 and + 642

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 mark the "I do not have a Social Security Number" box. 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: *Terry Reynolds, District Administrator, 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 needed for other purposes such as waiver of text book fees.

Non-discrimination Statement: The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form.

Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer. Any questions regarding the application should be directed to the determining official.

Elementary News



Dear Families,

I am excited and honored to be the new principal this year. With over ten years of teaching experience, I am looking forward to the responsibilities and rewards of being the principal. It's going to be a great learning year for everyone!

I know how important communication is between home and school. I will be updating the website as needed and writing quarterly newsletters to help families stay informed about important and upcoming events at the school. I also have a bulletin board outside my office that I post current information. Check it out when you come to school.

I'd like to welcome our new staff this year: Miss Molitor, 3rd grade; Mr. Pascoe, 7th grade; Mrs. Moore, 1st grade; and Ms. Brown, 8th grade. Mrs. Sanken is also returning to the elementary school as our new librarian. We are excited to have our new staff with us this year!

I look forward to getting to know the students, staff, and families here in Pittsville!

Sincerely,
Mrs. Friday

9/1	First Day of School
9/7	NO SCHOOL FOR STUDENTS
9/8	Picture Day
10/12	Picture Retake Day
10/29	Parent/Teacher Conferences (4:00-7:00 PM)
10/30	Parent/Teacher Conferences (8:00 AM-Noon) NO SCHOOL FOR STUDENTS
11/25-11/27	NO SCHOOL FOR STUDENTS Thanksgiving Break
12/23-1/1	NO SCHOOL FOR STUDENT Winter Break
1/4	Students Return to School

Stop 'N Drop

Tuesday, August 25th - from 4:00 p.m. – 6:00 p.m.

We invite all families to come anytime in between to meet their new teachers and drop off school supplies! It's always so fun to see your classroom before school starts!

FALL ASSESSMENTS - Your child's teacher will be giving you exact dates and information about the fall assessments.

PTO Corner

Welcome back!! We hope your summer was wonderful and you continued to save Campbell's soup labels, Box Tops, milk caps, Coke points, juice pouches-like Capri Sun and GoGo Squeez type containers for our collections. :) PTO has already met and been busy planning events for our staff, students and families. We are excited to let you know we will be at the Stop 'n' Drop, hosting the Scholastic Book Fair, sponsoring meals for the teachers and continue the Honor Roll for Junior High students again this year. We will also be holding the Little Caesars Pizza Sale. Please remember if you do not want to sell pizzas you are more than welcome to participate in the no pizza sale, held at the same time, by simply sending in a donation. More information will be sent home to students. Please visit us at our Stop 'n' Drop table on Tuesday, August 25th from 4:00-6:00 pm and see what exciting things we have planned for the 2015-2016 school year.

Our next meeting will be Monday, September 14 at 3:30 PM in the teacher's lounge. We hope to see you there. If you have any questions please feel free to email the PTO at pto@pittsville.k12.wi.us or call Liz Knutson at [\(715\) 884-3314](tel:7158843314).

FOOD SERVICE NEWS

BREAKFAST WILL START ON TUESDAY, SEPTEMBER 1ST

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

The **Elementary School** will be serving breakfast at 8:00 am. Students that would like breakfast will first report to their classrooms, and then come down to the cafeteria for breakfast. Grades 4Kgn-3rd will be issued a breakfast card in the classroom to be turned in at the breakfast line. Grades 4th-8th will punch in their lunch numbers before going through the lines. School breakfast is an ideal solution on busy mornings when students are running late or parents have to be at work early. The cost is only \$1.00. Students that qualify for free or reduced lunch receive free breakfast.

ONLINE PAYMENTS ARE EASY AND CONVIENENT

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

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

FREE OR REDUCED LUNCH APPLICATIONS

Your children may qualify for free meals or reduced price meals. To apply, complete a Free and Reduced Price School Meals Application. Use one application for all students in your household. Be sure to fill out all required information and return the application to Joe Dostal, Food Service Director, 5459 Elementary Avenue, Suite 1, Pittsville, WI 54466. The free or reduced lunch program not only benefits families but it also helps your school. Your application is completely confidential. If you did not receive a copy in the mail, the applications are available online at www.pittsville.k12.wi.us and in your school offices.

"DOUBLE UP" and SIGNATUTURE ENTRÉE SALADS !!

We will be offering a second entrée "DOUBLE UP" again this year for grades 6-12. For a \$2.00 charge to your families lunch account, your student will be able to purchase a second entrée, just the entrée, or go through the salad bar to complement a lunch from home. Students that qualify for free meals may also participate in the "DOUBLE UP" promotion as long as money is in their family account.

Starting in September, students in grades 6-12 and staff will be able to order a signature entrée salad on line. A signature entrée salad is a self-contained meal; all you need to pick up is milk and a fruit. Order your salad on line by 1:00 pm and it will be ready for pick up the next day. We will be featuring a new Signature Entrée Salad every week. To check out and order a salad, go to the schools website, scroll down on the left to food service, then click on Signature Salad Order Form. You will find a picture of the salad, a list of ingredients, and directions for ordering. Listen to announcements for the starting date. Your food service account will be charged a regular lunch amount for this salad. To monitor your student's purchases, view your family account online through Skyward Family Access at www.pittsville.k12.wi.us. If you have any questions, please contact Joe Dostal at 715-884-2517 or dostajoes@pittsville.k12.wi.us.

LOW LUNCH BALANCES

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

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

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

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

2015-2016 MEAL PRICES

4K- Grade 3 Lunch	\$2.25
Grade 4-8 Lunch	\$2.70
Grade 9-12 Lunch	\$3.20
Adult Lunch	\$3.75
Reduced Lunch	\$.40
Milk	\$.30
4K-Gr 12 Breakfast	\$1.00
Adult Breakfast	\$2.00

Breakfast & Lunch menus are available on the district website at www.pittsville.k12.wi.us

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

ADMISSIONS POLICY

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

ASBESTOS HAZARD EMERGENCY RESPONSE ACT NOTICE

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

ALTERNATIVE PROGRAMS

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

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

- 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.

ENGLISH LANGUAGE LEARNERS

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

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

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

CHILD NUTRITION PROGRAM

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

CIVIL & LEGAL RIGHTS & RESPONSIBILITIES

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

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

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

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

Complaint Procedures

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

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

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

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

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

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

DISCIPLINARY PROCEDURES IN THE DISTRICT

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

EDUCATION OF HOMELESS CHILDREN AND YOUTH

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

ELECTOR REGISTRATION

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

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.
- 2) The Wisconsin DPI homepage appears. On the right-hand side labeled "Easy Link", click on WINSS (Wisconsin Information Network for Successful Schools).
- 7) 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.
- 8) 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.

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.

TITLE I

Parents Right to Receive Teacher /Paraprofessional Information

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

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

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

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.

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 (which would include all Career and Technical Education opportunities), extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, 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 regarding this policy should be directed to the District Administrator.

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.

RECRUITER INFORMATION ACCESS TO STUDENTS/RECORDS

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.

STUDENT LOCKER SEARCHES

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

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

Periodic general inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. No padlocks other than those issued by the school may be used on school lockers. The school authorities will maintain a pass key for these padlocks.

All school lockers and the contents within may be searched by school authorities for weapons, drugs, other contraband or any item that may place any student, employee, or anyone else on the school premise in danger. School authorities may seize any or all items which are dangerous and/or illegal and any other item not authorized to be in the locker.

STUDENT BULLYING

Harassment and/or bullying of students will not be tolerated in the Pittsville School District, which includes any property or vehicles owned, leased, or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and /or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap, or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace.

For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health safety, or property of others at school, a District employee, or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee. If the alleged harasser/bully is the person to whom the complaint would normally be made, the complaint should be made to the next higher administrative authority in the complaint procedure. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to make corrective and/or disciplinary action when the conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

The Building Principal will develop administrative rules to implement this policy in their buildings.

Notice of this policy will be circulated to all schools and departments in the District on an annual basis and incorporated in employee and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

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

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

STUDENT SURVEYS

The Board respects the privacy rights of parents and their children. No student shall be required to participate in any survey associated with a school program or the district's curriculum, or which is administered by a third party in the school, if the survey includes one or more of the following items:

- political affiliations or beliefs of the student or the student's parent;
- mental and psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behaviors;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student's parents; or
- income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The building principal shall notify parents/guardians at the beginning of each year of the specific or approximate dates during the school year when such survey activities are scheduled involving their children. Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional materials should be made to the building principal or his/her designee.

Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay.

NOTICE OF SUICIDE PREVENTION RESOURCES

According to section 115.365(3) of the state statutes, each school board must annually inform its professional staff of the resources available from the DPI and other sources regarding suicide prevention. Information describing the suicide prevention resources and services and how staff can access them, along with model notices, are available on DPI's website.

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;
- e) Their right to file a complaint with the Family Policy and Regulations office of the U.S. Department of Education.

Administration of Student Records

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

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

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

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

Court Records include those records received from a court clerk concerning a juvenile enrolled in the District who: (a) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (b) has been adjudged delinquent, (c) has school attendance

as a condition of his/her court dispositional order, or (d) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

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

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

NOTICE OF RIGHTS : FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

These rights are:

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

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

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

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

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

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

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

USE OF VIDEO CAMERAS ON THE SCHOOL BUS

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

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

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

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

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals without prior approval of administration. The principals or superintendent

may authorize other individuals, such as the guidance counselor, school psychologist, or social worker, to view segments of a specific videotape, if such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem, and viewing the videotape is beneficial to their role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

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

- a. Only adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the videotape. Minor students cannot view the videotape.
- b. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student's parent(s)/guardian(s) will be able to view the tape unless:
 - 1) the tape can be edited or altered so as to render all other students unrecognizable, or;
 - 2) written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.

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

USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES

The School District of Pittsville may prohibit pupils from using or possessing electronic communication devices such as cell phones while on premises owned, rented, or under control of the School District. This policy may allow for the use or possession of such a device by a pupil when the Principal determines that the device may be used or possessed for medical, school, educational, vocational, or other legitimate use. Annually, each student in the Pittsville School District shall be informed of this Board of Education policy. Electronic communication devices such as cell phones will be confiscated if the device is being used in a manner that is contrary to the Student Handbook guidelines. Laser beam pens or similar devices are also prohibited.

VIDEO AND RECORDING PRODUCTION

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

WI ACT 96 INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN

The Pittsville School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2012 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed

to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at 5459 Elementary Avenue, Pittsville, WI 54466.

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).

STUDENT ACADEMIC STANDARDS

As stipulated in 2015 Wisconsin Act 55, parents are hereby notified that the following standards will be used in developing the Pittsville School District curriculum taught in the 2015-16 school year: Common Core and Wisconsin Academic State Standards.

EDUCATIONAL OPTIONS AVAILABLE TO PITTSVILLE SCHOOL DISTRICT STUDENTS

- Pittsville Elementary School
- Pittsville High School
- Pittsville Virtual School (via Wisconsin Virtual School)
- Rural Virtual Academy (via Medford School District)
- Full Time Open Enrollment
- Youth Options Program
- Course Options Program
- Home Based Private Education Program- allows students in the 7-12 to access 2 courses per year at the Public School (if room is available).

SPECIAL NEEDS VOUCHER PROGRAM

Students with a disability enrolled in the Pittsville School District may qualify for a Special needs voucher in order to attend a private school.

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.

A vehicle owner can be cited when the driver of a car passes a school bus illegally. A law enforcement officer need not witness this violation if the school bus driver reports it to the law enforcement agency within 24 hours. Fines can be quite high for illegally passing a school bus, but the risk of hitting a child is even higher.

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

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Back-to-School, 2015-2016

Newsletter

PITTSVILLE SCHOOL DISTRICT