



Elcho School District Annual Notices

2026-2027

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 provides a Student/Family Handbook that includes additional information and resources for 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 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: Tanner Nowacki

The Board of the Elcho School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at www.elchoschool.org.

District Mission

All students will graduate with the skills and knowledge necessary to be prepared for their journey through their career, college, and life.

District Vision

Together, we provide opportunities for every student, every day in a safe and responsive learning environment.

Belief Statements

We believe that relationships are critical to the success of our district. We believe that all students are capable of doing their best, and that everyone's best looks different. We have high expectations for all students and recognize that mistakes are an opportunity to learn.

Core Values

Respect * Integrity * Responsibility * Family * Empathy * Perseverance * Tradition

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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 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.

For more information, see Board of Education Policy #5517: Student Anti-Harassment & Policy #5517.01 Bullying

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 ensure 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. For more information, please go to the district [website](#).

Truancy is defined as a student being absent for all or part of one or more days without an approved absence. 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.

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. Habitual truancy is considered a student absent from school without an acceptable excuse for five (5) or more days. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

For more information, see Board of Education Policy #5200: Attendance and Policy #5113: Open Enrollment Program

Assessments

Parents may request a copy of the policies regarding 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 <https://www.elchoschool.org> 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 with 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

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's 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 . (2025)	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.

Class Rank

Beginning with the 2023-2024 junior (11th grade) class, high schools are required to annually prepare a class ranking of pupils enrolled as of the completion of 11th grade, if there are at least 15 students. The purpose of the ranking is related to the "Guaranteed Admission Program" recently established for the University of Wisconsin system under state statute. Students are ranked on the basis of academic achievement as the sole criterion. Once the ranking is completed, students will be notified if they are ranked in the top 10 percent.

Notice of Nondiscrimination - Title IX

The Board of the Elcho School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinators are:

Paige Zutavern
PK-12 Principal
N11268 Antigo St., PO Box 800, Elcho, WI 54428
715-275-3225 X 1070
pzutavern@elchoschool.org

Scott Wilsens
School Counselor
N11268 Antigo St., PO Box 800, Elcho, WI 54428
715-275-3225 X 1160
swilsens@elchoschool.org

The Board designates Paige Zutavern/ Principal as the coordinator who is ultimately responsible for oversight of the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures can be located at www.elchoschool.org.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to www.elchoschool.org

OCR's regional office in Cleveland can be reached at:

Chicago Office
Office for Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

General Discrimination Complaint Procedures

Any complaint will be accepted either orally or in writing to the District that can be objectively understood as a request to investigate and decide about alleged discrimination under Title IX. The District will treat both complainants and respondents equitably, with presumed innocence until a determination is made at the end of the grievance procedures.

1. Evaluation- determine whether to dismiss a complaint or investigate it within 10 days of receiving a complaint.
2. Investigation - investigation completed (ie. collect relevant evidence) within 30 days, determining the charges are required.
3. Determination - After the parties either submit responses to the evidence/description of the evidence, relevant information is considered, and a determination is made within 10 days.
4. Appeal - a party filing an appeal of a decision must be within five days of receiving the determination.

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 parental requests to excuse the student from participation in any activity are 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.

For more information, see Board of Education Policy #5223: Absences for Religious Instruction

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.

Career and Technical Education programs are available to students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). The District Administrator is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned.

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.

School and School District Performance Report

Annually, by January 1, each school board is required 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.

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, under [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 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. 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 that the student attends who are certified or licensed under State law, for legitimate educational purposes, including safety interests. Student Records will be forwarded to other schools that have requested the records and in which the student seeks or intends to enroll, is already enrolled, as long as the disclosure is for the purposes related to the student's enrollment or transfer.

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 allowed 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 after inspection and for 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 the administration without prior written parental/adult student consent.

For more information, see Board of Education Policy # 8330: Student Records

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).

Notice of Incomplete/Inadequate Immunization Records

Schools must notify a parent or guardian of any minor student who has not met the immunization or waiver requirements found in state law. A notice must be provided, in writing, by the 15th and (if still not in compliance) the 25th school day after the date on which the student is admitted to the school or child care.

Notices must cite the applicable requirements, specify missing immunizations, identify the availability of waivers related to health or due to religious or personal conviction, and state that court action and penalty due to noncompliance. The notice shall explain the reasons for the immunization requirements and include information on how and where to obtain the required immunization.

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 an access request.

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 access arrangements 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 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, the collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* is required 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 the student’s parent;
2. Mental or psychological problems of the student or the 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, is used 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 the 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 is 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 will 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

Parent Notifications Related to Early Literacy- 2023 Wisconsin ACT 20

Wisconsin school districts are required to comply with 2023 Wisconsin ACT 20, which requires all Wisconsin schools to provide science-based early literacy instruction in both universal and intervention settings for students in grades 4K through 3rd grade.

Beginning in the 2024-2025 school year, school districts are required to administer reading readiness screeners to students in grades 4K through 3rd grade. The assessments will be administered twice a year to students in 4K and three times a year to students in grades 5K through 3rd grade. Each time students are administered the readiness screener, written results must be provided no later than 15 days after the assessment is scored in an understandable format that includes all of the following:

- The pupil's score on the reading readiness assessment.
- The pupil's score in each early literacy skill category is assessed by the reading readiness assessment.
- The pupil's percentile rank score on the reading readiness assessment, if available.
- The definition of “at-risk” and the score on the reading readiness assessment that would indicate that a pupil is at-risk.
- A plain language description of the literacy skills the reading readiness assessment is designed to measure.

Additional requirements of the 2023 ACT 20 include parent notification requirements that will apply to some students based on the student's individual needs and situation. For example:

- 2nd Edition Wisconsin's Guidebook on Dyslexia and Related Conditions
- Notices related to personal reading plans
- Notice of pupil promotion without completion of personal reading plan.

Each school district that operates with elementary grades is required to adopt and maintain an “Early Literacy Remediation Plan.” The plan must include a “parent notification policy” that, at minimum, addresses various parent notification requirements and be posted on the school district website.

Child Nutrition Programs and Free and Reduced-Price Meal Information

Elcho School participates 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 in the Parent Portal. Applications must be done annually. If you need assistance completing the process with Infinite Campus or would like a paper copy mailed to you, please let the District know. An electronic copy of the application can be found at this [link](#). 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 a ½ cup of fruit or vegetable.

For your child's lunch meal to be reimbursable, they must take at least three different food components, one of which is ½ cup of fruit or a 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.

For the 2026-2027 school year, meal prices are:

Meal	Reduced Price	Elementary	Middle/High	Adult/Guest
Breakfast	\$0.30	\$2.60	\$2.95	\$3.39
Lunch	\$0.40	\$2.90	\$3.20	\$4.20

Meal prices are 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. Food service accounts that are delinquent (-\$100) at the end of the school year will be sent to collections.

If a child requires a meal modification to accommodate a disability or food allergy that restricts the diet, parents must provide the Medical Statement for Special Dietary Needs. The statement must be signed by a state-authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information:

- an explanation of how the student's physical or mental impairment restricts the diet;
- the food(s)/type(s) of foods to be avoided;
- the food(s)/type(s) of foods to be substituted;
- additional pertinent information, if any, that will assist in accommodating the student's needs.

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

By 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, audiotope, 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 the 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.

PROGRAMS AND SERVICES

Notice of Educational Options

Pursuant to Wisconsin State Statute 115.28(54m), notice must be provided regarding the educational options available to all students who are at least three years of age, but not yet 18 years old. The District's primary educational and instructional program for students living within the District is provided with 4-year-old kindergarten through 12th grade, leading to a high school diploma. The most recent school and district accountability report, as issued by the Wisconsin Department of Public Instruction, can be accessed on the district [website](https://www.elchoschool.org) (<https://www.elchoschool.org>), under the District heading.

Location	Grades included	Rating
Overall District	4K - 12	Meets Expectations
Elcho Elementary	4K - 5	Meets Expectations
Elcho Middle School	6 - 8	Meets Expectations
Elcho High School	9 - 12	Exceeds Expectations

Some of the specific education programs offered by the Elcho School District include;

- Early childhood special education (for students who are at least 3 years old but not yet school-age)
- Special Education for students with disabilities
- Career and Technical Education (CTE) programs
- Alternative education program(s)
- At-risk education (e.g. for students identified as being at-risk for not graduating from high school)
- Start College Now
- Virtual Course Offerings
- Youth Apprenticeship

Other options available for families living within the boundaries of the Elcho School District include;

- Enrollment in a private school
 - Special Needs Scholarship Program
- Open enrollment in another public school district
- Enrollment in a home-based education program
- Attend summer school classes

Educational options for children enrolled in a home-based education program or a private school:

- May apply for approval to attend up to two courses with the Elcho School District (must meet eligibility requirements)
- Early College Credit
- Participate in District extra-curricular activities.

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.

Education of Homeless Children and Youth

The McKinney-Vento Act defines homeless children and youth as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
 - living in emergency or transitional shelters
 - abandoned in hospitals
 - living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
 - living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the **Elcho School District** provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated based on their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children, including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Scott Wilsens, homeless liaison for the Elcho School District, at (715) 275-3225 x 1160 or swilsens@elchoschool.org for additional information about the rights and services described above.

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 before 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 x1520. All Human Growth and Development materials are found on the district website, under the Curriculum tab, [labeled HGD](#).

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.

Education for Employment

Education for Employment (PI-26) is Wisconsin legislation that requires districts' Academic and Career Planning to take place in all Wisconsin public schools. Elcho School [Board Policy #2420](#) outlines the district's commitment to this work at all grade levels. The education for employment program shall include a long-range plan approved by the Board and developed by a team of District staff and community stakeholders, which may include businesses, postsecondary education institutions, and workforce development organizations. The Board will annually review, including a review of student postsecondary outcomes. The District shall annually notify parents of its education for employment program. The notice shall inform parents of the information and opportunities available to students under s. PI 26.03 (2) and (3), including the availability of programs at technical colleges.

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, because of any of the following, needs special education and related services.

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

Child Find: The District identifies, locates, and evaluates all children with disabilities, regardless of the severity of their disability, who require 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 ongoing 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 that 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 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, 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 of having 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 has a disability. A referral may be made by contacting Rachel Lemanczyk, Director of Special Education, Elcho School District at 715-275-3225 ext 1080, by writing her at PO Box 800, Elcho, WI 54428, or by email at rlemanczyk@elchoschool.org.

Special Needs Scholarship Program

School boards are required by section 115.7915(5) of the state statutes to annually notify the parents/guardians of each child with a disability enrolled in the school district of the Special Needs Scholarship Program (private school voucher program), which is available to students with an individualized education program (IEP) who meet specified conditions outlined in state law. Additional information regarding this scholarship program and related parent information can be found on DPI's [website](#).

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act that 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.

The Section 504 Coordinator is Scott Wilsens, swilsens@elchoschool.org 715-275-3225 x1160

Americans with Disabilities Act (ADA)

The Elcho School District will provide disabled individuals 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 that 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 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

The Elcho School District believes in providing opportunities for every student, every day. If there is a student who requires English Language instruction, parents will be notified before an assessment given and will be provided with the results. or contact Scott Wilsens, School Counselor.

For more information, see Board of Education Policy #2260.02: Services for Bilingual Students/ English Learners

Parent Concerns - Communication Procedure

Communication is an essential component of 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 June and December 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, Building and Grounds Director. Copies of the plan are available at the district office for a fee. The District Office is located at N11268 Antigo Street, Elcho, 54428.