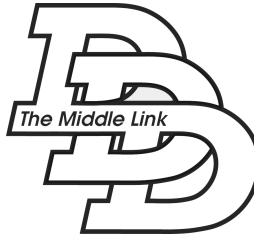




2018-2019

Family Handbook



WELCOME TO DEFOREST AREA MIDDLE SCHOOL

404 Yorktown Road
DeForest, WI 53532
Phone: (608) 842-6000
Fax: (608) 842-6015

Website: <http://www.deforest.k12.wi.us/dms/>

Parents:

We feel privileged and look forward to working with you in the education of your child. We hope you will be an active participant in your child's school life. Should you ever have questions regarding the middle school program please contact us. We hope this will be an exciting and successful year for you as a middle school parent. We encourage you to make use of the district and middle school webpage to keep informed on school news. These pages also have information such as lunch menu, weekly activities, school closings and team websites for assignments.

Sincerely,

Kurt Becker, Dana Broehl and Tamara Weisbrod

SCHOOL BOARD

President.....	Jan Berg
Vice President.....	Steve Tenpas
Clerk.....	Brian Coker
Treasurer, Governance Officer	Sue Esser
Director	Jeff Miller
Director	Spencer Statz
Ambassador.....	Linda Leonhart
Ambassador.....	Gail Lovick
Ambassador.....	Terri Treinen

CENTRAL OFFICE ADMINISTRATION

District Administrator-Dr. Eric Runez
Director of Business Services/Transportation-Pete Wilson
Director of Instruction-Rebecca Toetz
Director of Pupil Services-Sara Totten
Director of Human Resources-Nathan Jaeger

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PURPOSE

The purpose of this handbook is to make parents/students aware of the policies and procedures of the middle school. Students should become familiar with its contents and take it home for parents to read. Certainly not all our policies and procedures are in this handbook. Individual teachers will have classroom expectations, and during the year we may need to change existing policies. However, students and parents will be kept informed by the principal and teachers of any changes. It is the belief of the school personnel that the vast majority of students will cooperate and work to do the right thing if they have the facts.

DMS PHILOSOPHY AND PROGRAM

DeForest Area Middle School operates under the middle school concept. The mission of the school is to develop adolescent learners who will:

- Acquire academic skills
- Begin to understand and internalize the concept of potential
- Solve problems creatively
- Become independent, responsible life-long learners
- Grow socially into caring, responsible citizens
- Demonstrate healthy physical and emotional behaviors
- Honor diversity and respect individual differences

The curriculum of the middle school has been designed to meet the unique needs of the middle school student. Exploratory classes are offered in addition to the math, language arts, reading, social studies and science areas. Fifth and sixth graders will participate in quarter long classes of art, music, and health. Fifth graders will also take a quarter long writing class while sixth graders participate in a quarter long class of speaking. They will have physical education and computer classes every other day. Seventh and eighth graders may participate in semester long classes of tech ed, art or culture. They will also have physical education, health and consumer literacy classes on alternating days for the duration of the school year.

CLASS SCHEDULE

	5th	6th		7th	8th
8:00 - 8:47	1st	1st	8:00 - 8:47	1st	1st
<i>Passing Time</i>			<i>Passing Time</i>		
8:50 - 9:37	2nd	2nd	8:50 - 9:37	2nd	2nd
<i>Passing Time</i>			<i>Passing Time</i>		
9:40 - 10:27	3rd	3rd	9:40 - 10:27	3rd	3rd
<i>Passing Time</i>			<i>Passing Time</i>		
10:30 - 11:17	5th	4th	10:30 - 11:17	4th	4th
			<i>Passing Time</i>		
11:17 - 11:39	Lunch	Activity Time	11:22 - 12:02	5th Norski Time	5th Norski Time
11:39 - 12:00	Activity Time	Lunch	12:02 - 12:24	Lunch	Activity Time
12:05 - 12:45	5th Norski Time	5th Norski Time	12:24 - 12:45	Activity Time	Lunch
<i>Passing Time</i>					
12:48 - 1:35	6th	6th	12:48 - 1:35	6th	6th
<i>Passing Time</i>			<i>Passing Time</i>		
1:38 - 2:25	7th	7th	1:38 - 2:25	7th	7th
<i>Passing Time</i>			<i>Passing Time</i>		
2:28 - 3:15	8th	8th	2:28 - 3:15	8th	8th

ATTENDANCE

In accordance with Wisconsin's Compulsory Attendance Law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years of age, unless they have a legal excuse, fall under one of the exceptions outlined in state statutes, or have graduated from high school. [AR 6.3b (2a)]

Students are granted a total of 10 absences (including excused and unexcused) during the school year. Please note the following: Missing 2 or more full class periods will count as a full day absence. Any absence that is excused by a doctor's note will not be counted as one of the 10 absences.

After 7 absences, families/guardians will receive an attendance notification via Skyward.

After 10 absences, families/guardians will receive notification that any future absences will require a doctor's note to be excused.

When a student has 5 unexcused absences within a semester, a meeting will be held with the family/guardian, the student and the student's associate principal and counselor. The district may then refer the student to the DeForest Police Department for habitual truancy.

The DeForest Area School District's full Attendance Policy is available on the district's website.

What is a district excused absence?

1. A physical or mental illness that prevents attendance.
2. Medical, dental, chiropractic or other valid professional appointments (please provide doctor's notes in order to avoid having these absences count toward the 10 allotted for each academic year).
3. Parental Excused – Parent(s)/guardian(s) excuses an absence. Oral or written documentation is required. These cannot exceed 10 days without authorization from the Principal or designee.
4. Funerals.
5. Religious holidays.
6. Court appearances or other legal proceedings that require student attendance.
7. In-school and out-of-school suspensions.
8. School-sponsored trips and athletic events.

What is an unexcused absence?

1. A student who is absent from school with or without the consent of a parent/guardian, but whose absence does not fall under reasons listed above, will be considered unexcused.

When are pre-arranged absences excused?

1. A student/parent/guardian trip or event when a student has fewer than 10 absences.
2. Special circumstances that are excused in advance by a principal or associate principal.

What are the procedures for pre-arranged absences?

Pre-arranged absence forms can be picked up in the office. Students must get the signatures of their teachers and parent/guardian. Students will take the form to the main office **before** the day of their absence.

Parents/guardians are *strongly* encouraged to use the vacation time scheduled by the district. It is not possible to make up the experience of being in the classroom, and a student's grade could possibly be affected.

Parents/guardians are reminded that it is often not possible to give out the class work before the departure date. There may be work to complete when the student returns and it needs to be completed in a timely fashion.

Notifying School of an Absence

Parents/guardians are asked to notify the school of an absence in one of the following ways: call the attendance line at 842-6010, send an email to damsattendance@deforestschoools.org or enter the absence through Skyward Family Access. It is not necessary to inform a child's individual classroom teachers. Failure to contact the school will result in an automated telephone call to the home or work place of the parent/guardian.

Doctors Notes

At all medical appointments, please request a doctor's note to verify the attendance at the appointment. This note should be turned in to the office upon return to school.

When a student has missed school due to illness and has seen a doctor, please provide the school with a doctor's note. Doctor's notes may not exceed 30 school days (*Wis. Stat. sec. 118.15(3)(2)*).

Chronic Health Concerns

Parents, guardians and students are urged to report any diseases or chronic ailments to the nurse, principal or school counselor. This will assure the student the best possible care and attention in the event it is needed. All health concerns will remain confidential.

Tardiness

Tardiness is defined as not being in the classroom at the end of the bell tone. Unless a student has a pass from a teacher, any tardy will be recorded as unexcused. The classroom teachers will handle excessive tardies before referring a student to the office. Any disciplinary measures should involve parental contact before the office referral.

Students who are late to first hour class 5 times will have a letter sent home informing the parent/guardian of the concerns. Once a student is tardy for first period 5 times or more, a consequence may be assigned.

Students who arrive 15 or more minutes late to first hour class will be considered unexcused for that period.

Leaving School for an Appointment

If students need to leave school for any reason during the school day, parents/guardians should send a note, call the attendance secretary at 842-6010 or send an email to damsattendance@deforestschoools.org. The note, call or email should contain the following information:

- Student's Name
- Grade
- Parent/Guardian Name
- Reason for absence
- Time of departure

When it is time for the student to leave, the student will come to the office to sign out. Parents/guardians **must** meet their child in the school office at the designated time. When the student returns to school, he/she will sign back in and return to class. Parents/guardians do not need to come into the office when students return to school.

Leaving School Due to Illness

If a student becomes ill during the day, they should tell their teacher who will then send them to the office. Students should not use their own personal devices to contact home. Parents/guardians are asked to be respectful of this school policy. The nurse or secretary will decide whether or not the student needs to be sent home and will contact the student's parent/guardian. If the nurse or secretary cannot contact the parents/guardians, the student will be kept in school. If the nurse or secretary is not available, one of the associate principals will make the decision to send the student home. Parents/guardians will enter the office and sign their child out for the day.

Student Responsibility

1. Students **must always** check in and out at the school office when they leave and return to school during the day.
2. Students must be in attendance for 4 or more class periods if they plan on participating in extra-curricular or after school activities.
3. Make Up Work – With the exception of an expelled student, all students who are absent will be given the opportunity to make up work missed in accordance with the following guidelines:
 - **It is the parents/guardians responsibility to contact teachers to make arrangements for making up work missed during an absence from school.**
 - **Students who miss school will be given the opportunity, whenever possible, to make up work missed when they return to school.**

STUDENT INFORMATION

Activity Time

5th - 8th Grades

Students will go outside for their activity period every day except if the **temperature or wind chill goes below ten degrees Fahrenheit**. Students should come to school prepared for the weather. In times of inclement weather, students will have options of going to the library, the Large Group Room or the gym.

Awards

The following are some of the awards that are presented to students based on the criteria given:

Perfect Attendance (grade 5-8) One-year, Two-year, Three-year, Four-year. The cut off for all awards is May 17, 2019. Perfect attendance is zero to two class periods missed for the entire year. Pre-arranged absences do count against perfect attendance.

Scholastic Achievement Award (grades 7-8): This award goes to students who have been able to maintain a 3.5 quarterly grade point average for each of the first three quarters of the school year.

Presidential Education Excellence Award (grade 8): This award goes to students who have been able to maintain a semester grade point average of 3.5 of their 7th and 8th grade years **and** scored in the top 15% on the fall or winter ACT Aspire for their 8th grade year.

Backpacks

Backpacks may **not** be brought to classes. They are to be left in lockers throughout the day.

Band & Choir Drop Policy

Sixth grade students who wish to drop choir or band from their schedule may do so during the last week of the semester and should obtain a drop slip from the choir or band director. The properly completed drop slip must be turned in to the counselor by the end of the semester.

Seventh and eighth grade students enrolling in band and choir do so with the understanding that it is a year-long course. Those students who wish to drop music from the schedule may do so only with a request for a parent/guardian/student/counselor conference initiated with a phone call from a parent. Band and choir directors will only honor a request with a scheduled meeting and conference.

If a student requires a math or reading intervention, he/she will be pulled from band, choir or another elective class for a period of time to receive the intervention.

Bullying

The DeForest Area School District strives to provide a safe, secure and respectful learning environment for all members of the school community in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying to maintain the mission and vision of the school district.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying is repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; medical condition; physical or mental ability or disability; and social, economic or family status.

Bullying behavior includes but not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, threatening behavior, defacing or destruction of property).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racial or sexual remarks).
3. Indirect (e.g. spreading rumors, intimidation through gestures, posting or sending insulting messages or pictures by mobile device or using the internet – also known as cyber bullying).
4. Any other deliberate or intentional behaviors, as deemed by school officials, that are intended to cause fear, intimidation or harm.

Reports of bullying by observers or those aware of acts of bullying against another may be made verbally or in writing and may be made confidentially. Students may use the online reporting system on the website to make a report at home or at school. All such reports, whether verbal or in writing, will be taken seriously and an account of the incident is to be documented. A written record will be made by the recipient of the report and the appropriate school personnel will respond to the report.

There shall be no retaliation against individuals making such reports. Retaliation includes attempts to restrain, interfere with, coerce, discriminate and/or take reprisal action against any complainant and his/her witnesses or any other person in connection with a complaint or the procedure related to the investigation and resolution of a complaint. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

The school principal or designee will conduct an investigation of the bullying report to collect whatever information is necessary to determine the facts and the seriousness of the report. The investigation of a complaint should be initiated as soon as possible, but not later than two school days upon receipt of the complaint by the principal or designee. Appropriate consequences and desired outcomes will be determined and measures taken to ensure a safe learning environment for all. Parents and/or guardians of each pupil involved in a bullying incident directly involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action that may include, but not limited to suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will be available to provide support for the identified victim(s). *AR 4.7(3)*

Bus Rules

Bus transportation is provided for students in the DeForest Area School District. Students are expected to exhibit good behavior at all times on school buses and are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the buses as a teacher over students in the classroom. The bus serves as a classroom on wheels. If any student behaves inappropriately, he/she will be warned about it. If he/she persists, he/she will be promptly disciplined by

the school and may be denied the privilege of riding the bus. For further information, see the bus discipline policy which is available in the office or at the bus company.

A note from home must be brought to the office in the morning for a child to ride the bus home with a friend and a bus pass will be given.

Bus Pass

A note from home must be brought to the office for a child to ride the bus home with a friend. A bus pass will be provided for the child to give to the bus driver.

Bus Line

The school day ends at 3:15 PM for all students. The buses will begin to arrive at school at this time. Students are expected to leave the building promptly and be in their bus line until the bus arrives.

All students not participating in an after-school activity are to be out of the building by 3:30 PM. For security reasons, once students have exited the building for the day, they may not re-enter through any door other than the front doors.

Students who walk to school are not to be loitering in the bus lines at the end of the school day. We encourage parents to pick up their children on the 5/6 or 7/8 side of the building. The front of the school is to be used for the bus riders only.

Cafeteria Rules

1. Be respectful and courteous to everyone.
2. Be responsible and clean. Return trays and dispose of milk cartons, napkins, crumbs and trash properly. Clean up any spills.
3. Keep lunch lines straight, no bunching up or cutting in line.
4. Use quiet voices in the cafeteria (level 1 or 2).
5. Be safe. Stay seated except for restroom breaks or taking care of clean up.
6. No throwing of food or other items.
7. A lunch supervisor will dismiss tables.

Any failure to follow these expectations may lead to the following:

1. Assigned seating
2. Loss of lunch and/or recess
3. Going to the end of the lunch line
4. Restorative action
5. Suspension

Vending Machines

The vending machines for student use before and after school are in the cafeteria.

Computer Use

The District understands the importance of teachers, students and parents engaging, collaborating, learning and sharing in digital environments. The District is committed to developing and providing technology resources that promote learning for students and staff and to facilitating resource sharing, content creation, collaboration, innovation and communication.

Rules:

1. **Security:** When you use the District's computers, networks (wired or wireless), and resources, you're sharing with others. Your use shouldn't interrupt the work of others. Do not intentionally seek to modify files, passwords, information, hardware or resources belonging to other network users without permission.
2. **Account Security:** You are responsible for keeping passwords secure, whether it's for the network, mail, or other resources. Passwords should not be shared with other students. Don't let others use your login. If you leave your computer or other device, be sure that it is locked.
3. **Harassment:** Use of the District's electronic information, network resources and communications services to transmit information that is discriminatory, harassing or offensive to others or material that defames an individual, company or business, or discloses personal information without authorization is not allowed.
4. **Unlawful Use:** Use of the District's Electronic Information, Network Resources and Communications Services and Social Media in violation of any local, state or federal law is prohibited.

Students are responsible for their actions. If students violate these rules, their account(s) may be terminated and future access could be limited or denied. Additional consequences may apply according to student discipline policies.

Dance Rules

1. No high school students or guests from other schools will be allowed to attend the dance.
2. Any students on activity restriction may not be allowed to attend the dance.
3. Students are expected to show respect to all staff, parents and other students.
4. Dances begin at 3:15 PM and end at 5:15 PM.
5. No students will be allowed in any hallways. Students violating this rule may be asked to leave.
6. Students must take their coats to the cafeteria area; they will not be allowed to go to their lockers during/after the dance.
7. Any behavior which is deemed inappropriate in the opinion of the chaperones is to be corrected through either a verbal warning or removal from the dance.
8. Any student who chooses to leave during the dance will not be permitted back.
9. Any student who missed 4 or more class periods during the day of the dance may not attend the dance.
10. It is the responsibility of the student to arrange for rides home prior to the dance. The office phone will not be available for phone calls.

Dress Code

Students who dress properly and have a neat appearance contribute to positive school morale. Students are expected and required to wear clothing that is neat and safe. If, in the judgment of middle school staff, the dress of a student is a distraction to the educational process or constitutes a health hazard, that student will be asked to correct the problem. Listed below are examples of items that are inappropriate for a school environment and are therefore not allowed. [AR 4.3 (6)]

1. Apparel with alcohol, tobacco or other drug related logos or topics.
2. Apparel with sexually suggestive images, violent images or obscenities.

3. Apparel that contains words, pictures or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or disability.
3. Clothing that does not provide proper, adequate coverage. A student's midriff (stomach), back, chest (front and sides), buttocks and undergarments must be covered.
4. Hats, hoods and sunglasses.

Coats may be worn to school, at recess and from school. Coats and jackets may not be worn in the classroom. A call home will be made if a student is in need of additional covering or change of clothes.

Dress Code – Physical Education

1. Clothing that is safe and appropriate must be worn (no cut-off or ripped clothing or zipper pants).
2. Chest areas, undergarments and midriff (stomach) must be covered.
3. Athletic shoes must have light colored soles.

Expectations at Athletic Events at DMS

We welcome your attendance at athletic events. Your support and encouragement of the athletes, sport and coaches is appreciated. Remember that you are a representative of our school and the Norski and DeForest Area communities and we expect you to demonstrate character in all your actions while in attendance. Show your Norski pride and spirit!

- Food and drinks should be consumed in the cafeteria. An adult may ask you to finish your item before entering one of the gyms.
- You are allowed to leave the gym only at halftime. Please return to the gym when asked by the supervisor.
- If you leave the building and exit school grounds, you will not be allowed to re-enter.
- You are not allowed to go to the academic hallways without permission. Supervisors or custodians will ask you to return to the cafeteria or one of the gyms.
- Do not walk, cut through or crawl under the bleachers.
- If you need to use your electronic device, please do so discretely. Misuse of technology in the gyms or cafeteria may result in confiscation of the item by the supervisor in charge.
- When seated in the gym your cheers and applause should be positive, supportive and appropriate for a school setting. Negative cheering is not acceptable for the DeForest or opposing teams.
- If you are asked to leave the game, please do so. Your name will be given to the assistant principal who will determine future consequences. One consequence may be loss of privilege to attend any/all future athletic events at the middle school and/or high school.

Extra-Curricular Activities

The DeForest Middle School offers a variety of activities for students. Activities include: Student Council (5-8), Science Club (5), Yearbook Club (8), Math Club (5-8), Forensics (5-8), Show Choir (7-8), Cross Country (6-8), Girls Volleyball (7-8), Boys Basketball (7-8). Wrestling (6-8), Girls Basketball (7-8) and Track (7-8).

Families in Transition (Homeless Children and Youth)

It is the policy of the DeForest Area School District to ensure homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of

Wisconsin and DASD academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Field Trips

All students are expected to participate in the field trip opportunities provided by the middle school. If families make the decision to not have students participate in a curricular field trip, please know that an alternate assessment may be required. If there are financial concerns, please contact the associate principal or counselor. Students will be expected to be at school on the day of the field trip.

If students are deemed a safety concern to themselves or others, or have demonstrated a repeated failure to follow school rules, those students can be denied the privilege of going on any field trip.

Food, Beverages, Candy

In order to maintain a clean school and work environment, food, beverages and candy are only to be consumed in the cafeteria. Food should not be consumed during passing times, in hallways or at lockers. Food may be eaten in classrooms when a staff member has given permission. Water bottles are allowed in the school.

Food Sold in School

All food sold before, during and one-half hour after school must comply with the USDA's Smart Snack policy. This includes bake sales, fundraisers, vending machines, ala carte items and the school store. Items must meet calorie, sodium, fat, sugar, portion size and special nutrition requirements in order to comply. Please contact Becky Terry at 842-6511 or bterry@deforestschoools.org for more information.

Hall Passes

Students are required to have a pass while in the hallways during class time.

Harassment/Sexual Harassment

Harassment is defined as participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals according to race, religion or sex. Sexual harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of sexual nature. Sexual harassment may include, but is not limited to: Verbal harassment or abuse; Subtle pressure for sexual activity; Inappropriate patting or pinching; Intentional brushing against an individual's body; Any sexually motivated, unwelcome touching or sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose. Any person who believes he or she has been the victim of harassment/sexual harassment by any person in school should report the incident immediately to a counselor, teacher, administrator or school liaison office. All reported incidents will be investigated.

Homework Club

The DMS Homework Club is available to all 5th-8th graders and is offered on Tuesdays, Wednesdays and Thursdays weekly from 3:15-4:15. The location of Homework Club will be announced at the beginning of the school year. Students may use this quiet environment to do homework or study.

Library Media Center (LMC)

The LMC functions as the information center of the school by providing a wide variety of instructional materials and audiovisual equipment that support the curriculum. The Media Director assists students to become independent and productive users of information and provides resources to establish a lifelong interest in learning and reading. The LMC provides equal access to resources that represent different viewpoints in order to develop responsible citizens in our society. Students are responsible for library materials checked out and if materials are lost or damaged, students will be expected to pay for them. The

library is open before school, during the school day and after school. Students may utilize the library during study hall for a specific task and must sign in and identify the purpose of the visit.

Media/Cell Phone Policy

Students are not allowed to use cell phones from the hours of 8:00 to 3:15. Students must keep all cell phones off or silent in their lockers while in the school building. Phones will be confiscated if used during the day and returned to the student at the end of the day. Recurrent incidences of cell phone abuse will result in the cell phone being released only to the parents.

Students who bring electronic devices do so at their own risk. The DeForest Area School District is not responsible for the safety, security, loss of or damage to devices brought to school.

Student use of personal electronic communication devices in support of learning activities or on incentive days is allowed in school buildings and on school grounds at the discretion of teachers and administrators. Students may not use personal electronic devices in the restrooms or locker rooms.

Use of personal electronic communication devices shall not disrupt the educational process or the work of others. Students are prohibited from recording or photographing others without their consent. Students violating District Acceptable Use or disciplinary policies shall be disciplined in accordance with established procedures. *AR 4.3(10)*

Non-Discrimination Statement for Students of DeForest School District

All students attending DeForest Area School District schools may participate in educational programs and activities, regardless of creed, race, color, national origin, ancestry, religion, marital status, parental status, pregnancy, emotional, physical, mental or learning disability, sexual orientation or sex. The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. In addition, reasonable arrangements can be made to accommodate a student's sincerely held religious beliefs in regard to examinations and other academic requirements and to ensure that the lack of English language skills is not a barrier to admission or participation.

It is the intent of the DeForest Area School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for students, parents and employees who believe discrimination has been shown by the DeForest Area School District. Students with requests, concerns and/or complaints should contact the Director of Pupil Services.

Prohibited Items

Problems arise each year because students bring articles to school which are hazardous to the safety of others or interfere with school procedures. Such items as water dispensing devices, wallet chains, fireworks, lighters/matches, breakable items, laser lights and other items determined to be undesirable by the principal will be confiscated and returned to the parents/guardians at their request. Parents and guardians are asked to help students understand the necessity of such regulations.

Public Display of Affection

Public displays of affection that are found to be offensive to others and/or sexually suggestive in nature will not be tolerated in the school environment. Violators will be assigned appropriate consequences intended to end the offending behavior and educate the individuals on acceptable behavior. Parents/guardians may be notified if the behavior does not stop.

Restricted Areas

All students are to stay out of the staff parking lots located on Yorktown Road and Southbound Drive before, during and after school. When arriving or leaving school, students may not cut through the parking lots to get to the school entrances.

Skateboard, Rollerblade, Scooter, Bike Policy

Students may ride skateboards, roller blades, scooters and bikes to school. However, these devices **may not** be ridden on school grounds from 7:15-3:45 each day. These items may not be ridden in the school at any time. Shoes with wheels are also not allowed in school.

Telephones

The office phone is available for emergency phone calls. Students must obtain permission from an adult before using the phone.

STUDENT DISCIPLINE

District employees and their designees shall insure that conduct and behavior consistent with established District policies, rules and guidelines are maintained by students in the classroom, on school premises, on school buses and vehicles and during supervised, school-sponsored activities (e.g. field trips). Students shall be informed that teachers and administrators are authorized to use discipline for misbehavior and/or rule violations.

SUSPENSIONS

A student may be suspended for not more than a total of 5 days, or, if a notice of an expulsion hearing has been sent, for not more than a total of 15 consecutive days for non-compliance with Board of Education rules, or for knowingly conveying any threat or false information concerning an alleged attempt to destroy school property or engage in conduct which endangers the property, health or safety of others at school (Section 120.13(1)(b)(c) Wisconsin Statute).

Process for Appealing a Suspension

Prior to the suspension, students shall be advised of the reason(s) for the action; and given the opportunity to present their side of the story. The parent/guardian of a minor student shall be given prompt notice of the suspension, stating the reason(s) for such suspension. The parent/guardian may request a conference with the District Administration to discuss the suspension.

EXPULSIONS

The Board of Education may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board of Education members of the school district in which the pupil is enrolled and is satisfied that the interest of the school demands the pupil's expulsion.

The Board of Education may expel from school a pupil who is at least 16 years old if the Board of Education finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion already stated and is satisfied that the interest of the school demands the pupil's expulsion.

The Board of Education shall commence proceedings and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm.

PARENT INFORMATION

Extra-Curricular Activity Fees Fee Schedule

Athletic Sports Fee (1 st Sport).....	\$10.00
Each additional sport.....	\$5.00
Textbook Fee.....	\$20.00
General Fee	\$15.00
Yearbooks.....	\$15.00

Yearbook cost will be **\$17.00** if purchased after December 31, 2018 and **\$20.00** if purchased after February 28, 2019.

Gangs & Gang-Related Behavior

A “gang” is defined as a group of two or more individuals with a unique name, identifiable marks, colors or symbols who claim turf or territory, who associate on a regular basis, and who engage in antisocial or criminal activity.

The DeForest Area School District will not tolerate gang related behavior in the school, on school property, on buses, or at school-sponsored events. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate or promote activities that threaten the safety or well being of persons or property is harmful to the educational process and school environment and interferes with the mission of the school district.

The following gang-related behaviors are prohibited in school buildings, school buses and at school-sponsored activities:

- The presence of jewelry, accessories, manner of grooming, or apparel that implies membership, affiliation or sympathy with a gang (this includes bandanas and/or scarves).
- Displaying gang markings or slogans on personal property or clothing.
- Use of gang related hand signs or signals.
- Possessing literature that indicates gang membership.
- Antisocial or criminal activities that disrupt school or school-sponsored activities.
- Initiations, hazing and intimidation.

Violation of this policy will subject students to appropriate disciplinary action that may include suspension or expulsion proceedings.

Grading System

A uniform grading system is in place at the middle school for grades 5/6 and 7/8. Listed below are the numerical values and scores as they relate to letter grades:

	<u>5/6</u>		<u>7/8</u>
A	100-92.50	A	100-92.50
A/B	92.49-87.50	A/B	92.49-87.50
B	87.49-82.50	B	87.49-82.50
B/C	82.49-77.50	B/C	82.49-77.50
C	77.49-69.50	C	77.49-72.50
NI	69.49-0.02	C/D	72.49-67.50
NE	0.01-0.00	D	67.49-59.50
		F	59.49-.02
		NE	0.01-0.00

High Honor Roll....3.50 - 4.00

Honor Roll.....3.00 - 3.49

Grade point averages are calculated for grades 7-8 only. Class ranks are not available. Honor rolls will be published in the *DeForest Times Tribune* newspaper each semester.

Rubric Grading Scale

Level 4 – Thorough Understanding: Able to apply the concept to new situations.

Level 3 – Consistent Understanding: Able to apply the concept to similar situations.

Level 2 – Partial Understanding: Able to use the concept with prompting and support.

Level 1 – Minimal Understanding: Requires substantial help and support.

NE – No Evidence: Not enough evidence to determine student’s level of understanding.

Grading & Assessment

The evaluation of student progress and achievement is the ongoing responsibility of educators at the classroom, building and district levels. The grades students earn should be consistent, accurate and meaningful and they should support and reflect students’ learning of essential knowledge, skills and attributes. Student achievement will be evaluated using established criteria that are consistently applied.

Report Card

The purpose of the report card is formal documentation of a student’s academic achievement and work habits, also called Behaviors that Promote Learning, for the given grading period. Both components, achievement and work habits, are important outcomes for students who graduate from DASD.

Students who are struggling in either academic or work habits or who are not making progress in grade level benchmarks or learning targets will be invited to participate with their families in quarterly academic or behavioral progress meetings. They will meet with a counselor, team member(s) and an assistant principal to develop a plan of improvement that will be monitored and tracked for the subsequent quarter. The student and family will each have a part in the development of the plan.

Report Cards

The purpose of the report card is formal documentation of a student’s academic achievement. Report cards are posted quarterly on Skyward (our student information system).

Health Assistance Programs

Free immunizations are given as needed at the Dane County Public Health Buildings in Madison and Sun Prairie. Students may receive their required immunizations free of charge. Please call 244-6520 for times and dates. Free health clinics for children: Briarpatch Teen Helpline – 251-1126, South Side Medical Clinic – 277-3338, Madison Community Health Center – 261-9270 and Dane County Health Department – 244-6520.

Lockers and Other District-Owned Storage Space

Lockers and other District-owned storage spaces may be used by students for the storage of personal belongings, but remain at all times under control of the District. Such spaces may be inspected periodically and at any time without notice, student consent, or a search warrant. Inspections may be conducted by two of the following: a District Administrator or their designee. Any items seized during an inspection will be safeguarded. Students are expected to assume full responsibility for the security of belongings placed within lockers or other District-owned storage spaces. Students are informed of the locker-search policy at the beginning of each school year. Reference Section 118.325, Wisconsin Statutes.

Each student will have an individual locker with its own combination lock. Students are responsible for their locker. No locker assignment changes are to be made by students. Any marks or writing on lockers are to be cleaned immediately. **No one is to share his or her combination or locker with another student. Infractions of these rules may result in students losing their locker.** Lockers and desks are school property and subject to periodic inspection. Anything of value should not be brought to school. No expandable locker shelves are allowed, free standing/stackable ones only. Breakable items are not allowed in lockers. Due to allergies, no spray or aerosol items are allowed. [AR 4.3 (15)]

Lost and Found

Lost and Found is located in the main office and in the cafeteria. Items not claimed at the end of each quarter are given to local charities. Please label your personal items by name to help reduce loss.

Breakfast/Lunch Program

Nutrition and learning go hand in hand. Children who have proper nutrition have more energy and stamina to learn at school. Studies have found that students who do not have adequate nutrition are more likely to have behavior problems, lower grades, and a higher rate of absenteeism.

DeForest Area Middle School offers breakfast each morning from 7:30-7:50. Hot lunch is also offered each day. Meals offered at school meet the USDA Dietary Guidelines and provide the proper nutrition for students to fully achieve at school. In addition to full meals, a vending machine filled with healthy snacks is available. Items such as milk, juice, granola bars, yogurt and chips are regularly offered. A carton of milk can be purchased each day at school to go along with lunches brought from home.

How does the lunch program work?

An automated lunch program is used to account for family lunch accounts. Parents/guardians may send any amount of money to be placed in their child's account (checks made payable to DeForest Area School District are preferred). Make sure to put the child's name and/or lunch account number on the check. If paying cash, please place cash in an envelope and put the child's name and/or lunch account number on the envelope. Money may be dropped off in the drop box located in the middle school cafeteria. Payments received by 8:15 AM will be credited to the current day's balance. After 8:15 AM, deposits will be credited to the account on the following day.

What if I have a negative balance in my lunch account?

Any student who has a negative balance will not be allowed to purchase a second lunch or any additional meal items.

Breakfast/Lunch Charges

Breakfast.....	\$1.60
Lunch per day	\$2.85
Adult lunch per day.....	\$3.60
Milk	\$.30

Free/Reduced Lunch

Assistance with the cost of meals is available for qualifying families. An application for free or reduced price meals is available at each school office, by calling 842-6511, or on the district website at www.deforestschools.org/Foodservice.

Medical Excuse For Physical Education

A student may be excused from participating in physical education for a medical reason for up to two weeks (5 PE classes) with a note from a parent/guardian. A note from a doctor is required for an excuse longer than two weeks.

Medication Policy

Any students taking any type of medication at school must store the medication in the nurse's office. There are different forms that need to be filled out depending on the type of medication to be given at school. These **Medication Administration Request** forms are available at your school office or on the district website. The two types of medications and their related policies are as follows:

Non-prescription medications: Over-the-counter medications including Tylenol, Advil/Ibuprofen, cough medicine, cough drops, etc.

- a) Fill out the "White" form. No physician signature is needed. Include the name of the medication, dosage and reason for taking the medication. Also include a parent/guardian signature.
- b) Non-prescription medications will only be given if it is labeled with the name of the medication, dose and child's name. Please use original packaging, no baggies will be accepted. We do not encourage routine use at school, but understand that it may be necessary at times.
- c) Each child must have his/her own medication at school. With verbal permission from a parent, we can give medications for one time use.

Prescription Medications: Antibiotics, inhalers, etc. will be dispensed only when the following procedures have been followed:

- a) Fill out the "Blue" form. The top half should include the name of the medication, dose, time to be given, dates to be given, physician's signature and parent/guardian signature.
- b) All prescription medication (with the exception of inhalers), must be brought to the school by the parent. If it is impossible for a parent/guardian to bring medication, fill out the bottom half of the "Blue" form giving the student permission to transport the medication. All medication should be brought directly to the office. Students with asthma may carry their own inhalers.
- c) All medications must be in an appropriately labeled bottle from the pharmacy. The label needs to list the name of the student, dosage and frequency of the medication as well as the physician's name. Please do not bring medication to school in a baggie, envelope, plastic container, etc. as we cannot accept it this way.
- d) Prior to oral medication being brought to school, the number of pills in the bottle should be counted by the parent and written on the "Verification" form attached to the "Blue" form. The school staff will count the medication again to verify the count. This count will also be documented by staff on the "verification" form.
- e) It is the responsibility of the student to go to the office to receive their medications at the prescribed time.

All medication will be kept secure in a locked location in the office. It is the responsibility of the parent/guardian to pick up the medication when they are discontinued and at the end of the school year. If you need additional request forms at any time, please check with the school office. If you have any questions, please contact the DeForest Area School District Nurse. [AR 4.8 (2)]

Messages

Messages during the day will be given to students at lunch time and at the end of the day, except during testing times.

Norski Time

Norski Time is an academic period (5th hour) that will provide time for study, enrichment, content help and skill-building groups with student services.

School Closing

In case of inclement weather, Kobussen Bus Company will make the initial judgment of road conditions. The Superintendent will then make the final decision to close school. In the event that the buses do not run, all district schools will close. Information regarding school closings or delays will be made on local radio and television stations, DASD Facebook and Twitter and the DeForest Area School District's website: www.deforestschoools.org. Parents may also opt-in for text messages (see the district website for more information).

School Counselors

Counselors are assigned to students and follow them through grades 6-8.

Mrs. Hahn - - 842-6026

Grade 5 (Emerald) and 6

Ms. Rideout - - 842-6028

Grade 5 (Ruby) and 7

Mr. Wagner - - 842-6027

Grade 5 (Sapphire) and 8

How can a student get counseling services?

- Students may sign up with a counselor
- Parent/guardian request
- Staff request

What services do the counselors provide?

- Individual counseling regarding any personal, social, leaning and/or career concerns.
- Group counseling may include the following: friendship, family separation, anger management, death, peer relationships, grief and boys and girls groups. Groups may be done in conjunction with the school psychologist and the school social worker. Groups provide a safe atmosphere for discussion in which students can find a support system that helps them handle the every day tasks of adolescent life. Please contact a counselor if you do not want your child involved in groups.
- Counselors also provide classroom guidance throughout the school year.
- Resource for parents/guardians who want information on their child's school progress or personal/social development. Parent/guardian/teacher resources are available in the main office. Check-out will be through the counselors. They may also link families to community resources that address student needs beyond services offered at school.

School Hours

The school day begins at 8:00 AM and ends at 3:15 PM for all students. School doors will be open for student arrival at 7:30 AM. The buses will begin to arrive at school at 3:15 PM to pick up students. **All students not participating in an after-school activity are to be out of the building by 3:30 PM. Students may not use school buildings during non-school hours without prior administrative approval and appropriate supervision.** [AR 4.8 (4)] For security reasons, once students have exited the building for the day, they may not re-enter through any door other than the front doors.

Search and Seizure

School officials are directed to turn over to law enforcement officials any evidence of law violations found in student searches. All school personnel are directed to cooperate fully in the ensuing full investigation. If an administrator has reason to believe that an illegal act or violation of school rules has been committed or is about to be committed, he/she is authorized to search the student by requesting the student to empty all pockets, socks, etc. The administrator and at least one other District employee designated as a witness acting in accordance with the principals of *in loco parentis* is also authorized to search a student's personal property or any school district property used by the student, and seize any item prohibited by law or these regulations. [AR 4.3(14)]

Searches Using Trained Dogs to Detect Drugs

The DeForest Area School District authorizes the use of canine units to detect the odor of controlled substances in school buildings and grounds at the discretion of the District Administrator in conjunction with the building level administrator.

The canine unit will be used whenever:

- There is a reasonable suspicion that controlled substances may be hidden in the building.
- There is a reasonable suspicion that controlled substances may be hidden in vehicles parked in/on school property, or
- There is a belief that a random preventative search will be beneficial to the ongoing drug prevention effort in the school district.

The following specific procedures apply regarding the use of canine units:

- Canines may be used without prior notification to students and/or school personnel.
- Canines may be called by the school principal/designee with notification of the District Administrator/designee.
- While canines are in use, students and all employees not involved in the search will be restricted to designated spaces (e.g. classrooms, offices) and kept out of the hallways.
- In the event of a canine search, the locker, vehicle, or other area will be searched further using established district procedures. [AR 4.3 (14)]

Severe Weather

In the event of a severe weather warning, students and teachers will report to the areas designated on the yellow cardboard signs in the respective classrooms. Procedures will be followed according to the crisis plan posted in all school spaces.

Skyward Access

All teachers utilize the Skyward system to display, record and document academic and behavioral progress. We ask that staff members update their gradebook once each week. This may or may not include assignments or assessments that are incomplete or were submitted past the assigned due date.

If parents/guardians have a question regarding a documented academic or behavioral notation in Skyward, they are to first contact the teacher with questions or concerns. If there are additional questions that need clarification, parents are encouraged to connect with their child's counselor or assistant principal.

We encourage parents/guardians to utilize Skyward to monitor weekly progress and to keep current with missing assignments. Login and password information can be obtained by contacting one of the secretaries in the main office. In addition to Skyward, most staff or teams keep an updated website that details daily assignments and long-term projects or upcoming events. If your child regularly states, "I don't have any homework" or "I already turned it in", it is recommended that you check Skyward. [AR 6.3a (1a)]

Student Drop Off & Pick Up Areas

Fifth and sixth graders should be dropped off at the driveway on Southbound Drive. Seventh and eighth graders should be dropped off at the east entrance off Cleveland Avenue. **Between the hours of 7:30 and 8:00 and 3:00 and 3:30 the drive off Yorktown Road is for buses only.** Parents should not drop students off or pick them up in staff parking lots as it is very dangerous. Students should use crosswalks when walking in and out of school.

Tobacco Free School Premises

The Board prohibits the use and possession by students of tobacco products, or look-alikes on school property, on school buses or while involved in any school-sponsored activity.

Any student, regardless of age, who violates this regulation will be subject to disciplinary action, up to and including suspension or expulsion from school in accordance with state statute and Village of DeForest Ordinance. Students will be informed of the hazards of using tobacco products through regular in-school programming where appropriate. [AR 4.3 (7)]

Weapons

No person shall possess, use or store a weapon or look-alike on school property, on school buses or at any school-related event. Students violating Board policy shall be subject to disciplinary actions in accordance with established procedures up to and including suspension or expulsion. [AR 4.8 (6)]

Appendix A

Type of Complaint - Please check

- Title IX (Sex Discrimination)
- 504 (Handicapped Discrimination)
- ADA (Disability Discrimination)

DEFOREST AREA PUBLIC SCHOOLS DISCRIMINATION COMPLAINT FORM

Name: _____ Date: _____

Address: _____

Telephone: _____
(Home) (School or work location)

Status of person filing complaint:

- Student
- Parent
- Employee
- Other

.....
Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred):

Signature of Complainant: _____

Date of Complainant Filed: _____

Signature of person receiving
complaint: _____

Date Received: _____ Complaint Authority: _____

Submit all copies to the principal, or the immediate supervisor, or their respective secretaries. The person receiving the complaint will sign, date and number the complaint. One copy will be returned to the complainant, one copy will be sent to the principal supervisor affected by the complaint, and one copy will be sent to the District Non-Discrimination Officer.

DeForest Area School District

Notices to Students and Parents/Guardians

2018-19

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The following are annual notices related to students and school programs that Wisconsin school districts are required by law to provide. Questions may be directed to the District Administrative Center at (608) 846-6500 or the specific contact DASD Director where noted.

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Student Privacy

Except for immediate threats to health and safety, surveys, analyses, and/or evaluation of district students, directly or indirectly through curricula, that may reveal private information regarding those students or family members may be conducted only after receipt of written consent of the student, if the student is an adult or an emancipated minor, or the student's parent/guardian, if the student is an unemancipated minor.

In February 2018, the District will administer the Dane Youth Risk Assessment. Parents/Guardians will be notified prior the survey.

Private information as it pertains to this policy includes but is not limited to: religious beliefs or practices; political beliefs and affiliations; physical characteristics that may embarrass the student or family; sexual behavior or attitudes; critical appraisals of individuals with whom the student has close family relationships; legally recognized privileged or analogous relationships, including those with lawyers, physicians, or members of the clergy; income.

Notification to parents will also occur in the following situations:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose).

2. Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student or other students.

Contact: Director of Administrative Services



DeForest Area School District

Notices

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Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights & Privacy Act (otherwise known as FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - ~ DPI licensed school officials with legitimate educational interest, including safety interests;
 - ~ Other schools to which a student is transferring;
 - ~ Specified officials for audit or evaluation purposes;
 - ~ Appropriate parties in connection with financial aid to a student;
 - ~ Organizations conducting certain studies for or on behalf of the school;
 - ~ Accrediting organizations;
 - ~ To comply with a judicial order or lawfully issued subpoena;
 - ~ Appropriate officials in cases of health and safety emergencies; and
 - ~ State and local authorities, within a juvenile justice system, pursuant to specific state law.
 - ~ Law enforcement officers who are designated by the school board and assigned to the school district
- Schools may disclose, without consent, "directory" information. The DeForest Area School District identifies and communicates "directory data" information in a separate document, which is given to families during registration. Parents have the right to exempt their student from publication of "directory data". (See last page of this Notices document.)

A parent or guardian wishing to obtain permission for school personnel to release records or review pupil progress with other adults, e.g., grandparent(s), step parent(s), must first sign a "Release of Confidential Information" form which may be obtained at school offices or on the DASD website.

Contact: Director of Administrative Services
Ref: DASD administrative regulation AR 4.2(1)

Programs for English Language Learners

A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program the following information:

- (1) why the child is placed in the program (Note: 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;
- (3) how that level was determined and the status of the child's academic achievement;
- (4) methods of instruction in the program in which their child is placed and those of other available programs;
- (5) how the program will meet the educational needs of their child;
- (6) how the program will help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- (7) the specific exit requirements for the program;
- (8) in the case of a child with a disability, how the program meets the child's IEP objectives, and
- (9) information about parental rights.

For a student not identified as limited English proficient prior to the beginning of the school year, the District must notify parents within the first two weeks of the child being placed in such a program.

Contact: Director of Instructional Services
Ref: WI Statute, section 115.96(2)

DeForest Area School District

Notices

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Student Academic Standards

School boards are required to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. This notice may be provided electronically, including by posting the notice or a link to the specific academic standards on the school district's website. Also, the school board must annually include an item on the agenda of the first school board meeting of the school year (the first board meeting after July 1) that clearly identifies the student academic standards adopted by the board under section 118.20(1g)(a)1 of the state statutes that will be in effect for the school year.

The DASD academic standards, approved by the Board of Education on July 23, 2018 are available on the [district's website](#) (www.deforestschoools.org > District > Teaching & Learning)

Contact: Director of Instructional Services

Ref: DASD Administrative Regulation AR 6.2b(1) curriculum development; WI Statute, section 120.12(13)

Notice of Suicide Prevention Services

Suicide is preventable and its devastating results can be eliminated. Concerns about suicidal behavior should immediately be brought to the attention of school administrators, counselors, psychologists or the social worker. examples of suicidal behavior include, but are not limited to:

- Talking about suicide.
- Statements about hopelessness, helplessness, or worthlessness.
- Preoccupation with death.
- Suddenly happier, calmer.
- Loss of interest in things one cares about.
- Visiting or calling people one cares about.
- Making arrangements; setting one's affairs in order.
- Giving things away.

Each school year, the Director of Student Services provides all staff with information about Suicide Prevention Resources, including who to contact with concerns that someone might be at risk for self harm.

Student Assessments

Information about the state-required 4th, 8th, 9th, 10th, and 11th grade examinations administered to students enrolled in the district is available from the home page of the DASD website under "[District & State Assessments](#)."

Contact: Director of Administrative Services

Ref: WI Statute, section 118.30(1m)(d)

School Performance Report

Under section 115.38 the parent/guardian of each student enrolled in the district has the right to request a school and school district performance report. The report must be distributed to those parents/guardians who request it by May 1 each year. If the District maintains an Internet site (which DASD does), the school and school district performance report must be made available to the public on that site.

Contact: Dir. of Administrative Services

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.

School and district report cards for the 2017-18 school year will be released in Fall 2018. The Department of Public Instruction (DPI) produces report cards for every district and school in Wisconsin. These Accountability Report Cards include data on multiple indicators for multiple years across four Priority Areas:

- Student Achievement – performance on the state reading and mathematics tests
- Student Growth – improvement over time on the state reading and mathematics tests
- Closing Gaps – progress of student subgroups in closing gaps in reading and mathematics performance and/or graduation rates
- On-track and Postsecondary Readiness – performance on key indicators of readiness for graduation and postsecondary pursuits, whether college or career

Performance on three Student Engagement Indicators is also reported. These three indicators affect student success and school effectiveness.

- Test Participation Rate, with a goal of 95 percent test participation for all students and each subgroup.
- Absenteeism Rate, with a goal of 13 percent or less.
- Dropout Rate, with a goal of six percent or less.

A district's or school's Overall Accountability Score places the district or school into one of five Overall Accountability Ratings: Significantly Exceeds Expectations, Exceeds Expectations, Meets Expectations, Meets Few Expectations, Fails to Meet Expectations.

DASD publishes a link to the school's most recent accountability report on the home page under "[District & State Assessments](#)."

Contact: Director of Instructional Services
Ref: WI Statute, section 115.385(4)

DeForest Area School District

Notices

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Student Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying is repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; medical condition; physical or mental ability or disability; and social, economic or family status.

Bullying behavior includes but not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, threatening behavior, defacing or destruction of property).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racial or sexual remarks)
3. Indirect (e.g. spreading rumors, intimidation through gestures, posting or sending insulting messages or pictures by mobile device or using the internet - also known as cyber bullying).
4. Any other deliberate or intentional behaviors, as deemed by school officials, that are intended to cause fear, intimidation or harm.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school employees and school officials who observe or become aware of acts of bullying are required to report these acts to the principal or designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the principal or designee.

Reports of bullying by observers or those aware of acts of bullying against another may be made verbally or in writing and may be made confidentially. Each school provides an online system for reporting harassment, bullying, and safety issues ([example](#)). All such reports, whether verbal or in writing, will be taken seriously and an account of the incident is to be documented. A written record will be made by the recipient of the report and the appropriate school personnel will respond to the report.

There shall be no retaliation against individuals making such reports. Retaliation includes attempts to restrain, interfere with, coerce, discriminate and/or take reprisal action against any complainant and his/her witnesses or any other person in connection with a complaint or the procedure related to the investigation and resolution of a complaint. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The school principal or designee will conduct an investigation of the bullying report to collect whatever information is necessary to determine the facts and the seriousness of the report. The investigation of a complaint should be initiated as soon as possible, but no later than two school days upon receipt of the complaint by the principal or designee. Appropriate consequences and desired outcomes will be determined and measures taken to ensure a safe learning environment for all. Parents and/or guardians of each pupil involved in a bullying incident directly involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action that may include, but not limited to suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will be available to provide support for the identified victim(s).

Contact: Director of Administrative Services
Ref: DASD Administrative Regulation 4.7(3); WI Statute, section 118.46(2)

Annual Report to DASD Stakeholders

While not required by state statute, DASD publishes an annual report to stakeholders in July of each year. It provides information about the DeForest Area School District, highlights accomplishments from the previous year, and outlines the goals for the coming year. It is emailed to all DASD families and is available on the District website. Print copies are available at each school and in several public buildings throughout the DeForest-Windsor area.



DeForest Area School District

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Student Attendance

School attendance policies are included in each school's family or student handbook at the beginning of each school year. Students and parents/guardians are given a copy during registration and a copy is posted on the school's website.

Parents/Guardians have the right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes, and the decision making process to be used in responding to such requests under sections 118.15(1)(dm) and (e) of the state statutes.

Contact: Director of Administrative Services

Ref: DASD administrative regulation AR 6.3b(2a)

Education of Homeless Children and Youth

It is the policy of the DeForest Area School District to ensure homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Wisconsin and DASD academic standards, are not segregated on the basis of their status as homeless, are provided with comparable services, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

DASD will inform school personnel, service providers, advocates working with homeless families, the parents or guardians of homeless children and youth, and homeless children and youths of the duties of the local liaison for homeless children and youths. In addition, DASD will communicate specific information to parents and guardians of homeless children and youth, and unaccompanied youth as they are identified.

Contact: Director of Administrative Services

Ref: DASD administrative regulation AR 6.2a(4d)

Title I

The DeForest Area School District will be receiving funds during the current school year through the federal Title I program. This program provides federal dollars to help supplement educational opportunities for children who are most at risk of failing to meet the state's challenging content and performance standards.

There are two types of programs: Targeted Assistance and Schoolwide. Our District may receive funds through both Targeted Assistance and Schoolwide programs.

A Targeted Assistance program is one in which individual students are targeted to receive Title I services. Students are identified based upon multiple, objective, educationally related criteria. Services may be delivered in a number of ways such as in-class instruction, pull out instruction, extended day, week or year programming. The District is responsible for providing extra services to the identified children, coordinating with all school personnel involved with the children and involving parents in the planning, implementation and evaluation of the Title I program.

Schoolwide programs can use allocated funds to increase the amount and quality of learning time. Schoolwide programs serve all children in a school. All staff, resources, and classes are part of the overall schoolwide program.

Federal law requires that school districts receiving Title I funds share with parents the qualifications of teachers in the qualifying schools. There are questions parents may ask, including:

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

All teachers in the DeForest Area School District are highly qualified by Wisconsin's DPI and under the federal government's guidelines in the Elementary and Secondary Act. In addition, all of the teachers at the elementary schools are fully licensed for their assignment. If parents/guardians want to see the state qualification on their child's teacher, they may contact the school's principal or find it on the DPI website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.htm. In addition, the DeForest Area School District employs instructional aides who are qualified for their positions and receive ongoing training and professional development for this work.

Parents of students attending a DASD school receiving such funds may also request information regarding any state or local school district policy regarding student participation in any assessments mandated by law and by the district. Parents have the right to excuse their child from taking the state-mandated examinations in grades 4, 8, 9, 10 and 11, as well as state-mandated testing at grades 3, 5, 6, and 7. Districts may honor parent requests to excuse their child from state-mandated testing at grades 3, 5, 6, and 7 at their discretion and on an individual basis.

Information about assessments is available from the home page of the DASD website under "District & State Assessments."

Contact: Director of Instructional Services

Ref: 20 U.S.C. 6318(1)2 and (b), 20 U.S.C.6312(e)1A, U.S.C. 6312(e)1B(ii), 20 U.S.C. 6312(e)2A, 20 U.S.C 6312(e)2B, 20 U.S.C 6312(e)1B(i), 20 U.S.C 6311(h)(2)

DeForest Area School District

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Student Use or Possession of Electronic Communication Devices

Each building will establish and communicate their policy on student use or possession of personal electronic communication devices [e.g., electronic paging or two-way communication devices (cellular phones)] in school buildings, on school grounds and in school vehicles. The building principal is authorized to permit a student to use and/or carry a personal electronic communication device for medical, school, educational, vocational or other purposes as deemed appropriate. Students violating this policy shall be disciplined in accordance with established procedures.

Contact: Director of Administrative Services

Ref: DASD administrative regulation AR 4.3(10)

Human Growth & Development Curriculum

Elementary:

Education on Human Growth and Development is integrated into the total elementary curriculum. At the fourth grade level, there is a presentation on adolescent changes that is coordinated by the District's nurse. Questions on this program can be directed to the elementary principals, the Director of Instructional Services, or the District nurse who works with the elementary schools.

Middle School

Education on Human Growth and Development is integrated into the middle school health curriculum. Questions on this program can be directed to the principal, the Director of Instructional Services, or the middle school health teachers.

Contact: Director of Instructional Services

Student Locker (and other storage space) Searches

Lockers and other District-owned storage space, which may be used by students for the storage of personal belongings, remain at all times under control of the DeForest Area School District. Such space may be inspected periodically and at any time without notice, student consent, or a search warrant. Inspections may be conducted by any of the following: District Administrator, building administrator, or their designee. Any items seized during an inspection must be safeguarded until appropriate authorities have determined their disposition.

Students are expected to assume full responsibility for the security of belongings placed within lockers or other District-owned storage space.

Contact: Director of Administrative Services

Ref: DASD administrative regulation AR4.3(15) and AR 4.3(14)

Education for Employment

School boards are required by PI 26.04(4) of the Wisconsin Administrative Code to annually notify parents of the district's education for employment program, which includes programs and services for career awareness at elementary grade levels, career exploration at the middle school level, career planning and preparation at the high school grade level, academic and career planning services for students in grades 6 to 12, availability of programs at technical colleges, and the District's long-range education for employment plan and annual review report.

Information about the DASD Education for Employment program is available on the District website: www.deforestschoools.org > District > Instructional Services > Instructional Programming.

Contacts: Program Coordinator for College and Career Readiness and Director of Instructional Services

Academic and Career Planning Services for Students

School districts are required by PI 26.03(1)(b)1 of Wisconsin Administrative Code to inform parents each school year about what academic and career planning services children in grades 6 through 12 receives, including opportunities for parents to participate in their child's academic and career planning and updates on the progress of their child's planning, individualized support to assist students with completing and annually updating his/her academic and career plan, access to an academic and career planning software tool, and a means for connecting each student to school staff for assistance with the development and implementation of the student's personal plan.

Information about Academic and Career Planning Services for Students is available on the District website: www.deforestschoools.org > District > Instructional Services > Instructional Programming.

Contacts: Program Coordinator for College and Career Readiness and Director of Instructional Services

DeForest Area School District

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Meningococcal (Meningitis) Disease Information

The State of Wisconsin has asked that we share information with parents about a potentially deadly disease that disproportionately affects teens. Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds), if they have not previously been immunized, and for college freshmen living in dormitories.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease.

About Meningococcal Disease

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Approximately 10%-14% of people that contract the disease die from it. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situation (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same

container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites:

- www.cdc.gov - This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_0541.pdf - The Wisconsin Department of Health and Family Services communicable disease fact sheet.
- <http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/Meningococcal.htm> - another Wisconsin Department of Health and Family Services communicable disease fact sheet.
- <http://dhfs.wisconsin.gov/LocalHealth/index.htm> - a list of local Wisconsin public health departments and contact information.
- American Academy of Family Physicians, www.aafp.org.
- American Academy of Pediatrics, www.app.org.
- Meningitis Foundation of America, www.musa.org.
- National Meningitis Association, www.nmaus.org.

Contact: Director of Student Services

Asbestos Management Plan

As a result of the federal law AHERA (Asbestos Hazard Emergency Response Act) all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Environmental Management Consulting, Inc. (EMC) has completed a comprehensive asbestos inspection and management plan for the District. This plan and report is available for your review during normal business hours at the Buildings & Grounds Office located at the DeForest Area School's District Administrative Center at 520 E. Holum Street. In addition, the plan can also be found at the front office of each school.

As a result of the inspection performed by Environmental Management Consulting, Inc. (EMC), asbestos-containing building materials (ACBM) were identified and their condition assessed.

An on-going operations and maintenance program, which includes periodic surveillance of the ACM every six months and re-inspections of the materials by EPA certified personnel every three years, has been implemented by the District and will remain in effect until all ACBM has been removed from the District.

No asbestos work has been done in the school district over the last 12 months.

Please direct any concerns to the Buildings & Grounds Supervisor, John Rauwolf, at (608) 842-6541.

DeForest Area School District

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Educational Options

The following summarizes DeForest Area School District's (DASD) educational options for children who reside in the District pursuant to section 118.57 of the state statute. The District's primary education path and instructional program for students involves progression from 4-year-old kindergarten through Grade 12, leading to a high school diploma.

Some of the specific education programs offered to eligible students who are enrolled in and attending DASD include the following:

- Early childhood special education (for students who are at least 3-years old, but not yet school age)
- Special Education for students with disabilities
- English language learner education for students for whom English is not their primary language
- Gifted and Talented education known as Journeys
- Career and Technical Education (CTE) programs at both the middle and high school
- Individualized program and curriculum modifications
- Alternative and at-risk education programs
- Summer School programming
- Online courses
- Early College Credit Program (ECCP)

The District's school and each school's most recent state-assigned performance category (2016-17), show that Eagle Point Elementary School (Grades K-4) Exceeds Expectations, Yahara Elementary School (Grades K-4) Meets Expectations, Windsor Elementary School (Grades K-4) Meets Expectations, DeForest Area Middle School (Grades 5-8) Exceeds Expectations, and DeForest Area High School (Grades 9-12) Meets Expectations. Morrisonville Elementary School (Grades K-4) is combined into the rating for Eagle Point Elementary School.

The full version of the District's most recent school and district accountability report, as issued by the Wisconsin Department of Public Instruction under section 115.385 of the state statutes, can be accessed from the home page of the District's website, under "District & State Assessments."

Educational options for students who are enrolled in the DeForest Area School District that involve part-time attendance at an educational institution other than a school of the DeForest Area School District include the following:

- **Early College Credit Program (ECCP)**, which
 - provides opportunities to apply for approval to take up to a total of 18 college credits courses at an Institution of Higher Education (IHE) and is available to students in grades 9 - 12.
 - is subject to state and local eligibility requirements, including the limitation that the courses must satisfy a high school graduation requirement; and includes certain District-approved dual credit opportunities that the District offers in conjunction with a partner institution of higher education.

Additional educational options for children who reside in the District that involve full-time enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of the DeForest Area School District include:

- **Technical college:** High school students meeting certain age and other eligibility requirements may be permitted to attend a technical college or certain other programs for the purpose of completing a program leading to the student's high school graduation or to a high school equivalency diploma
- **Full-time Open Enrollment** involving physical attendance in a public school of a nonresident district or attendance through a virtual charter school that is associated with a nonresident school district
- **Private school for students with a disability.** Beginning in 2016-17, a child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
- **Enrollment in a private school** of the family's choosing, at the family's own cost.
- Private school participating in a **parental choice program**
- Enrollment in a **home-based private educational program** as provided under state law.

Educational options for children who reside in the DeForest Area School District but who are enrolled in and attending a private school or home-based private educational program include the following:

- Private school students in the high school grades have the opportunity to apply for approval to take up to two courses per semester in a District school, pursuant to section 118.145(4) of the state statutes.
- Students who are enrolled in a home-based private education program have the opportunity to:
 - Apply for approval to take up to two courses per semester in public schools as provided under section 118.53 of the state statutes.
 - Participate in district interscholastic athletics (with the guidelines of the WIAA for eligibility) and extracurricular activities as provided under section 118.133 of the state statutes.

For more information about any of the education options listed in this notice, please contact the DASD Director of Instruction, DASD Superintendent, or the Wisconsin Department of Public Instruction <http://dpi.wi.gov/ed-options>.

DeForest Area School District

Nondiscrimination Notice

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Students

The DeForest Area School District declares that it does not discriminate on the basis of sex (gender), race, color, creed, religion, pregnancy, marital or parental status, sexual orientation, gender identity and gender expression, transgender status, or physical, mental, emotional or learning disability, national origin (including limited English proficiency), ancestry, citizenship, or any other non-merit factor in its curricular, career and technical education, co-curricular, student services, recreational or other school district-sponsored program or activity. Acceptance into some curricular, career and technical education, co-curricular, student services, recreational or other school sponsored program or activity may require completion of pre-requisites, credit eligibility, or student services screening. (Program offerings and admission criteria are available on the DASD website at www.deforest.k12.wi.us or may be obtained by contacting DASD staff.)

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. In addition, reasonable arrangements can be made to accommodate a student's sincerely held religious beliefs in regard to examinations and other academic requirements and to ensure that the lack of English language skills is not a barrier to admission or participation. A summary of career and technical education program offerings and admission criteria is available on the DASD website at <https://sites.google.com/a/deforestschoools.org/dahs-course-handbook/>. It is the intent of the DeForest Area School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for students, parents, and employees who believe discrimination has been shown by the DeForest Area School District. Inquiries or complaints regarding discrimination should be directed to the Director of Student Services. (See complaint procedures below.)

Employment

The DeForest Area School District shall not discriminate on employment against properly qualified and eligible individuals by reason of age, culture, religion, color, ethnicity, race, national origin, gender, sexual orientation, gender identity and gender expression, transgender status, language, disability, economic status, creed, marital status, handicap, military or veteran status, ancestry, arrest or conviction record not substantially related to the nature of a person's job or activity in the school, political affiliation, genetic information, homeless status, citizenship, any other non-merit factor provided for by state and federal laws and regulations, or use of a lawful product off District premises during non-working hours. Reasonable workplace accommodations shall be made, upon request, for qualified individuals with a disability, unless such accommodations would impose an undue hardship to the District. It is the intent of the DeForest Area School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

Ref: DASD Administrative Regulation 3.8 (3)

Complaint Procedures

1. A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Director of Human Resources (employees) or Director of Student Services (students) within ten (10) school/work days of the alleged discrimination. The Director shall further investigate the matters of the complaint and reply in writing to the complainant within ten (10) school/work days.
2. If the complainant wishes to appeal the decision of the Director, he/she may submit a signed statement of appeal to the Superintendent within five (5) school/work days after receipt of the Director's response to the complaint. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) school/work days.
3. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) school/work days of his/her receipt of the Superintendent's response.

Specified complaints of alleged discrimination under Title IX, Section 504 and Americans with Disabilities Act will attempt to be resolved using DeForest Area School District Discrimination Complaint procedures. Please refer complaints to: Human Resources Director or Student Services Director, DeForest Area School District, 520 E. Holum Street, DeForest, WI 53532. Also, complaints may be filed with the United States Department of Education, Office for Civil Rights – Chicago Office, Midwestern Division, 111 North Canal Street, 10th Floor, Chicago, IL 60606. Ref: DASD administrative regulation AR 4.7(1)

Anti-Retaliation

The DeForest Area School District prohibits retaliation against those who make bona fide reports of possible non-compliance. Any employee who engages in retaliation may be subject to discipline up to and including termination of employment. The DASD Anti-Retaliation Policy is included in the Employee Handbook, which can be found at: <http://www.deforest.k12.wi.us/district/employee-information.cfm>.

DeForest Area School District

Special Education Child Find

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State statute 115.777(1)(d) requires school districts to inform parents about the district's special education referral and evaluation procedures.

Upon request, the DeForest Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary school and secondary school located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has legal duty to refer the child, including a homeless child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

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 the Director of Student Services, DeForest Area School District, at 842-6526, or by writing him/her at 520 E. Holum St., DeForest, WI 53532.

The DeForest Area School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. The DeForest Area School District conducts quarterly child find activities for 3-year-old children and ongoing screenings, as warranted, for children ages 4 and 5 throughout the school year. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

- "Directory data" includes student's name; weight and height of members of athletic teams; photograph, including videotape for educationally related purposes; dates of attendance; degrees, honors (including honor roll) and awards received; and major field of study. This directory data shall be considered public information and may be released to appropriate persons unless parent/guardian of student refuses the release on a form provided during registration or in writing to the District.

- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make

DeForest Area School District

Special Education Child Find

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arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

• **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the DeForest Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the 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.

• **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2) (a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

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

Questions regarding confidentiality of personally identifiable information obtained through child find activities may be directed to:

Director of Student Services
DeForest Area School District
520 E. Holum St.
DeForest, WI 53532



Section 504 of the Rehabilitation Act of 1973

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

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

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

For more information or to file a grievance, please contact the Student Services Director, DeForest Area School District, 520 E. Holum, DeForest, WI 53532



**The mission of the
DeForest Area School District is to provide
an excellent education and engage,
challenge, and inspire all students
to pursue their full potential.**

DeForest Area School District

Sexual Harassment Policy

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The DeForest Area School District does not tolerate harassment in any form, and such conduct will result in corrective action, up to and including dismissal. By policy and law, harassment of students or of staff in the workplace is prohibited. Filing a complaint or reporting harassment will in no way jeopardize an employee's position or status within the District, nor will it affect future employment, compensation, work assignment or status. The District has established a policy specifically for Sexual Harassment as follows:

The DeForest Area School District is committed to maintaining an environment in which the dignity of each member of its community is respected and a working and learning environment be created that is free from sexual harassment and that no employee or student in the District shall be subjected to such harassment.

Sexual harassment, by, or of, either sex is prohibited by teachers, administrators, staff, students or other individuals who may be present on the District's property or in any other location for a District-sponsored activity – to engage in any form of sexual harassment or to retaliate in any way against an individual who has initiated a sexual harassment complaint. The District maintains a "zero-tolerance" stance toward sexual harassment and will address and investigate all complaints in a timely, comprehensive and equitable fashion, once provided with information to suggest that such harassment may have occurred. It shall be a violation of this policy for any member of the student body or staff to harass another student or staff member through conduct or communications of a sexual nature as defined under this policy. Violators of this policy will be subject to appropriate corrective and disciplinary action, up to and including expulsion or termination from the District.

Academic and non-academic management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the District community, teachers, administrators, staff, and students, are required to promptly report, pursuant to these policies and procedures, conduct that could be in violation of this policy.

Sexual harassment is defined, within the workplace for employees and/or within the academic experience for students, as any unwelcome sexual advances, demands, requests for sexual favors, innuendos or any other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

Harassment does not include verbal expressions or written material that are relevant and appropriately related to course subject matter or curriculum.

The District will (1) respond to every formal written complaint of sexual harassment reported, (2) take action to provide remedies when sexual harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved in sexual harassment complaints to the extent it is possible.

Reporting Suspected Sexual Harassment

Any employee or student with a sexual harassment concern or question, prior to filing a formal complaint, may contact the Director of Human Resources for counsel and assistance. Any individual, employee or student, who believes that he/she may have experienced sexual harassment, or who believes that he/she has observed sexual harassment taking place, must report this information immediately to one of the following reported officials:

1. Director of Human Resources
2. Director of Student Services
3. Building Principal
4. The complainant's supervisor, where the supervisor is not the accused.

Reports/complaints in which the accused is neither a District employee nor a student (e.g., vendors, visitors, etc.) shall be processed consistent with any other complaint by notifying one of the four reporting officials above, although the District reserves the right to alter or modify the procedures outlined below, in its sole discretion, in order to effectively handle these complaints.

Investigation Of Sexual Harassment Complaints

Unless otherwise provided herein, responsibility for the investigation of sexual harassment complaints in which the accused is an employee (teacher, administrator, staff or student employee) shall be with the Director of Human Resources. Responsibility for the processing of sexual harassment complaints in which the accused is a student shall be with the Director of Pupil Services. The Superintendent or his/her designee has the authority to appoint an alternate investigator as circumstances require and in his/her sole discretion, such as when a substantial conflict of interest is alleged by the complainant, accused or investigator. In the event a request for an alternate investigator is made and/or an alternate investigator must be appointed, the specific time lines provided in the policy shall be suspended pending that appointment.

Complaints will be addressed as confidentially as possible and/or practicable, considering the specific circumstances of the allegations, to protect the rights of both the complainant and the person accused. The investigator may gather information from any sources deemed necessary in an effort to fully investigate and resolve the complaint.

DeForest Area School District

Sexual Harassment Policy

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Complaints must be delivered by the complainant to one of the reporting officials referenced above. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful.

The complaint must be in writing, signed and dated by the complainant, and should include the following information:

1. Details concerning the incident(s) or conduct giving rise to the complaint.
2. Dates and location of incident(s).
3. Any witness to the alleged incident(s) or conduct.
4. Action(s) requested to resolve the complaint and prevent future violations of the policy.

Each alleged offender will be provided with a copy of the complaint by the investigator within three (3) business/work days of the investigator's receipt of said complaint. The investigator will notify the supervisor of the accused person regarding the complaint, in order that the supervisor may take appropriate interim and/or remedial actions during the investigation. (Example: temporary assignment, paid leave of absence, separation of the complainant and accused.)

The alleged offender will be given an opportunity to submit a written response to the complaint within five (5) business/work days of receipt of a complaint, a copy of which will be provided to the complainant by the investigator.

The investigator will interview the complainant and the alleged offender and may also, at his/her discretion, interview witnesses, supervisors, and/or any other persons who may have information about the alleged incident. The investigator may review personnel or other records relevant to the complaint. The complainant and the accused person shall be permitted to suggest witnesses and/or other evidence, which shall be considered by the investigator. A record shall be kept of all individual interviews.

Within thirty (30) business/work days of receiving the formal written complaint, the investigator will assess whether a violation of the policy has occurred and will submit the finding in writing to the complainant, the person accused, his/her immediate supervisor and the Superintendent. The investigator must find by a preponderance of the evidence (that it is more likely than not) that the alleged sexual harassment has occurred in order to hold the accused responsible for such conduct. If sexual harassment was found to have occurred, the Superintendent shall be responsible for acting on the findings of the investigator.

In making a decision regarding discipline, the Superintendent shall consider the previous conduct, the seriousness of the violation and any other information pertinent to this decision. Where a pattern or practice of sexual harassment exists or prior complaints of sexual harassment have been confirmed, the Superintendent shall consider the totality of information in determining appropriate discipline, and may also take formal disciplinary action. The Superintendent may also review any part of the investigative records. Appropriate discipline may range from an oral reprimand up to and including termination/dismissal for cause or any other appropriate remedial action.

Within five (5) business/work days of receiving the investigator's findings with regard to whether the information gathered in the investigation resulted in a finding that sexual harassment occurred, the supervisor shall meet with the accused person to discuss the findings and recommendations. This meeting may also include the Superintendent or the Director of Human Resources. Within five (5) business/work days of this meeting, the supervisor shall issue a written notice of the appropriate disciplinary action, if any, after appropriate consultation with the Superintendent and Director of Human Resources, which notice shall be provided to the accused and the investigator. The investigator will, in turn, notify the complainant of the resolution of the complaint, including that the complaint was handled and if any disciplinary action was imposed.

All deadlines indicated above may be altered at the discretion of the investigator and/or supervisor for good cause shown. The complainant will be notified of any alteration in deadlines.

Appeal Of Complaint Resolution/Disciplinary Action

Either the complainant or person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing, within ten (10) business/work days of receipt of the notice of resolution/disciplinary decision. This appeal shall be delivered to the Superintendent.

The written appeal must state in detail the reason(s) for the appeal, explaining with specificity any alleged factual or procedural errors, any alleged issues concerning interpretation of District policy, any basis on which the disciplinary action is alleged to be improper and any new information or evidence, including an explanation of why such information or evidence was not presented during the investigation.

No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place.

The Superintendent shall review the materials gathered and utilized by the investigator and the supervisor(s) in reaching his/her decision with regard to responsibility and disciplinary action. At his/her sole discretion, the Superintendent may interview the accused, the complainant, and/or any additional witnesses. Within ten (10) business/work days of receipt of the appeal, the Superintendent shall issue a written decision and that decision shall be final.

All deadlines indicated above may be altered at the discretion of the Superintendent handling the appeal for good cause shown.

Anti-Retaliation

The DeForest Area School District prohibits retaliation against those who make bona fide reports of possible non-compliance. Any employee who engages in retaliation may be subject to discipline up to and including termination of employment. The DASD Anti-Retaliation Policy is included in the Employee Handbook, which can be found at: <http://www.deforest.k12.wi.us/district/employee-information.cfm>.

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Sexual Harassment Policy

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Alternative Legal Remedies

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Written Records Related to a Sexual Harassment Complaint

Written records of harassment complaints and all other materials relating to such complaints will be marked "CONFIDENTIAL" and will be retained in a separate and secure (locked) file by the Office of Human Resources. Written records relating to a finding that sexual harassment has occurred may be placed in an accused employee's official personnel file. Harassment complaints and the records created in the course of an investigation into harassment are public records and may be disclosed under the public records law.

Dissemination Of Policy

The policy will be made available to all employees and students. Periodic notices sent to students, employees, and supervisors about the District's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information. The District reserves the right to modify and/or amend any or all of the procedure(s) outlined herein at any time, in its sole discretion. In the event the District determines that circumstances warrant modification/amendment of any part of these procedures, timely notice of same shall be delivered, in writing, to all relevant and affected parties.

The District's non-discrimination officers are:

<i>For student issues:</i>	<i>For employee issues:</i>
Director, Student Services	Director, Human Resources
DeForest Area School District	DeForest Area School District
520 East Holum Street	520 East Holum Street
DeForest, WI 53532	DeForest, WI 53532

School Wellness Policy

DeForest Area School District is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. We recognize that children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive. Our commitment is written down in administrative regulation AR 6.3 (our district wellness policy). We have updated this wellness policy, and it can be found on our district website. The results of our policies tri-annual assessment is located there as well. If you have any feedback/comments or would like to be part of our committee, please contact Becky Terry, Foodservice Supervisor at rterry@deforestschoools.org.

Electoral Voting (High School)

The high school principal will communicate elector registration information to students.

Meal Charges for Food Service Accounts

The USDA requires school districts that are participating in federally-subsidized child nutrition programs to provide a copy of their written meal charge policy (or standard practice document) to all school households at the start of each school year and the households of all students who transfer into the school district during the school year. Below is the DASD Administrative Rule.

Purpose: To establish guidelines for handling unpaid meal charges for students and staff food service accounts.

Regulation: Unpaid meal charge procedures will be defined to provide consistent and acceptable procedures for parents, staff, and students.

Procedures for Student Accounts include the following notifications:

LOW BALANCE: Parents will be notified via School Messenger through email, phone and text if they are below \$8.00 in their food service account. Parents may opt out of the low balance reminder between \$.01 and \$8.00.

NEGATIVE BALANCE: Parents will be notified by automated phone messages, emails and text messages twice weekly when their account becomes negative. Parents have the ability to choose one or all three of the notification methods.

Parents will be notified by letter when their account becomes >\$25 negative.

Parents will be notified by email and/or personal phone call if payment or payment plan is not received.

If payment is still not received, the food service supervisor will notify parents by letter, phone call and email with a date that the account will be frozen and to send cold lunches with their student. Principals will let students know and/or contact parents of when the lunch account will be frozen as well.

Payment Solutions:

The Food Service Department will work with families to repay their unpaid meal charges. We will set up individualized payment plans and use strategies to keep

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student accounts open. Strategies include, but are not limited to, donation matching funds, meal assistance applications and weekly payment plans.

Debit/Credit payments may be made online through Skyward Family Access. Cash and checks are accepted at each school or at the Holum Center Food Service Office.

Frozen Lunch Accounts:

If the payment plan is not successful, principals, head cooks, education assistants, teachers, parents and students will be notified when the school lunch account has been frozen before the student enters the lunch line.

If the students does not bring a cold lunch from home and the account is frozen, food service will provide the student a bagged lunch consisting of a turkey and cheese sandwich with fruit and milk. This is offered to all students as an alternate meal. This will be delivered to the classroom before lunch and coordinated with food service staff and the teacher at the elementary level. At the high school and middle school level, the student will receive the alternate meal in the lunch line. The alternate lunch will not be charged to the parent or claimed for reimbursement but paid for by non-federal sources.

Middle and High school students must have a positive balance to purchase a la carte items.

Unpaid Meal Charges:

Unpaid meal charges will remain in the student's account from year to year until they graduate.

Students are required to pay off unpaid meal charges before the graduation ceremony.

Any unpaid meal charges that are bad debt will be restored to the food service fund by non-federal sources in accordance with National School Lunch regulations 2 CFR Part 200, Subpart E.

Procedures for Staff:

Staff will be made aware of overdue accounts by automated email weekly.

Staff can check their balances through Skyward or call the food service office.

At the end of the school year, overdue staff balances will be deducted from the staff's paycheck.

Contact: Food Services Supervisor

Public Release of Student Information

Directory Data

DASD designates the following as directory data: student's name; weight and height of members of athletic teams; photograph and video; dates of attendance; degrees, honors (including honor roll) and awards received; and major field of study. This directory data shall be considered public information and may be released to appropriate persons unless parent/guardian of student refuses the release on a form provided during registration or in writing to the District.

During registration parents are asked to complete and return a form if they want to deny release of directory data. Refusal of such release must be made no later than two weeks after the opening of school or of enrolling in school in the case of those entering after the school year has started. Exclusions are good for the remainder of the school year unless parents/guardians indicate the changes in writing to the school office.

"Public" use of directory data includes the above-mentioned applications, and may also include media coverage and district publications. An explanation of these applications, as well as exceptions to the policy, is included on the form.

Military Use (for High School Students only)

Federal law also requires local school districts receiving federal funds to provide military recruiters, upon request, with three information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed. This request can be made during the District's annual registration process.

Higher Education (i.e., Colleges and Universities) (for High School Students only)

School districts receiving federal education funds are required to provide, on request made by an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents. This request can be made during the District's annual registration process.

Contact: School/Community Relations Coordinator



The DeForest Area School District is committed to a culture that honors knowledge, respects individuals, demands excellence, fosters life-long learning, and supports relationships that strengthen individuals, families and community.

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Early College Credit Program (ECCP)

Any DeForest Area High School student in grades 9 - 12 is eligible to take one or more courses at an Institution of Higher Education (IHE) within the University of Wisconsin system, a tribally controlled college, or a private, or nonprofit institution of higher education located in Wisconsin. While technical colleges are not eligible institutions under this program, students that have completed 10th grade will continue to have the option to take courses through a separate statute 38.12(14).

- Eligible Students: Students attending Wisconsin public and/or private schools
- Eligible Grades: 9 - 12
- Eligible Institutions: UW System institutions, tribally controlled colleges, and private, nonprofit institutions of higher education.
- Eligible Semesters: Fall, Spring, and Summer
- Application & Notification: Students must submit an application to the IHE in the previous school semester. The student must notify the school board or the governing body of the private school of the student's intent to enroll in an IHE.
- Deadlines:
 - Students must notify district of intent to enroll in the Early College Credit Program (ECCP) by March 1st for fall courses and October 1st for spring courses.
 - The District must notify the student of approval and/or rejection of desired courses before the beginning of the semester in which the pupil was enrolled.
- Applicant Selection: An IHE must admit a student if there is space available and the student meets the requirements and prerequisites of the course.
- District Denial: The District may deny high school credit for an ECCP course if it doesn't satisfy a high school graduation requirement or if the district offers a comparable course.
- Appeals: A student may appeal the District's decision if the appeal is filed within 30 days of receiving the decision.
- Costs: The student's district of full-time attendance, the state, the IHE, and the pupil may all have a share in the costs associated with taking the course.
 - High School Credit Only OR High School and Postsecondary Credit: If the District does not offer a comparable course, the school district is responsible for 75%, the state for 25%, and the student for 0%.
 - Postsecondary Credit Only: If the District does not offer a comparable course, the school district is responsible for 25%, the state for 50%, and the student for 25%.
- Tuition charged for each credit assigned to the course may not exceed the following:
 - UW System and Tribally controlled colleges, cost is 1/3 of the amount that would be charged for each credit assigned to the course to an individual who

is a Wisconsin resident and who is enrolled as an undergraduate student.

- UW College Two-Year Campus, cost is 1/2 of the amount that would be charged for each credit assigned to the course to an individual who is a Wisconsin resident and who is enrolled as an undergraduate student.
- Private, Nonprofit Institution of Higher Education, cost is 1/3 of the amount that would be charged for each credit assigned to a similar course offered by the UW-Madison to an individual who is a Wisconsin resident and who is enrolled at the UW-Madison as an undergraduate student.
- Transportation: Students/parents are responsible for any transportation costs for attending course(s). Note: funding is available to assist in transportation costs for families in need.

Special Needs Scholarship Program

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the "Special Needs Scholarship Program."

Under this scholarship program, a child with a disability may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend a private school that is participating in the scholarship program. Students who apply for and receive a scholarship may first attend an eligible private school under the program beginning in the 2018-2019 school year.

A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI.

The initial eligibility requirements that a child must meet in order to receive a program scholarship that covers attendance at an eligible private school beginning in the 2018-19 school year (or beginning in any later school year) are different from the requirements listed above.

Additional information about the Special Needs Scholarship Program is available on the Wisconsin Department of Public Instruction website at <https://dpi.wi.gov/sms/special-needs-scholarship>.