



Elcho School District Annual Notices

2023-2024

Elcho School District

Annual Notices

The Annual Notices are published by the Elcho School District to keep families with school-aged children informed of the policies of our schools, and to communicate expectations and guidelines for the education of our children. The District also provides a Family Handbook that includes more complete resources that are given to families at the beginning of each school year, or upon enrollment in the district. These documents can also be accessed on our website at www.elcho.k12.wi.us.

If you have any questions or concerns, please contact or anyone listed below at (715) 275-3225.

District Administrator: Rachel Lemanczyk

Director of Special Education: Rachel Lemanczyk

PK-12 Principal: Paige Zutavern

Director of Curriculum & Instruction: Alyssa Carlson

Director of Buildings and Grounds: Bob Jensen

It is the policy of the Elcho School District that no person 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, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by Section 118.13 of the statutes. 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 (handicap).

Table of Contents

RIGHTS AND RESPONSIBILITIES	4
Anti-Bullying Policy	4
Attendance	4
Assessments	5
Assessment Schedule	5
Academic Standards	7
Equal Educational Opportunities	7
Non-Discrimination Policy	8
General Discrimination Complaint Procedures	9
Religious Beliefs and Customs	10
School and School District Performance Report	10
School Accountability Report	11
Student Locker Searches	11
Student Records	11
Use or Possession of Two-Way Communication Devices	12
Concussion and Head Injury Information	13
Parental Notification of Rights under FERPA for Elementary and Secondary Schools	13
Parental Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	15
Child Nutrition Programs and Free and Reduced-Price Meal Information	16
PROGRAMS AND SERVICES	17
Education of Homeless Children and Youth	17
Human Growth and Development Instruction	17
Special Education	18
Special Needs Scholarship Program (SNSP)	19
Section 504 of the Rehabilitation Act of 1973	19
Early College Credit Program	19
Americans with Disabilities Act (ADA)	19
Title I	20
Programs for English Learners	20
Title IX	21
Meningococcal Disease	22
Parent Concerns - Communication Procedure	22
Asbestos Notification	23
Indoor Environmental Quality Management Plan	23
Academic and Career Planning Services for Students	24

RIGHTS AND RESPONSIBILITIES

Anti-Bullying Policy

Bullying is an act of social violence and is related to other behaviors based on the abuse of personal and social power. The Elcho School District has adopted anti-bullying procedures (Policy 5517:Student Anti-Harassment & 5517.01 Bullying) to ensure that students are learning in a supportive, safe, and caring environment without fear of being bullied at school or during school-related activities. Students will be provided information on recognizing and preventing bullying, and shall be fully informed of the complaint processes.

Attendance

The Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance. Wisconsin State Statute Act 285, 118.15, requires all children between the ages of six (6) and eighteen (18) to attend school regularly.

Parent notification of any absence is required either in writing or orally stated to include: date and reason for absence. Students are responsible for making up any missed assignments or work while they are absent.

Excused absences include:

- (1) Is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
- (2) Has graduated;
- (3) Has been authorized to attend an alternative educational program;
- (4) Has been excused by his/her parent/guardian prior to an absence for up to 10 days per school year;
- (5) Religious holiday;
- (6) Student suspension;
- (7) Curriculum modification (ie. apprenticeship program); or
- (8) quarantine related to illness or household contact

It is the responsibility of the School District to notify the parents/guardians of the truancy and to provide information about the policy and procedures regarding attendance/truancy. It is also the responsibility of the District to contact the appropriate agencies and authorities as per policy rules and guidelines.

For more information see Board of Education Policy 5200: Attendance

Assessments

Parents may request a copy of policies regarding the participation in mandated testing. The parent may also receive information regarding the parental right to opt out of any testing, where applicable. The District will utilize the website elcho.k12.wi.us to disseminate information regarding the testing schedules for any state or district-required assessments. This information may be updated periodically throughout the year as information becomes available. The district will provide parents a copy of their child's achievement results for each of the state academic assessments.

For more information see Board of Education Policy 2623: Student Assessment
Assessment Schedule 2023-2024

Updated 07/26/2023

Assessment 2023-2024	Date(s) Administered	Grade	Subject(s)	Approximate Time	Required	Dissemination of Results
PreACT Secure	March 18 - April 26, 2024	9 & 10	English, Reading, Math, Science	2 hours, 35 Min.	State	Distributed to individual students when released by DPI.
ACT	March 12, 2024 <i>Date set by State</i>	11	Math	60 questions in 60 min.	State	Distributed to individual students when released by DPI.
			Reading	40 questions in 35 min.		
			Science	40 questions in 35 min.		
			Writing (optional)	1 essay in 40 min.		
ASVAB	November 8, 2023	11	General Science Arithmetic Reasoning Mathematics Knowledge Word Knowledge Paragraph Comprehension Electronics Information Auto/Shop Information Mechanical Comprehension	3 Hours	Not a State or Local Requirement but offered for students seeking Military Entrance and/or Career Exploration.	Distributed to students by the test coordinator at a later date.
Forward Exam	March 18 - April 26, 2024	3-8 Gr. 4, 8	(5 tests) Reading, Math (4 tests) Social Studies, & Science	Varies by grade and test	State	Distributed to individual students when released by DPI.
FAST	October 10-18 January 8-17 May 6-15	4K/K	Reading Math	Varies by grade	Local	Parent/Teacher Conferences, progress reports, and/or by request.
FAST	September 18-27 January 8-17 May 6-15	1-12	Reading Math	Varies by grade	Local	Parent/Teacher Conferences, progress reports, and/or by request.

PSAT	October 11, 2023	10 & 11	Critical Reading, Math (2 sections), Writing Skills	2 hours, 10 min.	Not a State or Local Requirement but offered for students	Mailed to students by the College Board in December.
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Academic Standards

The Elcho School District’s Board of Education has adopted the Wisconsin Academic Standards as the standards to which all of our curricula are aligned. The Wisconsin Academic Standards specify what students should know and be able to do in the classroom. Academic standards are important because they serve as goals for teaching and learning. Setting rigorous standards enables students, parents, educators, and citizens to know what students should have learned at a given point in time. Clear statements about what students must know and do are essential to ensure that our school offers opportunities to acquire the knowledge and skills necessary for success and prepare our students to be college and career-ready following high school graduation.

Wisconsin has academic standards for each content area. State law requires school districts to provide the parents and guardians of all students notice of the academic standards in math, science, reading and writing, geography and history that have been adopted by the school board and that will be in effect during each school year. Accordingly, the District academic standards that will be in effect in these specified content areas for this school year are listed below.

Wisconsin Standards For Mathematics (2021)	Wisconsin English & Language Arts Standards (2020)
Wisconsin Science Standards (2017)	Wisconsin Personal Finance Standards (2020)
Wisconsin Social Studies Standards (2018)	Wisconsin Model Early Learning Standards (Early Childhood and 4-Year-Old Kindergarten)
Wisconsin Standards for Information and Technology Literacy . (2017)	Wisconsin Physical Education Standards (2020)

For a complete listing of the Wisconsin Academic Standards, please go to <http://dpi.wi.gov/standards>.

Please contact: Alyssa Carlson, Director of Curriculum & Instruction, to review a copy of any of the standards in an alternative format.

Equal Educational Opportunities

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, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, sexual orientation or physical, mental, emotional or learning disability.

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.

LEGAL REF: Section 118.13 Wisconsin Statutes
PI 9 of the Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1966
Section 504 of the Rehabilitation Act of 1973

CROSS REF: Discrimination Complaint Procedures
Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
Policy: 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability
Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs and Activities
Policy 2370 Educational Options Provided by the District
Policy 5111.02 Educational Opportunity for Military Children
Policy 5730 Equal Access for Non District-Sponsored Student Clubs and Activities
Policy 8146 Notification of Educational Options

Non-Discrimination Policy

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; and all other Federal, State, school rules, laws, regulations and policies, the Elcho School District, shall not discriminate on the basis of sex, age, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.) These opportunities include career exploration and planning for all middle school students and other opportunities that become available.

It is the intent of the Elcho School District to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Complaint procedures for Title IX, Section 504 and Americans with Disabilities Act have been established for students, their parents, and employees who feel discrimination has been shown by the Elcho School District.

Specific inquiries and/or complaints of alleged discrimination under Title IX, Section 504 and Americans with Disabilities Act should be referred to:

Scott Wilsens, PK-12 School Counselor
(715) 275-3225 Ext. 1160
swilsens@elchoschool.org

Paige Zutavern, PK-12 Principal
(715) 275-3225 Ext. 1070
pzutavern@elchoschool.org

Complaints can also be filed with the Office for Civil Rights:
Office of Civil Rights - Region V
300 South Wacker Drive
8th Floor
Chicago, IL 60606
313.353.2520

General Discrimination Complaint Procedures

Any complaint alleging noncompliance with Title IX must be in writing and included with it, a statement of facts comprising the alleged noncompliance and be signed and dated. All teacher employee complaints must go through the established employee handbook grievance 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, national origin, ancestry, religion, creed, age, 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 suspected infraction. The district administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged nondiscrimination. Within 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 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 grievor is dissatisfied with the Board's decision, he/she may, within 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 the

provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

Religious Beliefs and Customs

The Pledge of Allegiance or National Anthem shall be offered to students each day at a time established by the teacher or principal. No student may be compelled against the student's objections or those of the student's parent(s)/guardian to recite the pledge, or to sing the anthem.

In the spirit of tolerance, the District recognizes that students and staff members should be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it. Written parent requests to excuse the student from participation in any activity is required. Students choosing not to participate in practices contrary to their religious beliefs may not be penalized in any manner and should be given appropriate alternative educational activities.

Students are allowed, with written permission of a parent or guardian, to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required school period. The supervisor of such religious instruction is required to report monthly to the school the names of the pupils who attended such weekly religious instruction. (Policy 5223: Absences for Religious Instruction).

School and School District Performance Report

Annually by January 1, each school board is required by [section 115.38](#) of the state statutes to notify the parent/guardian of each student enrolled in the school district of the right to request a school and school district performance report. By May 1, each school board must, upon request, distribute to the parent/guardian a copy of the school and school district performance report that includes the information specified in the statute, or give the report to each student to bring home to his/her parent/guardian. The district will provide copies of the 115.38 performance reports "to the extent the relevant information is available from the DPI."

School Accountability Report

Each public school in the state is required by [section 115.385\(4\)](#) of the state statutes to provide a copy of the school's accountability report that is published by the Wisconsin Department of Public Instruction (DPI) to the parent/guardian of each student enrolled in or attending the school.

In addition, pursuant to [section 120.123](#) of the state statutes, each public school that maintains an Internet site is required to prominently display a link to the **school's most recent accountability report** on the home page of that school's website within 30 days after DPI publishes the accountability report.

Student Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without notice, without student consent, and without a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. (Policy 5771: Search and Seizure)

Student Records

Student records are collected and maintained about a student from the date of entry in the District according to the provisions of board policy number 8330. Records collected include progress records, behavioral records, directory information, and law enforcement information. The principal of the student's school is responsible for the maintenance of these records. All records relating to individual students are confidential. Records may be made available to persons employed in the school which the student attends who are certified or licensed under State law, for legitimate educational purposes including safety interests.

Right to Inspect Pupil Records and Receive Copies: Any pupil 18 years of age or older, or any parent, guardian, or guardian ad litem of a minor will be given an opportunity to inspect the pupil's records within a reasonable time after the request and not to exceed 45 days from the date of the request. Minor pupils have the right to inspect progress records only. Copies of such records will be provided on request within a reasonable time period after inspection and at a cost of 15 cents per page.

1. Once a pupil has attained the age of 18, the consent required of and the rights accorded to the parent or guardian of the pupil while a minor, shall thereafter only be required of and accorded to the pupil.
2. An adult pupil or the parent or guardian of a minor pupil on request may be allowed to inspect the behavioral records only in the presence of a person qualified to explain and interpret the records. A minor pupil may take part in this inspection as long as the parent or guardian is present.
3. The inspection of progress records by the minor pupil, adult pupil, parent or guardian must take place in the presence of a designated school employee.

Right to Challenge Contents of Pupil Records: An adult pupil, or the parent or guardian of a minor pupil, will be provided an opportunity for a hearing to challenge the content of both progress and behavioral records. The purpose of this hearing is to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data, and to insert into these records a written explanation of the adult pupil or parent inspection of the content of such records, if they elect to do so. The right to a hearing does not extend to permit a parent or student to contest the grade given the student's performance in a course.

Directory Data: Information such as the student's name; address; email address, telephone listing; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; photographs; degrees, honors and awards received; and the name of the school most recently attended by the student shall be considered public information and may be released, unless parent(s)/guardian(s) or adult students refuse the release, in writing, on their own initiative.

Recruiter Access to Student Records: Parents of high school students or adult students who do not want their student's name, email address, address and telephone listing released to school photography salespeople, ring salespeople, institutions of higher education and/or military recruiters should contact the high school administration within fourteen (14) days of the start of school. The district must comply with such a request. Information cannot be released after this notification to administration without prior written parental/adult student consent.

Use or Possession of Two-Way Communication Devices

The Elcho School District allows student use of personal electronic communication devices before and after school, during passing periods in the hallways, and during lunch periods. *(With limitations for*

grades PK-5, who are not permitted to use during the school day without teacher permission. See Family Handbook.) The expectations for student use of personal electronic devices within classrooms will be limited to educational purposes at the discretion of the individual classroom teacher. Personal electronic communication devices are prohibited in bathrooms and locker rooms at all times. The use of personal electronic communication devices while on field trips or other school-sponsored activities will be at the discretion of the teacher/advisor/coach. Electronic communication devices may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual. The School District will not be responsible for loss, damage, or theft of any personally owned electronic or digital device brought to school. (Policy 5136: Personal Electronic Devices)

Concussion and Head Injury Information

School districts are required by [section 118.293](#) of the state statutes to distribute a concussion and head injury information sheet to (1) each person who will be coaching a youth athletic activity and (2) each student who wishes to participate in the activity at the beginning of a youth athletic activity season, except as otherwise specifically provided. No person may participate in a youth athletic activity unless the person returns the concussion and head injury information sheet signed by the person (e.g., student athlete) and, if he/she is under the age of 19, by his/her parent/guardian. If the person does not return this signed information sheet, he/she cannot participate in the youth athletic activity.

If a student has already returned an appropriately signed information sheet to a school in connection with a youth athletic activity operated by the school during a given school year, the school is not required to distribute any additional concussion and head injury information sheet(s) to the same student in connection with the student's participation in any additional youth athletic activity that is operated by the school during that school year. The student may participate in additional youth athletic activities operated by the school during that school year without returning any additional signed information sheet(s) for those additional activities.

For purposes of this law, a "youth athletic activity" is defined as an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club or entity, or practice or preparation for an organized athletic game or competition against another team, club or entity. This includes school-sponsored sports as well as other organized youth athletic activities in the schools or community that meet the definition. A "youth athletic activity" does not include a college or university activity or an activity that is incidental to a nonathletic program.

Sudden Cardiac Arrest

Starting with any youth athletic activity season that begins on or after July 1, 2022, school districts and other persons who operate certain youth athletic activities have an obligation under section 118.2935 to distribute information about the nature and risk of sudden cardiac arrest during such activities.

The specific information that must be distributed includes:

(1) The information about sudden cardiac arrest must be provided in connection with any youth athletic activity, as defined under section 118.293(1)(c), that is offered to persons who are 12 years of age or older.

(2) At the beginning of the season of any covered activity (for seasons that start on or after July 1, 2022), the operator of the youth athletic activity must distribute the information sheet to each person who will be coaching the activity and to each person who wishes to participate in the youth athletic activity.

(3) The information about sudden cardiac arrest must be included in the same information sheet that addresses the nature and risk of concussions and head injuries in youth athletic activities (see the previous item in this document, above).

Parental Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official 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 records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student 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 privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 school has outsourced services or functions it would otherwise use its own employees to perform (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 a parent, student, or other volunteer 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

Parental Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Elcho School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Elcho School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Elcho School District will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The Elcho School District will make this notification to parents at the beginning of the school year if the District has identified the

specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Child Nutrition Programs and Free and Reduced-Price Meal Information

Elcho School is participating in the National School Lunch Program and the Severe Need Breakfast program. As part of the requirements for the federal meal programs, the district is required to inform and share with each household the application for free or reduced-price meals. Parents can complete the application online through Infinite Campus. As a district we would like every household to complete the application as it does help the district with supporting families with meal prices as well as other areas of support within the district.

When your child participates in our healthy and delicious school meals program it will save your family time and money. At breakfast, all children are offered at least four food items from three food components (grain, fruit, and fluid milk) and at lunch are offered five food components (grain, protein, fruit, vegetable, and fluid milk). **For your child's breakfast to be a reimbursable meal**, they must take at least three food items, one of which is ½ cup fruit or vegetable. Breakfast prices will be determined annually by the school board.

For your child's lunch meal to be a reimbursable meal, they must take at least three different food components, one of which is ½ cup fruit or vegetable. Second meals, a la carte items, milk only, or meals that do not meet the requirements described above will be charged a fee, even if your child is eligible for a free or reduced meal price, per the federal guidelines the district must follow. Lunch prices will be determined annually by the school board.

Students are not allowed to have a negative food balance of more than \$20. If this occurs, students will be offered an alternative meal. Balance statements will be sent home to parents, but parents are able to find this information as well as add funds through the parent portal of Infinite Campus. To add money to your child's food service account you can either send money to the school office or pay online through Infinite Campus.

If you have questions regarding food service, please contact: Michelle Briggs, Food Service Director at 715-275-3225 Ext. #1420 or email mbriggs@elchoschool.org or Rachel Lemanczyk, District Administrator at 715-275-3225 Ext 1080 or email at rlemanczyk@elchscool.org.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in

or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- email: program.intake@usda.gov.

School Wellness Policy

In compliance with the Federal school wellness policy implementation regulations, the Elcho School District is required to inform the public each school year about the content and implementation of the local school wellness policy and make the local school wellness policy and any updates to the policy available to the public. In meeting this requirement, you will find the district's wellness policy on the school website.

In addition, the results of any required triennial assessment of the district's school wellness policy will be made available to the public in an accessible and easily understood manner. To accomplish this, the district will use the Wisconsin Local Wellness Policy Report Card, to fulfill the triennial assessment and reporting requirements.

PROGRAMS AND SERVICES

Education of Homeless Children and Youth

The McKinney-Vento Homeless Education Assistance Act of 2001 requires districts to identify a homeless liaison to assist students and families who experience homelessness by ensuring immediate enrollment of school-age students, making transportation arrangements including transportation to the school of origin, and by providing free school books, supplies, meals, and course fee waivers. Additionally, the liaison will inform district staff and community agencies about who is considered homeless under the Act, initiate a referral process for both staff and community agencies to refer students to the liaison, and provide a listing of community agencies that can help homeless families and youth with basic needs.

District Homeless Liaison: Scott Wilsens, School Counselor, 715.275.3225 extension 1160

Human Growth and Development Instruction

Human Growth and Development instruction is integrated within the curriculum areas of K-12, and specific notices are sent to parents by the school nurse or classroom teacher prior to units of instruction. Parents may inspect the actual curriculum and instructional materials by contacting the classroom teacher or the Director of Curriculum and Instruction at (715) 275-3225.

No student may be required to take instruction in human growth and development generally or in specified subjects within the program if the parent/guardian files a written request that the student be exempted. Students exempted from human growth and development instruction will still receive instruction in the subjects under section 118.01(2)(d)2c of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body), unless exempted, and section 118.01(2)(d)8 of the state statutes (knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students).

Academic and Career Planning Services for Students

Students of all grade levels are provided with information and what opportunities are available to them. Information provided includes: career awareness beginning at elementary grade levels, career exploration at the middle school levels, career planning and preparation at the high school grade levels, academic and career planning services for students in grades 6 to 12, and the availability of programs at technical colleges.

Throughout the school year, the district will provide parents opportunities to participate in their child's academic and career planning for our secondary level students.

Special Education

All children with disabilities in the Elcho School District are provided a free appropriate public education. Special education and related services are provided to all children with disabilities from age three to age twenty-one who are residents of the Elcho School District. (Policy 342.1)

"Child with a disability" means a child who, by reason of any of the following, needs special education and related services.

- Autism
- Deaf-Blind
- Emotional Behavioral Disability
- Hearing impairment
- Intellectual Disability
- Orthopedic Impairment
- Other Health Impairment-
- Significant Developmental Delay
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Child Find: The District identifies, locates, and evaluates all children with disabilities, regardless of the 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, highly mobile children such as migrant and homeless children, and children who are suspected of being a child with a disability even though they are advancing grade levels.

The District has an on-going special educational screening program to locate and screen all children who are residents of the school district and who have not graduated from high school.

The law also requires the school district's personnel to refer any child suspected of having a disability, which affects learning. Before any referral is made, however, the person making the referral shall inform the child's parent(s) that the referral will be made. If a parent has a concern about their own child, they are encouraged to contact the classroom teacher, school counselor, or building principal. Although it is not required, a Teacher Assistance Team (TAT) meeting is called to explore alternatives that will benefit the child.

The TAT will explore all options including Title 1, At-Risk, an RSPE (Referral for School Psychologist Evaluation), referral for special education, or 504 (referral for disability not qualifying for special education). If it is determined that a special education referral is needed, the parent(s) will be informed of the referral and invited to participate in the full Individualized Education Plan (I.E.P.) team process.

The Elcho School District accepts and processes referrals of children suspected to have a disability. The District has written procedures for accepting and processing referrals. School personnel who reasonably believe a child has a disability are required to make a referral. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Rachel Lemanczyk, Director of Special Education, Elcho School District at 715-275-3225 ext 1060, by writing her at PO Box 800, Elcho, WI 54428, or by email at rlemanczyk@elchoschool.org.

Special Needs Scholarship Program (SNSP)

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. Please visit the Wisconsin Department of Public Instruction web pages for more information: <http://dpi.wi.gov/sms/special-needs-scholarship>

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment; or
- Is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the Elcho School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination will knowingly be permitted against any person with a disability in any of the programs and practices in the school system.

The District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

Early College Credit Program

Notice by October 1 of each year to students in grades 8-11 and their parents of the Early College Credit Program, including any credit limit the Board has approved (must be 18 credits or more). Wis. Stat. 118.385(4) requires districts to simultaneously provide parents with information regarding the ECCP and

other educational options when providing a copy of the District's annual accountability report (no specific date); however, 118.57 requires Class 1 legal notice of educational options annually by January 31.

Americans with Disabilities Act (ADA)

The Elcho School District will provide a disabled individual access to facilities and will reasonably accommodate the needs of its disabled students, visitors, and employees by making its facilities accessible, providing special assistance to disabled persons and eliminating eligibility criteria for programs, activities, and services that discriminate against disabled individuals.

As per the Americans with Disabilities Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs or activities of the public entity or be subjected to discrimination by any such entity.

The Elcho School District is committed to fulfilling the intent of the Americans with Disabilities Act. In the event the District is advised of a disability, it will analyze the disability and make reasonable employment and public service accommodations, which address the disability. Each referred disability will be handled case by case as per established guidelines.

Any complaint regarding the interpretation or application of the Elcho School District ADA Policy should be referred to:

Rachel Lemanczyk, District Administrator
Elcho School District
N11268 Antigo St.
P.O. Box 800
Elcho, WI 54428
715.275.3226

Title I

Title I is a program funded by the Federal Government designed to serve students in the schools that meet low income eligibility requirements. Once a school is eligible for Title I funding, any child in the school exhibiting academic need (especially in the areas of reading, writing, and math) can be served by specially trained teachers in pull-out or in-class settings.

Parents may request and obtain information regarding:

- (1) The professional qualifications of their child's classroom teachers, including the following:
 - (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught;
 - (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and
 - (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- (2) The professional qualifications of paraprofessionals providing instructional-related services to their child.
- (3) The District's Parent and Family Engagement Policy

Programs for English Learners

According to the ESEA [20 U.S.C. § 6312(e)(3)], a school district that uses federal education funds to provide a language instruction educational program for English learners must, no later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program the following information:

- (1) the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program {NOTE: The ESEA [as amended - 20 U.S.C. § 6312(e)(3)D] specifically states that a student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.};
- (2) the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- (3) the methods of instruction used in the program in which the child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- (4) how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
- (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- (6) the specific exit requirements for the program, including the expected rate of transition from the program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates for the program) if federal education funds are used for children in high schools;
- (7) in the case of a child with a disability, how the program meets the child's individualized education program (IEP) objectives; and
- (8) information pertaining to parental rights that includes written guidance:
 - (a) detailing the right that parents have to have their child immediately removed from the program upon their request
 - (b) detailing the options that parents have to decline to enroll their child in the program or to choose another program or method of instruction, if available; and
 - (c) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Title IX

The Board of the Elcho School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Title IX Coordinators for the Elcho School District are listed below:

Scott Wilsens, PK-12 School Counselor
(715) 275-3225 Ext. 1160
swilsens@elchoschool.org

Paige Zutavern, PK-12 Principal
(715) 275-3225 Ext. 1070
pzutavern@elchoschool.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.elcho.k12.wi.us/>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation Board policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct.

Meningococcal Disease

Commonly known as bacterial meningitis, meningococcal disease is a rare but potentially fatal infection that can occur among teenagers and college students. While the disease is rare and difficult to contract, it is very serious. Meningococcal bacteria can be potentially transmitted through close contact with an infected person through direct contact with respiratory and/or oral secretions from an infected person (i.e., through sharing drinking containers or kissing). Teenagers and college students are at increased risk for meningococcal disease compared to the general population. Meningococcal disease can be misdiagnosed as something less serious because early symptoms, like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms. Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease.

The incidence of meningococcal disease has decreased in the United States since the peak in the late 1990's. There are five strains of *N. meningitidis*: A, B, C, W, and Y that cause the most disease worldwide. Three of these strains (B, C, and Y) cause most of the illness seen in the United States.

Keeping up-to-date with recommended immunizations is the best defense against meningococcal disease. There are several vaccines that protect against the different types of *N. meningitidis* bacteria. Three vaccines protect against four of the five types (A, C, Y, and W-135). The Advisory Committee on Immunization Practices (ACIP) recommends children get their first dose of these meningococcal vaccines when they are between 11 and 12 years and get a booster dose when they are 16 years of age. Two vaccines protect against the fifth type of *N. meningitidis* bacteria, strain B. The ACIP recommends this vaccine be given to people aged 16-23 years. The ideal age to vaccinate is between 16 and 18 years, to provide protection when individuals are at greatest risk of getting meningococcal disease.

For more information about meningococcal disease and immunization, please feel free to contact your child's healthcare provider to help you decide if your child should receive this vaccination. The Langlade County Health Department offers free meningococcal immunizations for children ages 11 through 18. Contact the Langlade County Health Department at 715.627.6250 or visit the following websites to learn more about meningococcal disease, vaccine information, and public health resources.

- A Department of Health Services Meningococcal Disease Fact Sheet available at: <https://www.dhs.wisconsin.gov/library/P-42072.htm>
- National Association of School Nurse, Voices of Meningitis: <http://www.voicesofmeningitis.org/>
- Meningitis Foundation of America, <https://www.musa.org/>
- National Meningitis Association, <http://www.nmaus.org/>

Parent Concerns - Communication Procedure

Communication is an essential component to an educational system. Parents and guardians are generally concerned with many aspects of their children’s school programming. However, there may be times when specific situations surface that pose a need for information clarification. These situations could center on issues of attendance, discipline, School Board policies, course content or working relationships between students and teachers or administrators.

When such a situation arises, parents and guardians should use the following procedure:

- A. At the school building level, contact the person with whom you have a concern.
 - 1) Academics: If a student is having a problem in an academic class, contact the teacher for information to help assess the facts. If the problem has not been resolved after speaking with the teacher, contact the building principal.
 - 2) Extra-curricular activities/athletic programs: If a student is having a problem in an extracurricular activity, contact the activity advisor. If the concerns remain, contact the building principal. If your concern is in regard to any athletic program, contact the particular coach. Should this not satisfy your concern, contact the activities director. Finally, if you seek further attention to this matter, contact the building principal.
- B. If satisfaction is not achieved from the above procedures, contact the district administrator.
- C. If you feel your matter requires continued consideration, you may request that the district administrator present it as a Board of Education agenda item.

Asbestos Notification

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Elcho School District has an Asbestos Management Plan at the school district office.

The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in April and October and full re-inspections every three years. For more information please contact the District Office.

Indoor Environmental Quality Management Plan

The Elcho 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 2013 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 N11268 Antigo Street, Elcho, WI, 54428.