



## REQUIRED NOTICES FOR THE 2024-2025 SCHOOL YEAR

Annually school districts must inform parents and guardians of certain rules, policies, procedures, and guidelines. However, should you have further questions or need hard copies of any items, please contact one of the schools listed below or the Burlington Area School District district office.

### [Burlington High School](#)

400 McCanna Parkway  
Burlington, WI 53105  
Phone: (262) 763-0200

### [Cooper Montessori School](#)

248 Kendall Street  
Burlington, WI 53105  
Phone (262) 763-0180

### [Winkler Elementary School](#)

34150 Fulton Street  
Burlington, WI 53105  
Phone: (262) 539-2726

### [Karcher Middle School](#)

300 Wainwright Avenue  
Burlington, WI 53105  
Phone: (262) 763-0190

### [Waller Elementary School](#)

195 Gardner Avenue  
Burlington, WI 53105  
Phone (262) 763-0185

### [District Office](#)

209 Wainwright Avenue  
Burlington, WI 53105  
Phone: (262) 763-0210

### [Dyer Elementary School](#)

201 S Kendrick Avenue  
Burlington, WI 53105  
Phone: (262) 763-0220

**Many of the topic headings are [hyperlinks](#) that will take you to an additional website or provide more detailed information.**

### [Academic Standards](#)

The educational standards used for curriculum renewal and design efforts for the Burlington Area School District are annually approved at the July School Board meeting and reflect the adoption of the Wisconsin State Academic Standards.

### [School Accountability Report](#)

As part of the state accountability system, the Department of Public Instruction (DPI) produces report cards for every school district and school in Wisconsin. These report cards provide data on multiple indicators. The link will provide information on each schools' and district performance on the report card.

### [School and School District Performance Report](#)

The annual School District and Performance Report includes indicators of academic achievement including the performance of students on state required assessments. Other indicators of school and district performance include dropout, attendance retention in grade and graduation rates; percentage of habitual truants, percentage of students participating in extra-curricular and community activities and advanced placement courses; percentage of students enrolled in postsecondary education programs; percentage of students entering the workforce; student suspension and expulsion-related data, and staffing and financial information.

### [Virtual Charter School Notice - Wisconsin Connect Charter School \(WisCo\)](#)

### [Educational Options](#)

School districts are required to provide a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a private school choice program, charter schools, virtual schools, full-time/part-time open enrollment, and options for home-based private educational programs.

### [Early College Credit](#)

Early College Credit, formerly Youth Options, allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. For more [information on available courses and approved institutions of higher education](#), contact Amy Levonian, Principal at Burlington High School.

### [Start College Now](#)

Start College Now, formerly Youth Options, will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. For [additional information on Start College Now](#) contact Amy Levonian, Principal at Burlington High School.

### [Student Assessments](#)

In addition to district and classroom assessments, the Burlington Area School District administers the state required assessments for students in grades 4, 8, 9, 10, and 11. Parents/guardians who wish to excuse their student from taking the state-required examinations should make this request in writing to the building principal at least one week prior to test administration.

### [Title I Program](#)

Title I is a federally funded program. The federal government, through the state of Wisconsin Department of Public Instruction, provides funds to the local school district for operating Title I Programs. The district adheres to the guidelines set forth by the state and federal government and will provide the necessary information to parents regarding family engagement, the qualifications of the teachers and paraprofessionals in the school, and the specific information regarding state and district assessments, including their child's performance on these assessments. For more information on Title I programming please contact Kristen Dixon, Director of Teaching & Learning at the District Office, (262) 763-0210.

### [Student Anti-Harassment/Anti-Racism](#)

The Burlington Area School District and Board reject all forms of racism and harassment of a student, staff member, or school visitor as being destructive to the district's mission, vision, values, and goals. The District pledges and is committed to providing a physically and psychologically safe, secure and respectful environment, free from discrimination and harassment on the basis of race, color and national origin for all students and staff. This includes but is not limited to: in school buildings, on school grounds, in school buses and at school-sponsored activities and events.

### [Nondiscrimination and Access to Equal Employment/Educational Opportunity](#)

The Burlington Area School District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or expression, age, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law, in any of its programs or activities, applications for admission, or employment. For additional information on the District's nondiscrimination policies, see [School Board Policies 2260](#) (Nondiscrimination and Access to Equal Educational Opportunity), [1422](#), [3122](#), and [4122](#) (Nondiscrimination and Equal Employment Opportunity).

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including employment, as required by Title IX and its regulations. Inquiries about Title IX, including how to report conduct that may constitute sex discrimination, including sex-based harassment, may be referred to the District's Title IX Coordinators. The Director of Human Resources and the Director of Pupil Services have been designated as the District's Title IX Coordinators and can be reached at 209 Wainwright Avenue, Burlington, WI 53105, [titleIX@basd.org](mailto:titleIX@basd.org), or (262) 763-0210.

### Student Nondiscrimination in Relation to Career and Technical Education

All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc..) All career and technical course offerings are included in the [Burlington High School Course Planning Guide](#). Complaints regarding nondiscrimination related to these course offerings can contact Chris Weins, Director of Pupil Services, Burlington Area School District, 209 Wainwright Avenue, Burlington, WI 53105, (262) 763-0210.

### Sexual and Other Forms of Harassment

Harassment and sexual harassment will not be tolerated in the school district. This includes behavior between or by School Board members, administrators, teachers, support personnel, students, vendors and any others having business or contact with the school district. Persons violating these policies will be subject to discipline including, but not limited to, reprimand, suspension, expulsion, termination, or other sanction determined appropriate by the School Board. Report any complaints regarding possible harassment to the building principal or school counselor. The Burlington Area School District complaint officer is Chris Weins, Director of Pupil Services, Burlington Area School District, 209 Wainwright Avenue, Burlington, WI 53105, (262) 763-0210.

### Religion in the Curriculum

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with [Policy 8800](#) and AG 8800A, AG 8800B, and AG 8800D. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

Pupils, or the parent or guardian of minor pupils, should notify the building principal or his/her designee of any potential conflicts between classroom assignments, test/examination schedules and the sincerely held religious beliefs of students/families. For concerns related to receiving and resolving complaints, contact Dr. Jill Oelslager, Superintendent, Burlington Area School District, 209 Wainwright Avenue, Burlington, WI, 53105, (262) 763-0210.

### Education of Homeless Children and Youth o [En Español](#)

Homeless children and youth must have equal access to a free, appropriate public education comparable to other children residing in the district. The District has four homeless liaisons who are available to assist students and families in need. If assistance is needed, please contact the appropriate liaison below:

- Dyer, Waller, Winkler: Lori Radtke at (262) 763-0220 ext. 2226
- Cooper, Karcher: Presley Mulligan at (262) 763-0190
- Burlington High School, FRC Consortium, PAC House: Julia Fewell at (262) 763-0200 ext. 1025
- District (including WisCo & Project WIN): Amanda Riggs at (262) 763-0210 ext. 1025
- en [Español](#), llame: (262) 698-3964
- All homeless liaisons can be reached by emailing: [mkv@basd.k12.wi.us](mailto:mkv@basd.k12.wi.us)

### Confidentiality

The Family Educational Rights and Privacy ACT (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. The link above takes you to the approved school board policy related to these rights.

### Student Records

The Burlington Area School District maintains progress reports and behavioral records on students. All records are confidential with the exceptions outlined in [School Board Policy 8330](#). Complaints of violation of the Family Educational Rights and Privacy Act can be filed with the Family Policy and Regulations of the Department of Education. The Burlington Area School District does not designate nor release student's address or telephone number to any non-district entity except as required by federal law.

## [Direct and Guaranteed Admission Program](#)

### [Recruiter Access to Student Records](#)

School districts receiving federal education funds are required to provide, on request, made by military recruiters or an institution of higher education, access to secondary (high school) students' names, addresses and telephone listing, unless access to such information has been restricted. Annually, as part of the registration process parents/guardians have the right to request that the child's information not be released. In addition to completing this form as part of the registration process, parents/guardians can also submit the request in writing to the building principal.

### [Parents Right to Inspect Instructional Materials](#)

The member of the public should submit a request to inspect instructional materials to the building principal where the material is being used. The principal will provide timely access to the material being requested. If, upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and AG 9130.

### [Human Growth and Development](#)

In certain grades, 5-12, human growth and development topics are covered that are developmentally appropriate for that age group. Parents/guardians are notified in advance of any specific curriculum for their child's grade level. This notification will include an outline of the topics discussed. Parents/guardians do have the right to inspect the curriculum and instructional materials and should make this request to the teacher. Parents/guardians also have the right to have their child exempted from any portion of that curriculum. Parents/guardians should provide this request in writing to the student's teacher, building principal, or school counselor.

### [Programs for Students With Disabilities](#)

The Individuals with Disabilities Education Act, a federal law, and Chapter PI-11 of the Wisconsin Statutes mandates that all children with disabilities, ages 3 – 21, be provided a free, appropriate public education to meet their learning needs.

To determine whether a child is eligible for services, a referral process is started by the professional school staff, a parent, or an outside agency. The referral process involves an evaluation using formal testing and informal measures such as child observations, questionnaires, and parent interviews to determine the child's learning needs. Parents and/or guardians are an integral part of the process, are invited to all meetings, and must provide written consent for the evaluation to occur.

There are eleven special education impairment areas including cognitive disabilities, specific learning disabilities, emotional-behavioral disabilities, other health impairment, orthopedic impairment, speech/language, autism, hearing, vision, significant developmental delay, and traumatic brain injury. Following the evaluation process an Individual Educational Plan (IEP) meeting is held to determine whether the child meets the federal/state criteria for one or more of the impairment areas.

If the criteria is met, the IEP team determines the child's need for special education. If the child has met the criteria for an impairment area and is in need of special education, the parents/guardians must provide written consent for the placement in special education to occur. The Burlington Area School District provides a range of programming options in special education that are all individualized to meet each child's specific learning needs.

If your child has significant learning needs, please contact the school counselor, the principal, or Chris Weins, Director of Pupil Services, at (262) 763-0210.

### [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 and as further outlined in state law, a child with a disability who has been denied the opportunity to attend a nonresident school district under the full-time open enrollment program may be eligible to receive a

scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school that is participating in the Special Needs Scholarship Program. For more information contact Chris Weins, Director of Pupil Services, at (262) 763-0210.

#### [504](#)

The Burlington Area School District in accordance with Section 504 of the Rehabilitation Act does not discriminate against any person with handicapping conditions. Qualified individuals with handicapping conditions cannot be excluded from participation in school activities solely because of their handicap. This includes, but is not limited to, instructional courses, vocational programs, or co-curricular activities. For further information regarding 504 eligibility and accommodations, please contact your school counselor or Chris Weins, 504 Coordinator at District Office, (262) 763-0210.

#### [Wisconsin's Informational Guidebook on Dyslexia and Related Conditions](#)

The informational [dyslexia guidebook](#) required by 2019 Wisconsin Act 86 is online. The guidebook was created through collaboration between the advisory committee, as outlined in Act 86, and DPI. Per Act 86, the informational guidebook discusses screening, instruction and intervention, and resources that can support improved learning for school-aged individuals with characteristics of dyslexia.

#### [Programs for English Learners](#)

Burlington Area School District provides support to students whose primary language is not English. Information regarding the reason for identification, the level of English proficiency, methods for instruction, how the program will meet the needs of the student, exit requirements for the program, and parental rights will be shared with parents/guardians within the first 30 days of school. For more information on programming for English Learners, contact Ann Phillips, EL Coordinator, at Waller Elementary School, (262) 763-0185.

#### [Academic and Career Planning Services](#)

Academic and Career Planning (ACP) equips students and their families with tools to make informed decisions about postsecondary education and training as it leads to careers. Burlington Area School District provides career awareness, career explorations, and career planning activities within the educational experiences. These experiences start as early as kindergarten and continue throughout high school and include opportunities for individual planning conferences with students and parents to discuss career and academic planning. For more information regarding ACP contact Laura Stutzman, school counselor at Burlington High School.

#### [Attendance](#)

School districts are required to provide students enrolled in district schools with a copy of the established school attendance policy. The attendance [brochure](#) provides additional information for parents/guardians.

#### [Program or Curriculum Modifications](#)

Parents/guardians may request program or curriculum modifications. These requests should be made in writing to the building principal. All requests will be evaluated based on state and federal guidelines. If a parent/guardian is not satisfied with the building principal's decision, he/she may have the request reviewed by the Superintendent, and if still not satisfied with the decision, the School Board.

#### [Personal Communication Devices](#)

Student use of an electronic communication device is generally prohibited during the school day, in school buildings and vehicles, and at all school-sponsored activities. However, the School Board recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes.

Therefore, use of electronic communication devices may be permitted only if use by the student is determined to be for a medical, school, educational, vocational or other legitimate use.

Such use of an electronic communication device may not, in any way:

- ✓ Disrupt the educational process in the school district;

- ✓ Endanger the health or safety of the student or anyone else;
- ✓ Invade the rights of others at school; or
- ✓ Involve illegal or prohibited conduct of any kind.

If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final regarding this issue. In arriving at this determination, the administration shall apply the standards that are stated in this policy in order to determine whether the use of the electronic communication device by the student in question violates the standards that are stated in this policy. Students who repeatedly violate this policy shall be subject to appropriate disciplinary measures, as are determined to be appropriate by the administration and/or School Board. [A copy of this policy](#) shall be provided annually to each pupil enrolled in the Burlington Area School District.

### Bullying

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### Search and Seizure

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the Superintendent, Building Principals, Assistant Principals, School Resource Officer, school employee specifically designated by an administrator, Law enforcement, or other agency official at the request of or in conjunction with school authorities.

### Health Services

The Health Services Department provides services for illnesses and injuries that occur during the regular school day. A health aide is provided for each school, and she functions under the direction of a registered nurse. The health aide is trained in first aid, CPR, emergency care and blood pressure measurement, but is not a licensed nurse nor trained to diagnose illnesses or injuries.

Should your child need to receive any medication while in school, it must be administered through the health services department. Contact the school health office for a copy of the Medication Policy/Administration form. This form must accompany the medication to school, and the medication must be packaged in the original container or prescription bottle.



Please notify the school health office of any communicable disease your child may have. The school health aide will notify the health department and we will adhere to their guidelines regarding return to school. If you have any further questions or health concerns, please contact the health office at your child's school or Jill Dreger, BSN, RN, Director of Health Services at (262) 763-0210.

#### [Concussion and Head Injury Information](#)

Students participating in a youth athletic activity will be provided with a concussion and head injury information sheet. Students may not participate in a youth athletic activity unless the form is returned and signed by the student and, if he/she is under the age of 19, by his/her guardian. For more information contact Eric Sulik, Activities Director at Burlington High School.

#### [Sudden Cardiac Arrest Information](#)

Students participating in a youth athletic activity will be provided with a sudden cardiac arrest information sheet. Students may not participate in a youth athletic activity unless the form is returned and signed by the student and, if he/she is under the age of 19, by his/her guardian. For more information contact Eric Sulik, Activities Director at Burlington High School.

#### [Youth Suicide Prevention](#)

This link includes important information and available resources for the prevention of suicide.

#### [Child Nutrition Program](#)

All Burlington Area School District schools provide a choice of healthy meals each day. All meals served must meet nutritional guidelines set by the U.S. Department of Agriculture. U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. School food authorities must provide modifications for children with disabilities on a case-by-case basis when requests are supported by a written statement from a state licensed medical practitioner. Medical forms are available in school health offices. Children who qualify under the U.S. Department of Agriculture guidelines may get meals free or for a reduced price. [Applications](#) can be obtained at any time throughout the year in each school building or at the District Office located at 209 Wainwright Avenue, Burlington, WI 53105. Completed copies of the applications should be returned to the school office. Families may apply at any time during the school year.

#### [Child Nutrition Program: Unpaid Meal Charges](#)

All SFAs operating federal school meal programs are required by USDA Policy Memorandum SP 46-2016 to have a written and clearly communicated policy addressing unpaid meal charges by July 1, 2017. The guidelines for this policy are contained in the link.

#### [Wellness](#)

School districts participating in federally subsidized child nutrition programs were required to establish local school wellness policy, which are provided in the link above.

#### [Alcohol and Other Drug \(AODA\) Prevention](#)

The Burlington Area School District has a strong and long-standing commitment to discourage and prevent the use of illegal drugs, chemicals, and alcohol among its student population. The School District recognizes that the problem of illegal drugs, chemicals, and alcohol abuse presents a continuing challenge in its schools and a clear danger to the student population. The goal of the School Board is to help students with potential or real dependency problems by providing education and assistance to any student displaying signs of harmful involvement. The use, possession, transfer, or being under the influence of illegal drugs, chemicals or alcohol in or on school property or at school-sponsored events is prohibited. Accordingly, the School Board directs the district administration to implement a plan to combat and discourage the illegal use of drugs, chemicals, and alcohol while protecting the health, safety, and well-being of all students.

#### [Asbestos and Indoor Environmental Quality Management](#)

The Asbestos Hazard Emergency Response Act requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. Within the link you will find the [annual notification](#) and plan.

### [Special Observance Days](#)

State law requires schools to appropriately commemorate 21 specified days. See policy 2221 Special Observance Days for the list of specified days.

### [Board Adoption of Textbooks](#)

State law requires Board adoption of textbooks. For specific information relating to BASD's course adoptions please contact Teaching & Learning via email: [basdtl@basd.k12.wi.us](mailto:basdtl@basd.k12.wi.us) for further information. See [School Board Policy 2510 Adoption of Textbooks](#).

### [Board Adoption of New & Revised Curriculum](#)

State law requires Boards to adopt courses of study. A course of study is part of the sequential curriculum plan that describes course objectives, sequence, content, and a method of evaluating student attainment of objectives. For specific information relating to BASD's courses please contact Teaching & Learning via email: [basdtl@basd.k12.wi.us](mailto:basdtl@basd.k12.wi.us) for further information. See [School Board policies 2220 Courses of Study & Policy](#) and [School Board Policy 2230 Curriculum Course Guides](#).