

Delavan-Darien School District

Annual Notices 2022-2023

Each year the Delavan-Darien School District will review and update pertinent public notices. Please use the links below to review this year's updates.

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Academic and Career Planning Services for Students

The Board requires that a planned program of school counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes").

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. For more information, refer to [School Board Policy 2411](#).

Annual Notice of Academic Standards

To view our current Academic Standards please click [here](#).

Asbestos Hazard Emergency Response Act (AHERA)

Under 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.

Beginning in 1988, all buildings owned, leased, or "under the control of" the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos.

Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program. The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- Environmental Management Consulting , Inc. (EMC) was contracted to be the school's consultant for asbestos for the school year.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic "surveillance" in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.
- In the past year the District conducted the following asbestos removal activities:
 - Pipe insulation in rooms 206 and 208 at the High School

All outside contractors shall contact the lead maintenance person before commencing work. Our goal at the District is to be in full compliance with asbestos regulations. A copy of the Asbestos Management Plan is available for review by contacting the District Office. Questions related to this plan or any other asbestos concerns should be directed to the District's Designated Person.

Child Nutrition Programs & Free and Reduced Lunches

The Delavan-Darien School District participates in USDA child nutrition programs for breakfast, lunch and milk programs. Applications and information on eligibility requirements for free or reduced price meals/milk is provided during annual registration and can be found using the parent portal via Infinite Campus. For more information please contact the Business Administrator 262-233-6757.

Child Find

SCHOOL DISTRICT OF DELAVAN-DARIEN
ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the Delavan-Darien 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 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.

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 Mary Burke, Director of Special Education, Delavan-Darien School District, at 262-233-6753 or by writing her at 324 Beloit Street, Delavan, WI 53115.

Concussion and Head Injury Information

School Districts are required by section 118.293 of the state statutes to distribute a concussion and head injury sheet to (1) each person who will be coaching a youth athletic activity and (2) each student who wishes to participate in the activity at the beginning of a youth activity season, except as otherwise specifically provided. No person may participate in a youth athletic activity unless the person returns the concussion and head injury information sheet signed by the person (student athlete) and, if she/he is under the age of 19, by his/her parent/guardian.

Directory Information

Pursuant to Wisconsin Statute 118.125(2)(j), the Delavan-Darien School District and the Board declares the following as "Directory Information": a student's name; address; telephone number; date and place of birth; participation in officially-recognized activities and sports; dates of attendance; date of graduation. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website and other electronic media. The directory information used will be properly verified and approved by the District Administrator. For more information, refer to [School Board Policy 8330](#).

Early College Credit Program

The Board recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin. The Board will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade. The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student. For more information, refer to [School Board Policy 2271](#).

Education for Employment Program

Students in the Delavan-Darien School District are offered a variety of opportunities to explore and experience potential career pathways throughout their educational journey. Career awareness is the focus at the elementary grades, career exploration is a focus during middle school, and high school students engage in career planning, preparation and participation. Students are provided comprehensive school and academic counseling starting in elementary school and continuing until graduation. Students in grades 6-12 participate in academic and career planning utilizing Career Cruising. Students are provided opportunities to job shadow, visit colleges and technical schools, attend career related field trips, attend career fairs, and participate in internships, work release and youth apprenticeship. Youth Apprenticeship is designed for high school students who want hands-on learning in an occupational area at a worksite along with classroom instruction. This one or two year elective program combines academic and technical instruction with mentored on-the-job learning. High school students can continue their selected career path by participating in Start College Now and/or Early College Credit Program options following district guidelines.

Education of Homeless Children and Youths

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260). For more information, refer to [School Board Policy 5111.01](#).

Educational Options

According to State Statute, the Delavan-Darien School District is required to notify parents of the educational options available to children who reside in the school district and notification of the school's accountability report.

Educational Options:

The Delavan-Darien District has the following educational options: Turtle Creek Elementary (grades 4K-2), Darien Elementary (grades 3-4), Phoenix Middle School (grades 5-8), Delavan-Darien High School (grades 9-12), Delavan-Darien Tech School (grades 9-12), Youth Apprenticeship Program (9-12), Delavan-Darien School District Virtual School, Saint Andrew Parish School Choice Program (grades K-8), Our Redeemer Lutheran School Choice Program (grades 4K-8), Open Enrollment, Part-Time Open Enrollment, Start College Now, Early College Credit Program, and options for home-based education.

Report Card Accountability Ratings:

The Wisconsin Department of Public Instruction (DPI) has released the 2021-22 district and school accountability report cards:

2021-22 District Overall Accountability Rating – 62.8 Meets Expectations

2021-22 Turtle Creek Elementary Accountability Rating – Alternate Rating – Satisfactory Progress

2021-22 Darien Elementary Accountability Rating – 57.8 Meets Few Expectations

2021-22 Phoenix Middle School Accountability Rating – 69.0 Meets Expectations

2021-22 Delavan-Darien High School Accountability Rating – 58.3 Meets Expectations

2021-22 Saint Andrew Parish School Choice Program Accountability Rating – 61.4 Meets Expectations

The full school and school district accountability report is available on DPI's website at

<https://apps2.dpi.wi.gov/reportcards/>

General Student Nondiscrimination Policy

It is policy of the School District of Delavan-Darien that no person may be denied admission at any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973.

This district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violation of the policy in the Delavan-Darien School District.

Any questions concerning s.118.13, Wisconsin Statutes, or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Mary Burke
District Title IX Coordinator
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 233-6753

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap should be directed to:

Mary Burke
Section 504 Coordinator
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 233-6753

Human Growth and Development Instruction

Parents can access the human growth and development curriculum used at their child's grade level by requesting this information from their child's school. Under new state legislation (2021), school districts that provide human growth and development must ensure that, at an age-appropriate time, the curriculum includes an explanation of "the process under s. 48.195 under which a parent of a newborn child may relinquish custody of the child to a law

enforcement officer, emergency medical services practitioner, or hospital staff member.” Section 48.195 is commonly referred to as the state’s Safe Haven law.

Parents/guardians shall be allowed to examine the complete human growth and development curriculum and all instructional materials by contacting the Director of Instruction at 233-6751. Parents/guardians may exempt their child from instruction in human growth and development with a written request to the teacher or principal. For more information, refer to [School Board Policy 2414](#).

Meal Charge Policy

Children need healthy meals to learn. **Delavan-Darien School District** offers healthy meals every school day. Breakfast costs **K-5-\$1.10**; **6-12-\$1.40**; lunch costs **K-8-\$2.75**; **9-12-\$3.00**. Your children may qualify for free meals or for reduced price meals. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. *Who can get free OR REDUCED PRICE meals?*

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines.

Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	25,142	2,096	484
2	33,874	2,823	652
3	42,606	3,551	820
4	51,338	4,279	988
5	60,070	5,006	1,156
6	68,802	5,734	1,324
7	77,534	6,462	1,492
8	86,266	7,189	1,659
Each additional person:	8,732	728	168

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call **Julie Hartman @ 262-233-6764** or e-mail jhartman@ddschools.org.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Julie Hartman, 324 Beloit St., Delavan, WI 53115, 262-233-6764** or email it to: jhartman@ddschools.org.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Julie Hartman, 324 Beloit St., Delavan, WI 53115, 262-233-6764** or email it to: jhartman@ddschools.org immediately. If your household was notified it

qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A SCHOOL PARTICIPATING IN THE SEAMLESS SUMMER OPTION (SSO) OR COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in SSO OR CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

6. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.ddschools.org/page/enrollregister> to begin or to learn more about the online application process. Contact **Julie Hartman @ 262-233-6764** or email it to: **jhartman@ddschools.org** if you have any questions about the application process.

7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **[date]**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.

9. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.

10. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.

12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Julie Hartman @ 262-233-6764** or email it to: **jhartman@ddschools.org**.

13. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

15. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

16. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.

17. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.

18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call **262-233-6764**.

Sincerely,



Meningococcal Disease Information

It is important that parents understand the dangers of meningococcal disease, commonly known as bacterial meningitis, a rare but potentially fatal infection that can occur among teenagers and college students. While meningococcal disease is rare and difficult to contract, it is very serious. There is now a vaccine that may help to prevent this infection.

Meningococcal bacteria can potentially be transmitted through close contact with an infected person through direct contact with respiratory and/or oral secretions from an infected person (for example, through sharing drinking containers or kissing). Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious, because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Up to 83 percent of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacterium that cause meningococcal disease in the U.S.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11-12 years olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

For more information about meningococcal disease and immunization, please visit the following websites to learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

- A [Centers for Disease Control and Prevention \(CDC\) Meningitis Fact Sheet](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- National Association of School Nurse, [Voices of Meningitis](#)
- [Wisconsin Department of Health Services](#)
- A list of local [Wisconsin public health departments and contact information](#)

Other organizations' meningococcal meningitis information is available:

- [American Academy of Family Physicians](#)
- [American Academy of Pediatrics](#)
- [Meningitis Foundation of America](#)
- [National Meningitis Association](#)

Program or Curricular Modifications

The Delavan-Darien School District recognizes the importance of the rights of parents and guardians to determine their children's participation in District programs and activities as well as their rights to inspect certain materials

related to their child. Parents and guardians may request a change in or exemption to their children's participation in certain District educational programs or activities in accordance with state and federal laws. These laws also grant parents and guardians the right to inspect certain materials that are part of the District's curriculum and other activities. School Board Policy [2210](#), [2414](#), and [2451](#).

Programs for English Language Learners

The Delavan-Darien School District recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Delavan-Darien School District shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student. For more information, refer to [School Board Policy 2260.02](#).

Recruiter Access to Students/Records

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer. For more information, refer to [School Board Policy 8330](#).

School & School District Performance/Accountability Report

The Board of Education believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. The Department of Public Instruction (DPI) will release a School Report Card for every public school in Wisconsin. This report card will be available to the public on the DPI website - <https://dpi.wi.gov/accountability/report-cards>.

School Wellness Policy

School districts participating in federally subsidized child nutrition programs were required to establish a local school wellness policy. The policy was formally adopted by the Delavan-Darien School District Board of Education. For more information, refer to [School Board Policy 8510](#) and [here](#).

Special Education

Upon request, the Delavan-Darien 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 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.

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:

Mary Burke
Director of Special Education
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 233-6753

Special Needs Scholarship Program

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. For more information, refer to the [Wisconsin DPI Special Needs Scholarship website](#).

Student Assessment Information

The Delavan-Darien School District annually administers the following State Assessments:

NWEA Reading Fluency - Grade K-2
NWEA MAP testing - Grade K-8
Wisconsin Forward Exam - Grade 3-8, 10
Pre-ACT - Grade 9-10
ACT - Grade 11
ACCESS 2.0 - EL students grade K-12

Your child's teacher will give you exact dates and information about the assessments. Information about the assessments can also be found at [Wisconsin's Department of Public Instruction Assessment website](#). The Every Student Succeeds Act (ESSA) (20 U.S.C. §6312(e)2B) requires Title 1 program districts to notify parents of the option to request information regarding any state or local school district policy regarding student participation in any assessments mandated by law and the district.

Student Attendance

School attendance is the largest contributing factor for failure in school. Due to this, compulsory school attendance laws were established. "Any person having under his/her control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester/[trimester] of the school year in which the child becomes 18 years of age, Wis. Stat. sec. 118.15(1)(a)."

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school. School attendance is the responsibility of the students, parents and guardians. For more information, refer to the Student-Parent Handbook - Attendance Policies.

Student Harassment/Bullying/Hazing

It is the policy of the Delavan-Darien School District to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Delavan-Darien School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Delavan-Darien School District.

The Delavan-Darien School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Delavan-Darien School District will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, 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 (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. For more information, refer to [School Board Policy 5517 - Anti-Harassment](#).

Additionally, the Delavan-Darien School District prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying. For more information, refer to [School Board Policy 5517.01 - Bullying](#).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Delavan-Darien School District will investigate all allegations of harassment and in those cases where harassment is substantiated, the Delavan-Darien School District will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

The Delavan-Darien School District believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event. For more information, refer to [School Board Policy 5516 - Hazing](#).

Student Locker Searches

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student. For more information, refer to [School Board Policy 5771](#).

Student Nondiscrimination in Relation to Career and Technical Education

The mission of career and technical education is to provide an opportunity for students to develop knowledge needed for success in employment, to build foundations for further education and to acquire independent living skills. The District's curriculum will provide every student with the opportunity to participate in learning experiences, to explore potential careers and, when appropriate, acquire the occupational skills necessary for the transition from school to the world of work. For purposes of this policy, "vocational education" shall be defined as a program designed to provide educational experiences and guidance for students to plan and prepare for a future:

1. in the labor market as employable individuals immediately after graduation with productive, saleable skills;
2. in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;
3. in the world of work while continuing their education in order to help offset higher education expenses.

The Board shall provide, in cooperation with the Wisconsin Technical College System, a career and technical education program which may include:

1. Advanced Manufacturing
2. Animal Systems in Agriculture
3. Architecture & Construction
4. Business Administration in Finance
5. Business Administration in Marketing
6. Business Management & Services
7. Education & Training
8. Hospitality, Lodging & Tourism
9. Natural Resources
10. Patient Care in Health Science
11. Plant Systems in Agriculture
12. Transportation & Power Equipment Service

The Board directs that any efforts to recruit students to participate in a particular vocational program must include literature and comparable recruitment efforts for students with disabilities in a format and context in which they can communicate. The career and technical education program may also include a work-study program involving the employment of qualified students. The programs are available to students without regard to race; color, religion, national origin, ancestry, creed, pregnancy; marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability("Protected Classes"). The District Administrator is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of non-discrimination based on the Protected Classes prior to the time the students are selected and/or assigned. For more information, refer to [School Board Policy 2421](#). For specific questions in relation to nondiscrimination policies or procedures, please contact:

Mary Burke
District Title IX Coordinator
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 233-6753

Anthony Klein
Business Manager
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 233-6757

Student Privacy

The Board of Education respects the privacy rights of parents and their children. Districts receiving federal education funds are also required to notify parents at least annually at the beginning of the school year of the specific and approximate dates during the school year if any of the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
2. The administration of any survey relating to one or more of the following items: Political affiliations or beliefs of the student or the student's parent; Mental and psychological problems of the student or the student's

- family; Illegal, anti-social, self-incriminating or demeaning behavior; Sex behavior or attitudes; Critical appraisals of other individuals with whom students have close family relationships; Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers; Religious practices, affiliations or beliefs of the student or student's parent; or Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.
3. Any non-emergency, invasive physical examination or screening that is: required as a condition of attendance administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

For more information, refer to [School Board Policy 2416](#).

Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. For more information, refer to [School Board Policy 8330](#).

School District Maintains Student Records

Each school in our district maintains a cumulative record file on students enrolled in that school. These records are maintained as directory information, progress records and behavioral records.

Directory information includes such information as the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height 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.

Directory information shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release, in writing, of their own initiation.

Progress records include the student's grades, a statement of courses, which the student has taken, and the student's attendance record. Behavioral records include all other student records, which are not progress records (e.g., health records, test scores, disciplinary records, special education records etc.)

A student or the parents or guardian of a minor student, shall, upon written request, inspect and be provided with a copy of the student's progress records within 45 days of the written request. The parents or guardian of a minor

student, or an adult student, shall, upon written request, inspect, in the presence of a person qualified to explain and interpret the records, the student's behavioral records, and be able to receive a copy of the behavioral records at their expense within 45 days of the written request.

No personally identifiable student records shall be released without the written consent of an adult student or the parents or guardian of a minor student except to: a) school officials who have a legitimate education interest; b) the judge of any court who, upon request, shall be provided with a copy of all progress records of a pupil who is the subject of any proceeding in the court; c) to any court in response to subpoena by parties to an action for in camera inspection; d) to the Department of Public Instruction or any public officer for information required under Chapters 115-121; e) to a state or local child welfare agency when the agency is legally responsible for the care and protection of the student f) to another school district or school upon receipt of a written notice that a specific student has enrolled in that school or district.

Personally identifiable information shall be transferred to a third party only on the condition that such a party will not permit any other party to have access to such information without written consent of the parents or guardian of a minor student or an adult student.

All student records are maintained as follows in the School District of Delavan-Darien: All progress records are maintained for a period of at least five years after a pupil ceases to be enrolled in the district. If written consent is obtained by a parent/guardian, special education records are retained for 5 years. Permission forms are available at the School Administration Center, 324 Beloit Street, Delavan. If written consent is not obtained, personally identified information in Special Education records are removed one year after students graduate or last attend a school in the district.

Student Religious Accommodations

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establish 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 of Education 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.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world. For more information, refer to [School Board Policy 2270](#).

Sudden Cardiac Arrest

School Districts are obligated under section 118.2935 to distribute information about the nature and risk of sudden cardiac arrest during youth athletic activities to children who are over the age of 12 years of age or older.

Notice of Suicide Prevention Resources

Annually the District must provide its professional staff and parents access to information regarding suicide prevention. Please review the suicide prevention resources brief provided by the DPI [on their website](#).

Title I Program

The Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965.

The District Administrator shall prepare and present to the Department of Public Instruction a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students. Families may request and obtain the professional qualifications of Title I teachers.

The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act. For more information, refer to [School Board Policy 2261](#).

Use or Possession of Electronic Communication Devices

Electronic devices are defined as cell phones, mp3 players, tablets and any other personal electronic devices. Unless directed by an instructor, while in the classroom, or in the hallway during class time, all electronic devices shall be turned off and stored by the student. These devices may be used before and after school, during lunch, and during passing time. Electronic devices are prohibited from being used in the bathrooms and locker rooms. For more information, refer to [School Board Policy 5136](#).