

ANNUAL BUTTERNUT SCHOOL DISTRICT NOTICES

As required by law, we are notifying you of the following policies and procedures of the Butternut School District. The information provided below is a summation of full policies of the District. The student handbook also includes summation of full policy. All Board policies can be found on the school district website lightatorch.info under “Butternut School Policy” or via:



If you wish to request a hard copy of any Board policy, please contact Carolyn Pollitt at the district office at 715-769-3434 (ext. 332) or email at [<pollitt@lightatorch.info>](mailto:pollitt@lightatorch.info)

It is the policy of the School District of Butternut that no person shall, on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, be excluded from participation in; be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. The Board of the Butternut School District prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. This policy also prohibits discrimination as defined by:

Legal Ref.:Section 118.13 Wisconsin Statutes,
PI 9 of the Wisconsin Administrative
Code Title IX, Education Amendments of 1972 Title VI,
Civil Rights Act of 1964 Section 504, Rehabilitation Act of 1973
Cross Ref.: Equal Education Opportunities
Special Education Handbook Butternut
School Board Policy, Nos. 2260, 2260.01, 2266, 5517, 5517.01
3362, 3362.01, 4362, 4362.01

FIRST DAY OF SCHOOL:

The first day of school for 4K-12 students is Tuesday, September 2, 2025.

The first day of school for 3K students is Wednesday, September 3, 2025.



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NOTICE OF THE STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2025-2026 SCHOOL YEAR

State law requires the District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography, and history as per section 120.12(13) of WI state statutes that have been adopted by the School Board as per section 118.30(1g)(a)1 of WI state statutes that will be in effect during each school year. The District academic standards that will be in effect for this school year in these content areas are listed below. Electronic links to a complete statement of the applicable

standards are provided, if available. To the extent a parent or guardian would like to review a copy of any of the District's academic standards in an alternative format, please contact: Carolyn Pollitt, District Administrator.

The District has adopted the Wisconsin Model Academic Standards in the following content areas:

In all academic areas, Prekindergarten through Grade 12, will use the Wisconsin Model Academic Standards as the guide for classroom instruction except for the subjects of Mathematics and English Language Arts. Additionally, the District uses the Wisconsin State Standards for Science (WSS) and the Next Generation Science Standards (NGSS) which are equivalent as the guide for science instruction.

The District has adopted the Common Core State Standards as adapted to Wisconsin by the Wisconsin Department of Public Instruction in the following content areas and reviewed according to the WI-DPI review cycle:

- In English/Language Arts and mathematics, PreKindergarten through Grade 12 will follow the Common Core State Standards as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction.
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The District has adopted standards-based grading practices for some content areas and grade levels. In applicable grades, student report cards reflect a summarized version of the relevant academic standards that have been established in particular content areas. The content areas and grade levels in which the District uses standards-based grading are the following:

- Grades: PreKindergarten, Grade 1, and Grade 2
- The subject areas include Reading, Mathematics, Science, Social Studies, Social Skills, Writing, Music, Physical Education and Art.

If you have any questions about the District's student academic standards or this notice, please contact Carolyn Pollitt, District Administrator, 312 W. Wisconsin Street, Butternut, WI 54514.

Adoption Date: 07/29/2025

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SCHOOL MEAL INFORMATION AND PROCEDURES:

Applications for free or reduced lunch/breakfast are available on the parent portal. If you need assistance with the form, please call the district office at 715-769-3434 (ext. 324). You are responsible for any charges to a student lunch account until a reduced/free lunch application is received by the school.

2025/2026 lunch and breakfast meal prices are as follows:

LUNCH Full Price:

PreK-5 = \$2.60/day or \$13.00/week
6-12 = \$3.05/day or \$15.25/week

BREAKFAST Full Price:

PreK-12 = \$1.35/day or \$6.75/week

LUNCH Reduced Price, if eligible:

PreK-5 = \$.40/day or \$2.00/week
6-12 = \$.40/day or \$2.00/week

BREAKFAST Reduced Price, if eligible:

PreK-12 = \$.30/day or \$1.50/week

Milk only:

\$.45/carton

It is expected that a positive balance is maintained in each lunch account; however, the district will permit, if funds have not yet been received by the district, a student to charge no more than three (3) meals. After the 3rd charged meal, the account holder will be notified that they have exceeded the (3) meal lunch credit allowed in the account(s) and that they must provide a meal and beverage from home until payment is made.

If a parent or guardian fails to provide their child(ren) with a bag lunch and beverage or money, the student will be offered a sandwich and milk. The appropriate cost for the sandwich and milk will be added to the student's individual account. If after two days the parent or guardian fails to provide a child(ren) with a bag lunch or money, school district personnel may be asked to intercede on behalf of the student(s). If a parent or guardian continues to fail to provide a child(ren) with a meal or money after school personnel have interceded, the district will file a report with the Ashland County Health and Human Services department or other appropriate agency. The Food Service Coordinator, at their discretion, may temporarily suspend this provision for families with unforeseen hardships.

School Policy No. 8500

RELEASE OF INFORMATION FOR JUNIORS AND SENIORS:

Under federal and state regulations we are required as a school to release the names, addresses, and parent names of all juniors and seniors to military recruiters and post-secondary schools unless the parent requests not to have that information released. The school must be informed in writing by the parent(s) no later than Friday, September 5, 2025.

ACCOUNTABILITY OF SCHOOL/DISTRICT

Per the State of Wisconsin, accountability report card assessment results are publicly posted in WISEdash. Results from the Wisconsin Forward Exam, ACT, and PreACT, and DLM will all be reported in the WISEdash public portal <https://wisedash.dpi.wi.gov/Dashboard/dashboard/22275>

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ASBESTOS MANAGEMENT PLAN NOTIFICATION

The Asbestos Management Plan is available for review in the District office. The District will remove any substance deemed hazardous and will follow procedures as mandated by federal and state law.

AUTHORIZATION FOR RELEASE OF STUDENT TO NON-CUSTODIAL PERSON

No student shall be released to anyone who is not authorized by a parent/guardian with authority to do so. School Policy No. 5230

BULLYING / INTIMIDATION COMPLAINT PROCEDURES

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include but is not limited to, actions such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on race, ethnicity, disability, gender, or sexual orientation may contribute to harassment and discrimination in the school environment.

It is the intent of the district to create an atmosphere where complaints will be treated fairly and promptly. Every effort shall be made when requested to maintain the confidentiality of a witness's identity. The

district will notify the student's parent/guardian about consequences and appropriate remedial action for acts of harassment, intimidation, or bullying in a timely manner.

School Policy No. 5516, 5517.01

BULLYING COMPLAINT PROCEDURES- Students who believe they have been subjected to harassment, intimidation, or bullying or any parents/guardians who believe their child has been subjected to harassment, intimidation, or bullying should report the incident to the Administration. Third-party witnesses are strongly encouraged to report observed instances of harassment to the Administration. If a student, parent/guardian, or other individual is uncomfortable with making a report to an administrator or his/her designee, a report may be made to a teacher, counselor, or other staff members with the understanding that incidents must be reported to the administration for review and action. The employee receiving the complaint shall report the complaint to the Administration. There shall be no retaliation against any individual reporting an incident of harassment, intimidation, or bullying. The Administration will investigate and make a determination of their findings.

School Policy No. 5516, 5517.01

CONCUSSION AND HEAD INJURY

It is the District policy that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, notifying the district nurse, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of incident/accident reports.



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Every school year, students/parents shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an athletic activity where a concussive event may occur, the appropriate release must be signed at least once per school year.

School Policy No. 5340

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SUDDEN CARDIAC ARREST; YOUTH ATHLETIC ACTIVITIES

Wisconsin State Statute section 118.2935 Sudden Cardiac Arrest; Youth Athletic Activities, was signed into law in March 2022. Beginning July 1, 2022, school districts and other persons who operate certain youth athletic activities must distribute information about the risks associated with continuing to participate in a youth athletic activity after experiencing warning signs of sudden cardiac arrest to coaches, parents, and student athletes. Information about electrocardiogram testing must also be shared.

The Department of Public Instruction (DPI) was directed to develop this information in consultation with the Wisconsin Interscholastic Athletic Association (WIAA) and at least two (2) pediatric cardiologists. The information is to be included with the information regarding concussions and head injuries required to be distributed under Wisconsin State Statute 118.29(3)(a). BSD will distribute both the Sudden Cardiac Arrest and Concussions and Head Injury information to each student participating in athletic activities. This information can also be found on the DPI and BSD websites. (Please contact the BSD Athletic Director with any questions or concerns.)
School Policy No. 5340

EDUCATIONAL OPTIONS-VIRTUAL SCHOOLS: The School District of Butternut is required to advise parents that they have an educational option to have their child attend a virtual school. This option would require students to attend via a computer. The Butternut School District does not operate a virtual school within the district. Should you want more information on virtual school attendance you may go to <https://dpi.wi.gov/sms/charter-schools/virtual-charter-schools>

EDUCATIONAL OPTIONS- CREDIT OPTIONS FOR HIGH SCHOOL STUDENTS EARLY COLLEGE CREDIT PROGRAM

COST SHARING MODEL Effective for the 2022-2023 school year, the Early College Credit Program (ECCP) will be available. A student in grades 9 through 12 attending a public school or a private school in the state will be permitted to enroll in a UW System institution, or a private, non-profit institution of higher education, to take one or more nonsectarian courses, for which the student may earn high school credit, post-secondary credit, or both. Students applying for admission to IHE courses must meet established deadlines and qualification requirements as set by the high school. Technical colleges are not included in the new ECCP. Under the ECCP, the costs of courses are shared among the institution of higher education (IHE), the school district or private school, the state, and in some cases, the student's family.

Other qualifying requirements for admission into the ECCP will be a grade point average of 3.0 GPA, an attendance rate of at least 90% during high school, and no major disciplinary referrals. The deadlines established for requesting and qualifying for ECCP have been established by the State of Wisconsin, DPI, and the IHE. Deadlines for course selection will be set by the UW System institution or a private, nonprofit institution of higher education. The 25% student portion of the cost for postsecondary credit will be paid to the school district at the time of registration.

There are other terms and conditions to qualify for this program. Please contact the guidance counselor for more information.

Failure to attend or to complete an approved course with a "C" or better will result in the student being ineligible to take any other courses under the ECCP. Failure to attend or to complete an approved course with a "C" or better will result in the student and/or parent reimbursing the district for the cost of tuition and fees, prior to graduation.

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This policy is subject to change based on state legislative action and or the Department of Public Instruction's interpretation of legislative action/ or administrative rules.

School Policy No: 2271, 2271.01, 2370

TECHNICAL COLLEGE POLICY ATTENDANCE AT TECHNICAL COLLEGE.

(a) Upon the pupil's request and with the written approval of the pupil's parent or guardian, any public-school pupil who satisfies the following criteria may apply to attend a technical college for the purpose of taking one or more courses:

1. The pupil has completed the 10th grade.
2. The pupil is in good academic standing. Grade point average of 3.0 or greater in regular education classes with no major discipline issues, or truancy issues.
3. The pupil notifies the school board of the school district in which the pupil resides of his or her intent to attend a technical college under this subsection by March 1 if the pupil intends to enroll in the fall semester and by October 1 if the pupil intends to enroll in the spring semester.
4. The pupil is not a child at risk, as defined in s. 118.153 (1) (a).
5. The pupil is not ineligible under s. 118.55 (7t) (c) to participate in the program under this section (am)
A school board may refuse to permit a pupil to attend a technical college under this subsection if the pupil is a child with a disability, as defined in s. 115.76 (5), and the school board determines that the cost to the school district is under par. (dm) would impose an undue financial burden on the school district.

There are other terms and conditions to qualify for this program. Please contact the guidance counselor for more information.

Failure to attend or to complete an approved course with a “C” or better will result in the student being ineligible to take any other courses under the Technical College Policy. Failure to attend or to complete an approved course with a “C” or better will result in the student and/or parent reimbursing the district for the cost of tuition and fees, prior to graduation.

This policy is subject to change based on state legislative action and or the Department of Public Instruction's interpretation of legislative action/ or administrative rules.

School Board Policy No: 2271, 2271.01, 2370

EDUCATION FOR EMPLOYMENT PROGRAM

Academic and Career Planning (ACP) is a part of Wisconsin's Education for Employment (E4E) program outlined in s. 121.02(1)(m) Wis. Stats., and is sometimes referred to as (administrative rule)PI26. In this guide, we refer to the plan that is required by administrative rule to be published annually by school districts as the ACP/E4E Plan.

 Butternut E4E ACP Plan 2025

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MCKINNEY-VENTO IDENTIFICATION OF HOMELESS CHILDREN AND YOUTH:

Identification of homeless children and youth is added to:

1. The activities and services for which state grants must be used.
 - a. A portion of Title I funds are set aside to provide services for homeless children and unaccompanied youth.
 - b. Any family or child who reports being homeless will be provided services and referrals as to assistance that the community has available.
2. The professional development activities for liaisons and other school personnel will be provided at the beginning of the school year during in-service days.
 - a. The School District of Butternut will annually review and revise policies and determine possible barriers to the identification and to provision of services to homeless children and unaccompanied youth.
3. The Butternut School District will coordinate efforts among county liaisons and housing agencies.
4. The purpose of LEA subgrants. Homeless Children and Youth with Disabilities
 - a. LEAs must coordinate McKinney-Vento and special education services within the LEA and with other involved LEAs.
 - b. Schools must treat information about a homeless child's or youth's living situation as a student education record, subject to all the protections of the Family Educational Rights and Privacy Act (FERPA).
 - c. The Butternut School Special Education director will coordinate efforts with Child Find efforts to find and identify homeless children and unaccompanied youth. This effort will be to provide coordinated services to homeless and unaccompanied youth.
 - d. The Butternut School District will immediately enroll homeless children and unaccompanied youth.
 - e. All courses taken by homeless children and unaccompanied youth will receive credit for completion of those courses.
 - f. The guidance counselor will maintain and ensure that homeless children and unaccompanied youth have a graduation plan and are taking courses that will result in the earning of a diploma.
 - g. The guidance counselor will assist in coordinating educational, state, and local services available to homeless children and unaccompanied youth.
 - h. All eligible and qualified children will have access to curricular and extracurricular activities regardless of economic circumstances.

Should you be in a homeless situation or you know of a family or children in a homeless situation, Please contact the homeless liaison at the Butternut School District, Carolyn Pollitt, Director of Pupil Services. She can be reached at 715-769-3434 extension 332, by email at pollitt@lightatorch.info, or in person at 312 W. Wisconsin Street, Butternut, Wisconsin

School Board Policy No. 5111.01

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FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Butternut School District believes that field trips and student travel enrich the educational & Co-Curricular experience for the student. A District sponsored field trip shall be defined as any trip planned for one or more students away from District premises, which is under the supervision of a BSD professional staff member and is an integral part of a course of study or a co-curricular event. All necessary forms for trips must be signed by a parent and/or legal guardian prior to the trip.

School Policy No. 8640

NOTICE OF NONDISCRIMINATION POLICY: It is the policy of the School District of Butternut that no person shall, on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, be excluded from participation in; be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. The Board of the Butternut School District prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

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

The District’s Title IX Coordinator is:

Carolyn Pollitt
District Administrator and Director of Pupil Services
Butternut School District
P.O. Box 247
312 W. Wisconsin Street
Butternut, WI 54514
pollitt@lightatorch.info
715-769-3434 (ext.332)

OCR’s regional office in Chicago can be reached at:

Chicago Office
Office for Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor



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Chicago, IL 60604

Telephone: 312-730-1560

FAX: 312-730-1576; TDD: 800-877-8339

Email: OCR.Chicago@ed.gov

All students attending the School District of Butternut may participate in education programs and activities, including but not limited to health, physical education, music and vocational and career and technical education (consumer education, trades and industrial education, business and office education, etc.), regardless of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

STUDENT NONDISCRIMINATION POLICY EQUAL EDUCATION OPPORTUNITIES

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

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

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

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

School Board Policy No: 2260, 2260.01, 2266

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

Any student, parent, employee, or resident of the district complaining of discrimination on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, age, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator. Complaints can be filed with the above coordinator or with the Office of Civil Rights:

Office of Civil Rights - Region V
300 South Wacker Drive, 8th Floor
Chicago, IL 60606
(312) 353-2520

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1. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the principal or other appropriate persons, the facts concerning the alleged discrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievance.
2. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
3. If the grievor is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
4. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
5. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Copies of these complaint procedures shall be included in staff and student handbooks.

Legal Ref.:Section 118.13 Wisconsin Statutes,
PI 9 of the Wisconsin Administrative
Code Title IX, Education Amendments of 1972 Title VI,
Civil Rights Act of 1964 Section 504, Rehabilitation Act of 1973
Cross Ref.: Equal Education Opportunities
Special Education Handbook Butternut
School Board Policy, No. 2260, 2260.01, 2266, 5517, 5517.01
3362, 3362.01, 4362, 4362.01

PARENT NOTIFICATION RELATED TO EARLY LITERACY

Under section 18.016(4) of the state statutes and beginning in the 2024-25 school year, school districts are required to provide the results of each “reading readiness assessment,” in writing, to a pupil’s parent no later than 15 days after the assessment is scored. “Reading readiness assessments” are defined as the fundamental skills screening assessments (for 4K), the universal screening assessments (for 5K through third grade), and diagnostic assessments (certain students in 5K through third grade) that are administered under section 118.016.

A notice of reading readiness assessment results must be provided “in the native language of the pupil’s parent” and must include the following:

1. The pupil's score on the reading readiness assessment.
2. The pupil's score in each early literacy skill category is assessed by the reading readiness assessment.
3. The pupil's percentile rank score on the reading readiness assessment, if available.
4. The definition of “at-risk” under section 118.016 and the score on the reading readiness assessment that would indicate that a pupil is at-risk.

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5. A plain language description of the literacy skills the reading readiness assessment is designed to measure.
6. If a diagnostic assessment indicates that a pupil is at-risk, then the notice of the assessment results shall include information about how to make a special education referral under section 115.777.

2023 Wisconsin Act 20 includes additional parent notification requirements that apply to some students based on the individual student's specific situation. For example:

1. Dyslexia information. If the school district is required to assess a pupil's early literacy skills using a diagnostic assessment, the district shall provide the pupil's parent, in writing, a description of the common indicators and characteristics of dyslexia and information about appropriate interventions and accommodations for pupils with characteristics of dyslexia. See section 118.016(4)(c).
2. Notices related to personal reading plans. If a pupil qualifies for a personal reading plan under section 118.016, the school district must:
 - a. Provide a copy of the pupil's personal reading plan to the pupil's parent and obtain a copy of the pupil's personal reading plan signed by the pupil's parent. See section 118.016(5)(a)4.
 - b. After providing the interventions described in the pupil's personal reading plan to the pupil for 10 weeks, notify the pupil's parent of the pupil's progress, as determined under the pupil's personal reading plan. See section 118.016(5)(a)5.

Each school district that operates schools with elementary grades is required to adopt and maintain an "Early Literacy Remediation Plan." The plan must include a "parent notification policy" that, at a minimum, addresses various parent notification requirements under section 118.016. See section 118.016(6).

School Board Policy No: 5411

RELIGIOUS NOTICES

All students attending the School District of Butternut may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (consumer education, trades and industrial education, business and office education, etc.), regardless of religion. The school district provides the ability for elementary students, with the permission and at the request of parents, to attend religious instruction at the local churches on Wednesday afternoons as established by the local churches.

Wis. Stat. 115.28(31):

Wis. Admin. Code PI 41.04(1)(a)

School Policy No. 2270

OPEN ENROLLMENT ATTENDANCE AND POLICY

Should an open-enrolled student become habitually truant, the school district can revoke the open enrollment and return the student to the resident district at the end of the semester.

School Policy No. 5111, 5113.01

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NOTICE OF MILITARY ACCESS TO STUDENT RECORDS

The School District of Butternut is required to provide directory information, such as name address, and telephone listing, to military recruiters or institutions of higher education unless the school district receives a written request from the parent or student over the age of 18, for nondisclosure prior to the request and the release of such directory information. (20 U.S.C. 7908)

School Policy No. 8330

NOTICE OF PROTECTION OF PUPIL RIGHTS AMENDMENTS

The Protection of Pupil Rights Amendment, recognized by the acronym PPRA, applies to programs that get their funding from The United States Department of Education[1], recognized by the acronym ED. The PPRA was written to protect the rights of parents and students in two specific ways. First, any material used by students in ED-funded surveys, analyses, or evaluations will be made available to parents to inspect prior to use with their child. Secondly, it ensures that schools and contractors acquire written parental consent before a minor student is required to participate in ED-funded surveys, analyses, or evaluations which may reveal personal information about the following:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; • Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Parents are given the right to grant permission for their child to participate in the surveys, analyses, or evaluations requiring the above content or they also have the choice to opt their child out of sharing such information with the school. 20 U.S.C.1232h(c)(2)(A), (c)(2)(B), (c)(2)(C).

ELECTOR REGISTRATION: State law requires all high school students to be informed of the following elector registration information:

All citizens of the United States are eligible to vote beginning on their 18th birthday. Also, a voter must reside in the village or town for 10 consecutive days prior to the election to be qualified to vote. They must present identification to prove they are legal residents of that address.

EVERY STUDENT SUCCEEDS ACT: Federal law requires that school districts notify the public concerning any teachers or paraprofessionals in the school that receive Title I funds that are not highly qualified by federal standards in the areas that they teach. At this time all current professional and paraprofessional staff are certified as required by the State of Wisconsin.

HUMAN GROWTH & DEVELOPMENT INSTRUCTION: The human growth and development curriculum is available for review by parents who have students enrolled in middle & high schools. Please feel free to contact the health instructor, Mr. Kilmore, with your questions. All middle and high school parents will receive copies of the curriculum addressing human growth and development at the beginning

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of the Health course. A parent can opt their child out of Human Growth and Development by sending a written note requesting their child do an alternate health assignment. Students exempted from human growth and development will still receive instruction in the subjects under section 118.01(2)(d)2c of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body) unless exempted, and section 118.01(2)(d)8 of the state statutes (Knowledge of effective means by which students may recognize, avoid, prevent and halt physically and psychologically intrusive or abusive situations which may be harmful to students).

School Policy No. 2414

MEDICATIONS IN SCHOOL: Students needing to take medications during school hours must notify the office and provide a medication release form from the parent and the doctor with written instructions as to how the medication is to be distributed. The medication must be stored in the office and each medication needs to be in its original container.

School Policy No. 5330

SCHOOL PERFORMANCE REPORT: Every district receives a district and school report card with a rating. (NOTE: State standardized testing did not occur during the 2019-2020 school year so there is not a Performance report for that year.) On the following website you will be able to find past school report cards for the Butternut schools: <https://apps2.dpi.wi.gov/reportcards/>

HABITUAL TRUANCY means a pupil is absent from school without an acceptable excuse for part of or all of five (5) or more days on which school is held during a semester and ten (10) days per school year. [118.15 & 118.15(4)]

SCHOOL WELLNESS POLICY

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

School Policy No. 8510

SPECIAL NEEDS SCHOLARSHIP PROGRAM

By Section 115.7915(5) of Wisconsin State Statutes, this is annual notification that each child with a disability in the school district be informed of the Special Needs Scholarship Program (private school voucher program), which is available to students with an individualized education program (IEP) who meet specific conditions outlined in state law. Additional information regarding this scholarship program and related parent information can be found on the DPI website. See also <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications>

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STUDENT LOCKER SEARCHES

Per Board Policy school lockers are the property of the School District of Butternut and are provided as a convenience for students strictly for purposes of temporary storage of books, articles of clothing and equipment necessary for school activities. At no time does the School District of Butternut relinquish its exclusive control of lockers. Periodic general inspections may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

School Board Policy No: 5771

STUDENT PRIVACY

The Protection of Pupil Rights Amendment provides that at the beginning of the school year, the district notifies parents of student privacy rights. Student information gathered at the beginning of the school year will be used as directory information. Student information will not be provided to companies for the purpose of marketing or selling products. It may be used to promote the school district. Parents will be notified prior to the administration of any survey or evaluation containing information concerning the following topics:

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

School Policy No. 2416, 9700

STUDENT RECORDS

Section 118.124 of Wisconsin Statutes provides for the maintenance of student progress and behavioral records. The Butternut School District has a board policy regarding the maintenance of these records. A copy of this policy is available at the district office. A parent/guardian may request to see his/her child's records, by notifying the district administrator 24 hours in advance. If the parent/guardian or adult student believes the educational records to be inaccurate, misleading, or a violation of the student's privacy rights, a written request outlining the areas of discrepancy and what is believed to be the correct information should be given to the district administrator. The accuracy of the information will be checked and corrected if there is an error with a written explanation being sent to the parent/guardian or adult student within 14 days. If you believe the school is not complying with the policy, a written complaint may be filed with the District Administrator.

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The school designates the following personally identifiable information contained in a student's education record as "directory information" and may disclose that information without prior written consent:

1. Student address
2. Student telephone listing
3. Student weight and height if a member of athletic team
4. Name of the school previously attended by the student
5. Student participation in officially recognized activities/sports
6. Student dates of attendance
7. Student awards
8. Student photograph
9. Student date and place of birth

All student records not listed as directory information will only be made available to DPI licensed school employees, law enforcement officers, and other school officials designated by the school board as having a legitimate educational interest, including safety issues.

According to state statute 118.125, parents have 14 days after the district has notified all parents as to what directory information will be released to request that their student's information not be released. If the parent/guardian or adult student believes that the school district is not in compliance with FERPA regulations a complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The school district maintains pupil records, including information from screening and special education referrals. All records directly related to a student and maintained by the school district are pupil records. They 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 are available only to persons involved in the psychological treatment of a child are not pupil records.

School Policy No. 8330

ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the School District of Butternut 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 schools, and secondary schools 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 a legal duty to refer the child, including a homeless child, to the school district in which the child resides.** Before referring the 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.

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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 Carolyn Pollitt, Director of Special Education, School District of Butternut, at 715.769.3434 (ext. 332), or by writing her at 312 W. Wisconsin Street, P.O. Box 247, Butternut, WI 54514.

School Policy No. 2460

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

The School District of Butternut 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. This agency conducts the following child-find activities each year, Early Childhood open house and play dates and 3 and 4-year-old activities. 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 are 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 the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height

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of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student. The state of Wisconsin is currently working on a bill that would also make the parents' names and addresses available as part of the school directory information.

- "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's 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 administration a written request that identifies the records(s) they wish to inspect. The administration will make 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 School District of Butternut to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want to be 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

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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.

TITLE I PROGRAM

School districts that receive federal Title 1 program funds are required to notify parents of their district's parent involvement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Schools receiving Title 1 funds are also required to notify parents at the beginning of the school year that they may request and obtain information regarding:

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

The above notifications must be given to the parents of each student attending a school in the district that receives Title 1 funds, not just to the parents of students participating in the Title 1 program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner. In addition to the above notification, a school receiving Title 1 funds must:

- Notify parents if their child is assigned to or taught for four or more consecutive weeks by a teacher(s) who is not "highly qualified". This provision applies to all teachers in a school that receives Title 1 funds, including substitute teachers, not just those who work in Title 1 programs.
- Provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicable possible after the assessment is taken.

In the case of a school identified for school improvement, for corrective action or for restructuring, a district must notify the parents of all students enrolled in school of their option to transfer to another public school served by the district. This notification must be given at least 14 days before the start of the school year. The district must also

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notify parents of eligible students of the availability of supplemental education services in a manner that is clearly distinguishable from other school improvement information that parents receive. The notice must inform parents of the benefits of supplemental education services and indicate providers who are able to students with disabilities or limited English proficient students.

School Policy No. 2261