



# Watertown Unified School District

## 2017-18 Annual Notices

The following are annual notices related to students and school programs that Wisconsin school districts are required by law to provide. Questions may be directed to the Educational Service Center at (920) 262-1460 or the specific contact WUSD Administrator where noted.

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<https://www.facebook.com/WatertownUnifiedSchoolDistrict>  
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#### Educational Service Center

111 Dodge Street, Watertown, WI 53094  
 920-262-1460

Cassandra Schug, Superintendent  
 Dave Vitale, Ass't. Supt. for Educational Services and Innovation  
 Brittany Altendorf, Business Manager  
 Ivan Thompson, Human Resources  
 Jenny Borst, Director of Elementary Teaching and Learning  
 Erin Meyer, Director of Secondary Teaching and Learning

#### Watertown High School Endeavor High School

825 Endeavour Drive, Watertown, WI 53098  
 920-262-7500

Josh Kerr, AP  
 James Koepp, AP/Athletic Director

William Loss, Principal  
 Melissa Hahn, AP

#### Riverside Middle School

131 Hall Street Watertown, WI 53094  
 920-262-1480

Luke Spielman, AP  
 Jonathan Rouse, Principal

#### Douglas Elementary School

1101 Prospect Street Watertown, WI 53098  
 920-262-1495

Emily Lessner, Principal  
 Kayla Wendt, Dean of Students

#### Lebanon Elementary School

W4712 County Road O, Watertown, WI 53098  
 920-925-3712

Melissa Hahn, Principal

#### Lincoln (STEM) Elementary School

210 N. Montgomery Street, Watertown, WI 53094  
 920-262-1465

Emily Lessner, Principal  
 Kayla Wendt, Dean of Students

#### Schurz Elementary School

1508 Neenah Street, Watertown, WI 53094  
 920-262-1485

Andy Bare, Principal

#### Webster Elementary School

634 S. Twelfth Street, Watertown, WI 53094  
 920-262-1490

Brad Clark, Principal

#### WUSD e-Campus

825 Endeavour Drive, Watertown, WI 53098  
 920-262-1460 ext. 3227

Bob Logan, Coordinator

## **Asbestos Management**

As a result of the Asbestos Hazard Emergency Response Act (AHERA) every school district was required to complete a comprehensive asbestos inspection and develop a management plan for all Asbestos-Containing Building Materials (ACBM) present within the district. In an effort to comply with this regulation, the Watertown Unified School District had all buildings, owned or leased by the district, initially inspected by an Environmental Protection Agency (EPA) accredited inspector and any samples taken when analyzed by an independent laboratory. This information was then utilized to develop a comprehensive asbestos management plan.

A comprehensive re-inspection by an accredited inspector of all ACBM is required every three years, while periodic six-month surveillance is an additional requirement. The Watertown Unified School District has contracted with Environmental Management Consulting, Inc. (EMC), Lake Mills, WI, to perform three year re-inspections and six-month surveillances for all district buildings.

The asbestos inspection and management plan is available for review during normal business hours at the Educational Services Center.

All ACBM found within the district has been identified, with location and condition assessed. Any area noted as being moderate to poor condition will be repaired or removed by the district. Long-range management of all ACBM has been developed.

Any questions relating to removal projects, ACBM present in any District buildings, the management plan, or regarding the district's ongoing operations and maintenance program should be directed to the Buildings and Grounds Supervisor.

## **Attendance**

Regular school attendance is crucial for success in school. Parents are encouraged to have their son/daughter attend school every day. Pupils may be excused by parents only for reasons as written in Section 118.15 of Wisconsin Statutes and/or as written in school board policy. ***Unexcused late or tardy to school will be treated as truancy when a pattern becomes habitual or excessive.***

Parent/guardian notification is required if a student is absent. Students will be excused from school for the following reasons with the knowledge and approval of the student's parent or legal guardian:

- Personal illness (a medical excuse may be required for more than three consecutive days of illness)
- Severe illness or death in the family
- Religious observance
- Impassable roads or extreme weather condition
- Required court appearance
- Health appointments
- College visits
- Special cases at the discretion of the principal

The student must have a parent call school or bring a written note from the parent for each absence from school. Unexcused absences will lead to disciplinary consequences and possible involvement of the truancy abatement officer, county human services department, local police and municipal and/or county court. Questions concerning this policy should be directed to the building principal.

*(School Board Policy - #5130)*

## **Bullying/Harassment**

Every student has a right to not be harassed and to feel safe at school and at all school activities. Harassment is any unwanted or unwelcome behavior that violates an individual's personal rights. Any form of harassment is unacceptable and will not be tolerated. Students who are harassed should tell the harasser to STOP. If the unwelcome or unwanted behavior continues, the incident should be brought to the attention of a teacher, counselor, administrator, or police liaison officer.

Harassment can take many forms including sexual, verbal, racial, and physical intimidation. Sexual harassment includes unwelcome behavior of a sexual nature, including but not restricted to, inappropriate gestures or touching, sexual remarks, name calling, spreading rumors, or displaying offensive pictures. Verbal harassment includes unwelcome teasing, humiliating, or causing embarrassment. Racial harassment includes name-calling or any unwanted or negative comments about ethnic groups or one's ethnic background. Physical harassment or intimidation includes verbally threatening or causing physical harm to another (defined legally as assault, battery, disorderly conduct).

WUSD is committed to making our schools a safe, learning environment. It is the policy of the Watertown Unified School District to provide a working and learning environment free from all forms of harassment including incidents of sexual harassment, intimidation, or bullying.

Bullying is a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Any form of bullying will be taken seriously and appropriate remedial actions will be enforced.

*(School Board Policy - #4181.1 and #5362)*

### **English Language Learners Programs**

The School Board recognizes that within the District there are students whose primary language is not English. The Board shall provide appropriate educational and support services for these students to help them acquire English language skills that will enable them to function successfully in an all English classroom and help them meet established academic standards.

The District shall assess the English proficiency and academic progress of English Language Learners (ELL) in accordance with legal requirements and established District procedures.

Decisions regarding the administration of state-required tests to ELL students shall be made on a case-by-case basis. Any ELL student exempted from taking a state-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both state-required tests and alternative assessments shall be used consistent with District policies in making instructional, promotion and graduation decisions. Test results may not be used as the sole criterion in re-classifying an ELL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education opportunities. Exemption of an ELL student from taking a state-required test may also not be used as the sole criterion for making such determinations.

Parents and guardians of ELL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. These notifications shall be made consistent with legal requirements and in such manner as to ensure that the student's parent or guardian understands them.

Students shall be exited from ELL programs or services when they have met the District guidelines and state criteria for English proficiency. Once students have been exited they shall no longer be tested on their English proficiency or receive state testing accommodations for ELL students. Former ELL students shall be monitored for two years after exiting the program. If during that time, it is determined that the student was exited from the ELL program prematurely, he/she shall be placed back in the program.

*(School Board Policy - #6227)*

### **Health Related Instruction**

Section 118.01(2)(d)(2c) of the state statutes, states no student may be required to take instruction in 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 if his/her parent files a written objection thereto with the teacher. Questions about instruction should be directed to the classroom teacher and/or building principal.

### **Homeless Children**

The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate night-time residence, and includes children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living emergency or transitional shelters;
  - abandoned in hospitals; or
  - awaiting foster care placement.
- Children and youth who have a primary night-time residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, please contact the Directors of Teaching and Learning, at 920-262-1460 for further information.

**Human Growth and Development**

WUSD provides instruction in human growth and development in grades K-12. Parents and guardians may review the curriculum and inspect the instructional materials used in each grade by contacting the Assistant Superintendent or the school building principal.

The WUSD Human Growth and Development Curriculum offers information and instruction appropriate to each grade level and the age and level of maturity of students. The program includes instruction in the following areas:

- Self-esteem, responsible decision making and personal responsibility.
- Interpersonal relationships.
- Discouragement of adolescent sexual activity.
- Family life and skills required of a parent.
- Human sexuality; reproduction; family planning, as defined in S. 253.07(1)(a), including natural family planning, human immunodeficiency virus, and acquired immunodeficiency syndrome; prenatal development; childbirth; adoption; available prenatal and postnatal support; and male and female responsibility.
- Gender stereotypes and protective behaviors.
- Marriage and parental responsibility.

Parents may file a written request with the school principal if they wish to have their child exempted from Human Growth and Development instruction.

*(School Board Policy #6213)*

**Meningococcal Disease Information**

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11-12 years old), adolescents at high school entry (15 year olds), if they have not previously been immunized, and for college freshman living in dormitories. For more information contact your healthcare provider.

**Non-Discrimination**

It is the policy of the Watertown Unified School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, career and technical education, co-curricular, student services, recreational, or other programs or activities because of the student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13, Wis. Stats.

If you have questions about procedures or wish to file a grievance, please contact the Directors of Teaching and Learning.

*(School Board Policy #5360 and 5360.1)*

**Nutrition Programs (Free and Reduced Meal Program)**

Applications for the free and reduced meal program need to be submitted at the beginning of each school year. If at any time during the school year your situation should change, please feel free to fill out the application to see if you qualify. Applications are available from the Nutrition Services Office at Watertown High School.

**Open Enrollment**

Wisconsin's inter-district public school open enrollment program allows parents to apply on behalf of their children to attend school districts other than the one in which they live. Parents should submit application forms to the nonresident school district during a three-month period beginning with the first Monday in February until the last weekday in April during the current school year for the following school year. Application forms may be obtained from the Department of Public Instruction or from any school district.

Pursuant to the District's applicable truancy and attendance policies, if the District determines that a nonresident student attending school in the District under the open enrollment program is habitually truant from school during either semester in a given school year, the District may prohibit the student from continuing to attend school in the District as an open enrollment student in the succeeding semester or school year. Please refer to District policy on truancy.

For more information contact the district administrative office or go to [www.dpi.state.wi.us](http://www.dpi.state.wi.us)  
(School Board Policy #5152 and 5152.1)

### **Parents Access to Curriculum**

Parents/guardians may inspect, upon request, any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

- Request that their child not participate in state assessments.
- Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects.
- Request that their child not participate in any survey administered or distributed to students in the schools that reveals certain information.
- Request that their child not participate in any activities involving the collection, disclosure or use of personal information collected from students for the purpose marketing or selling that information, or otherwise providing that information to others for that purpose.
- Request that their child not participate in any non-emergency, invasive physical examination or screening.

Parents/guardians shall make any of the above requests, in writing, to the building principal or designee. The principal or designee shall grant all requests, in a timely manner, unless they violate state and federal guidelines.

(School Board Policy #6213)

### **Student Privacy**

Parents/guardians may inspect, upon request, any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

1. Request that their child not participate in certain state assessments.
2. Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects (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)
3. Request the building principal to have a District staff member provide the parent/guardian with information about any program, course, unit of study, specific assignment, or teaching method. Parents/guardians may also contact the building principal to review the instructional materials that will be used in any course or program. If there are questions or concerns, the principal and parent/guardian will discuss possible solutions.
4. Request that their child not participate in any survey administered or distributed to students in the schools that reveals information concerning any of the following:
  - political affiliations or beliefs of the student or the student's parent;
  - mental and psychological problems of the student or the student's family;
  - sex behavior or attitudes;
  - illegal, anti-social, self-incriminating or demeaning behavior;
  - 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.

Parents/guardians may inspect, upon request, any survey containing items related to any of the above information and any survey created by a third party, as well as any instructional materials used in connection with any such survey. If a survey containing any of the above information is funded in whole or in part by any program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

5. Request that their child not participate in any activities involving the collection, disclosure or use of personal information collected from students for the purpose marketing or selling that information, or otherwise providing that information to others for that purpose. "Personal information" includes: individually identifiable information such as a student's or parent's first and last name, address, telephone number or Social Security identification number. Upon request, parents/guardians may inspect any instrument used in the collection of personal information from students for marketing or selling purposes before the instrument is administered or distributed to students.
6. Request that their child not participate in any non-emergency, invasive physical examination or screening. That is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection in the body, but does not include a hearing, vision, or scoliosis screening.

Parents/guardians shall be informed at the beginning of the school year of the specific or approximate dates during the school year when activities outlined in items (4,), (5), and (6) are scheduled to take place and shall be given the opportunity to request that their child not participate in such activities.

Parents/guardians shall make any of the above requests, in writing, to the building principal or designee. The principal or designee shall grant all requests, in a timely manner, unless they violate state and federal guidelines.

*(Board Policy #6213 – Parent Rights and District Programs/Activities/Surveys)*

### **Possession of Electronic Communication Devices**

Personal electronic devices, such as: cellular phone, personal digital assistant, personal music/video/gaming device, cameras, or other personal electronic devices with communications functions or the capability to capture/record voice or image information continue to evolve and have become a staple of our society and our ability and interest in staying connected to each other. While the benefits of electronic devices are evident to most people their uses in certain settings, particularly schools, have also been problematic at times.

The WUSD Board of Education accepts the ethical and appropriate use of electronic devices in a school setting when it furthers the educational purpose of the school and specific learning applications in classrooms. The Board further finds that the improper and inappropriate use of electronic devices during the school day, or during school sponsored activities, that are not directly related to teaching and learning and are not specifically authorized by a district staff member for an educational purpose are prohibited.

Inappropriate use includes, but is not limited to: texting messages during class time, cyber bullying, photographing or videotaping individuals without their knowledge and permission, harassing others with unwanted phone calls and messages, disseminating, transferring, or sharing inappropriate or illegal images or photographs, and using devices while in class that are not part of the lesson and without the permission of the instructor.

- Students are permitted to possess personal Electronic devices, provided that the Device remains stored, powered off, and unused (1) during the school day unless authorized by the principal or classroom teacher, and (2) at all times in any school bathroom, locker room, or other dressing area.
- Students who possess a Device do so at their own risk to possible loss, damage or liability.

*(School Board Policy #5315)*

### **Religious Accommodations**

WUSD allows students with written permission of a parent or guardian to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the school day under State Statute 118.155. Any transportation to religious instruction or from religious instruction to the public school shall be the responsibility of the parents or of the organization sponsoring the religious instruction.

*(School Board Policy #6213)*

### **School Performance Report**

As required by the Wisconsin Department of Public Instruction, WUSD annually publishes a School Performance Report on academic performance, state testing and other student data. This report can be found on the District's website.

### **Section 504 of the Rehabilitation Act of 1973**

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

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

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

For more information or to file a grievance, please contact the Directors of Teaching and Learning, Watertown Unified School District, 111 Dodge Street, Watertown, WI 53094.

### **Student Accident Insurance**

Student accident insurance for medical expenses is offered by the school district at a nominal rate for those who select this coverage. This plan provides supplemental benefits for medical expenses incurred due to an accident occurring on school property. Information regarding the availability of student accident insurance is provided to all students at the beginning of the school year. WUSD athletes are no longer automatically covered under this plan/policy. If supplemental benefits are needed, then the necessary application forms are required to be completed. Application forms are available at each school in the principal's office. (*School Board Policy #3551*)

### **Student Alcohol Tobacco and Drug Use**

Students have the right to attend school in an environment that is free from the use of alcohol and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees. The following actions are prohibited by students on school property, in any District owned or contracted vehicle and at all school sponsored activities whether on or off campus:

- The use, possession, concealment, distribution, manufacture, transfer, sale, or possession with intent to sell: alcohol; controlled substances; drug paraphernalia (as defined by local, state and federal statutes); inhalants; copycat or synthetic drugs or alcohol; look-alike drugs or alcohol (substances that are represented as a drugs or alcohol regardless of the true nature of the substance); and any substance intended to be used for mind-altering effects.
- Being under the influence of: alcohol; controlled substances; inhalants; copycat or synthetic drugs or alcohol; and any substance intended to be used for mind-altering effects.

Prescription medications will be exceptions to this policy when used by the individual for whom they were prescribed, and in the manner and amount prescribed.

The use or possession of tobacco in any form by any student will not be permitted on school grounds or at school-sponsored events. Furthermore, adults are not permitted to use tobacco products on school grounds or at school-sponsored events.

Failure to abide by this policy will result in disciplinary action, up to and including suspension and/or expulsion from school. Such disciplinary action shall be done in accordance with state law and established procedures. Violation of this policy may also result in referral to law enforcement officials for prosecution under specific local, state or federal laws.

(*School Board Policies #5314 and #5314.1*)

### **Student Internet Access**

The Watertown Unified School District Board of Education recognizes that electronic resources are a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in school just as individuals in workplaces and other life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, and to manage their work.

Parents/guardians and students are responsible for upholding the legal and ethical standards that students should follow in accordance

with district policy, procedures, and school rules. To that end, the Watertown Unified School District supports and respects each family's right to decide whether or not to accept access to electronic information, resources, and equipment. Student access to, and use of, electronic resources will be permitted for all students enrolled in the Watertown Unified School District. Parents may restrict access to electronic information resources by completing and submitting the Parent Denial of Access Form.

*(School Board Policy #5380 and 5380.1)*

### **Student Locker Searches**

In accordance with state law, it shall be the policy of the Watertown Unified School District Board of Education that the School Board retains ownership and possessory control of all student lockers. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. General inspection of lockers shall be conducted by designated school authorities for any reason at any time, without notice, without student consent and without a search warrant.

The school officials, employees and agents who may conduct locker searches are designated as:

- Administrators, student services staff, and teachers designated by an administrator.
- The school liaison officer and other law enforcement officers working with or at the request of school authorities.
- Support staff, including secretaries, paraprofessional, custodians, maintenance, and foodservice, in the company of an employee designated above.

Any unauthorized item found in a school locker may be removed and given to the parent or guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.

*(School Board Policies #5312.1)*

### **Student Records**

Family Educational Rights and Privacy Act (FERPA)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - DPI licensed school officials with legitimate educational interest, including safety interests;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific state law;
  - Law enforcement officers who are designated by the school board and assigned to the school district; and
  - County agencies, caseworkers or other representatives of the Department of Children and Families.
- School may disclose, without consent, "directory" information. Parents have the right to exempt their student from publication of "directory data". The form is at the end of this document and MUST be returned to the student's principal no later than 14 days after the opening of school or enrolling in school in the case of students entering after the school year has started.



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

The school district maintains several classes of pupil records:

Progress records maintained by the school include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's extracurricular activities and the student's attendance record.

Behavioral records maintained by the school include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records other than his/her immunization records, law enforcement agency records and any other student records which are not progress records.

Law enforcement agency records include those records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating any state or federal criminal laws, and (4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. The District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records.

Law enforcement unit records include those records maintained by a law enforcement unit of the District, such as Police School Liaison Officer (PSLO) that was created for the purpose of law enforcement. The PSLO is authorized to do any of the following: (1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district, and/or (2) maintain the physical security and safety of a public school.

Court records include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

Physical health records include basic health information about a student, including the student's emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

Patient health care records include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student "physical health records" definition above.

Directory data those student records that include the student's name; parent/guardian; address; telephone listing; date and place of birth; dates of attendance; weight and height of members of athletic teams participating in officially recognized activities and sports; and photographs (i.e. newspaper articles, District website and District newsletter) including videotape for educationally-related purposes; degrees, honors (including honor roll) and awards received; major field of study, and the name of the school most recently attended.

Recruiter Access The District shall provide, on a request made by military recruiters or institutions of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent or guardian of a student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall notify parents or guardians of the option to make a request and shall comply with any request. The District shall provide military recruiters the same access to secondary school students and student directory data about such students as is provided to post-secondary schools and prospective employers.

Higher Education Access (i.e. Colleges and Universities) (for High School Students only) – School districts receiving federal education funds are required to provide, on request made by an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents.

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

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The principal 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 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 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 CF\$ 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL 107-110, 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 interest. 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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also, the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Questions regarding confidentiality of personally identifiable information obtained through child find activities may be directed to: Directors of Teaching and Learning, Watertown Unified School District, 111 Dodge Street, Watertown, WI 53094

*(Board Policy #5260 – Student Records and 5260.1 – Student Record Guidelines)*

### **Student Services**

School psychologists, school counselors, and school social workers provide services to support students in areas that contribute to academic success. Examples of areas where students can gain support include self-esteem, social skills, anger management, or management of feelings associated with anxiety or depression. A wide range of preventative services (individual supportive counseling, group counseling, or whole class instruction) are used in a preventative manner to help students succeed. If you object to your child's participation in such services, please contact your building principal.

### **Special Education**

#### **Child Find**

The school district is required to locate, identify, and evaluate children suspected of having a disability, including students with disabilities attending private schools, regardless of the severity of the disability. The school district has a special education screening process to locate and screen all students with suspected disabilities who attend the district and who have not graduated from high school.

The district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and may speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated further for a suspected disability. When school staff reasonably believes a child to have a suspected disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten screening each spring. The screening dates at your local school will be published.

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

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a student brought to him or her for services may be a student with a disability has a legal duty to report the student to the school district in which the student resides. Before referring the student, the person making the referral must inform the student's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the student may be a student with a disability. Others including parents who reasonably believe a student may be a student with a disability may also refer the student to the school district in which the student resides. A referral of a student attending school in the Watertown Unified School District should be sent in writing to Directors of Teaching and Learning.

#### Students with Disabilities

WUSD has a process in place to assist, locate, evaluate, and identify all students in the school district that are suspected of having a special education disability. Upon request, the school district will evaluate students from three years of age through students that have not yet graduated to determine if the student would meet state eligibility criteria for a special education disability.

If a student meets eligibility criteria and it is determined that the student requires special education services, the school district will provide special education programming to resident students through one of the public school special education programs.

Questions regarding special education eligibility and special education programming and requests for evaluations may be made by contacting the Directors of Teaching and Learning.

#### **Special Needs Scholarship Program**

The notices 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 specified 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.

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

The Special Needs Scholarship Program is further defined under section 115.719 of the state statutes. Additional information about the program should be available on the website of the Wisconsin Department of Public Instruction: <http://dpi.wi.gov/>

#### **Title I Program**

Parents of students in Title I program schools may request and obtain information from the building principal regarding:

- The professional qualifications of their child's classroom teachers, including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught;
- whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and
- 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.
- The professional qualifications of paraprofessionals providing services to their child.

Specific requests should be directed to the Assistant Superintendent.

### **Weapons**

Schools must be highly conscious of the safety, health, and welfare of students, staff, and community members who utilize district facilities. In this regard, no person shall possess, use, store, transfer or make accessible to another person a dangerous weapon or look-alike on school premises, school buses or other vehicles, while under the supervision of a school district authority, or at any school-related event at any time before, during or after normal school hours. This includes legally encased weapons.

The Board defines a dangerous weapon as:

- Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples include but are not limited to firearms (loaded or unloaded), explosives or similar destructive devices, BB or pellet guns, look alike weapons, ammunition, knives, razors, karate sticks, knuckles, chains or similar items.
- Any device designed as a weapon and capable of producing bodily harm.
- Any electrical or chemical weapon or any other device which, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm.
- Articles designed for other purposes but which, in the manner they are used, are calculated to inflict bodily harm and/or intimidate others. Examples include but are not limited to belts, combs, pencils/pens, pins, files, compasses, scissors, aerosol sprays, etc.

Policy exceptions include:

- Weapons under the control of law enforcement personnel.
- Weapons properly and handled during the community use of facilities, such as gun safety courses, community demonstrations and exhibits, etc.
- Theatrical look-alike props used in settings preapproved by the school administration.
- Starter pistols used in appropriate school approved sporting events.
- Items preapproved by the school administration as part of a class or presentation under adult supervision.

Firearms, ammunition, and/or explosive or similar destructive devices will never be approved as part of a presentation or performance.

Violations of this policy which also violate federal or state law and/or local ordinances shall be immediately reported to law enforcement authorities and, when a student is involved, that student's parents or guardian shall also be notified.

Student violation of this policy will result in disciplinary action which may include suspension and/or expulsion.

Employees violating this policy shall be disciplined up to and including termination of employment (in accordance with pertinent employee policies and agreements) and will be referred to law enforcement officials for investigation.

Any other person violating this policy shall be referred to law enforcement officials for investigation.

*(Board Policy #5454)*

### **Youth Options Program**

Student participation in the Youth Options Program shall be in accordance with established procedures and State law (118.55).

Student eligibility for the Youth Options Program will be determined using the following criteria:

- Students must be in the 11<sup>th</sup> or 12<sup>th</sup> grade
- Students seeking to take courses under Youth Options must be in good academic standing:
  - No D's or F's in any classes the previous semester before application

- 2.0 or greater cumulative GPA
- 95% attendance or higher in the previous semester
- No documented major disciplinary issues
- The student is not considered a child at risk (as defined in S118.153(1)(a) Wisconsin Statutes)

The student will be limited to a total of 18 college credits under the Youth Options Program during their junior and senior years. The student will be required to reimburse the school district for any costs incurred if the student drops or fails a course, including being removed from the course with an F grade.

Any questions should be directed to the high school principal or to the Guidance Department.  
(School Board Policy #5345)

**Academic Career Plans (ACP)**

Academic and Career Planning (ACP) is a collaboratively developed, student driven process for planning success in middle school, secondary school, and post-secondary academics and career development. The WUSD will use Career Cruising, an electronic tool, as part of the overall ACP service delivery. The purpose of ACP is to engage students in career exploration and career planning. Students will build relationships that inform, support, and mentor students through activities and experiences that help plan for educational, training, and career goals after high school.

WUSD provides parents multiple opportunities during each school year to participate in their child’s academic and career planning and progress of their child’s planning. Academic and career planning services are required to be provided to students enrolled in grades 6 – 12 beginning in the 2017/18 school year. A school district’s academic and career planning services must provide each student with (1) individual support to assist the student with completing and annually updating his/her academic and career plan; (2) access to an academic and career planning software tool; and (3) a means for connecting each student to school staff for assistance with the development and implementation of the student’s personal plan. If the student is a student with a disability, the school must ensure that the student’s personal academic and career plan is made available to the student’s individualized education program team (i.e. to assist with planning transition services).

For more information regarding ACP, please contact the Directors of Teaching and Learning, Watertown Unified School District, 111 Dodge Street, Watertown, WI 53094.

**Academic Standards**

The standards may be found on the District’s website at: <http://www.watertown.k12.wi.us/district/districtaccountability.cfm>

**Public and Private School Options Within Watertown Unified School District**

The options may be found on the District’s website at: <http://www.watertown.k12.wi.us/district/districtaccountability.cfm>

## Directory Data

WUSD designates the following as directory data: the student's name; parent/guardian; address; telephone listing; date and place of birth; dates of attendance; weight and height of members of athletic teams participating in officially recognized activities and sports; and photographs (i.e. newspaper articles, District website, and District newsletter) including videotape for educationally-related purposes; degrees, honors (including honor roll) and awards received; major field of study, and the name of the school most recently attended. This directory data shall be considered public information and may be released to appropriate persons unless parent/guardian of student refuses the release of the form or in writing to the District.

"Public" use of directory data includes the above-mentioned applications and may also include:

Media Coverage – Sometimes the news, television and radio media will feature schools and students in the WUSD. If featured, we ask the media to verify permission to publish (photo, video and student names) with the school office based on directory data designation. Please be aware that media publications may be in print or online. Please note: Once students are off grounds, we cannot enforce this policy. Please talk to your student about your decision.

District Publications – Publishing student work is considered to be of value to the educational process both as a teaching resource for others and as recognition for outstanding work. We also occasionally wish to feature student successes in District publications, both in print and on the Web, whereby a photo, audio clip, or video clip of students is included. To protect student privacy and ensure safety on the web, WUSD staff will:

- a. Use student first name, if names are used at all, in identifying student work and ideas;
- b. Not identify pictures of individual students by full name;
- c. Use group pictures of students which do not identify individuals by name;
- d. Not publish identifying pictures or videos of students on non-district hosted sites. When published on the web, the contact person for student projects will be the instructor, not the student. The District may maintain copies of student work, even after they leave the WUSD.

NOTE: *Photographing/Filming/Videotaping Exceptions*: Prior parent consent shall not be required, nor does "Directory Data" apply, for photographing, filming, or videotaping purposes (in print or on the web) when a student voluntarily participates in or is a spectator at a school-related activity that is open to the public (i.e. an athletic event, concert, school play) or serves as an officially designed school leader or role model (i.e. athlete, musical or drama star, student council president, homecoming queen, valedictorian) at a school-related activity that is open to the public. This policy is also not applicable to videotaping, filming, and photography which will only be used by school officials with a legitimate educational interest or where the work meets other exceptions to FERPA's disclosure rules.

**For High School Students Only: Military Use**- Federal law also requires local school district receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three information categories – names, addresses, and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed.

**For High School Students Only: Higher Education (i.e. Colleges and Universities)** - School districts receiving federal education funds are required to provide, on request made by an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents.

**For Elementary School Students Only: Local PTO Elementary School** – The elementary school Parent Teacher Organization (PTO) may annually publish a student directory to help facilitate communication among parents. The directory includes each child's name, parent(s)/guardian(s) name(s), address and telephone number(s); and is given to each family included in the publication.

## DENIAL OF RELEASE FORM

Complete and return this form only if you want to deny any of the items below. Explanations of each item are listed below. Refusal of such release must be made no later than **14 DAYS (September 19, 2017)** after the opening of school or of enrolling in school in the case of those entering after the school year has started. Exclusions are good for the remainder of the school year unless you indicate the changes in writing to the school office.

You will need to complete a new form each school year.

School: \_\_\_\_\_ Student Name: \_\_\_\_\_

Please check all that apply for the student listed above:

### For All K-12 Students:

- DIRECTORY DATA:** I **do not** want my child's student directory information made public outside the district. Please read about what is considered "directory data" on the previous page. Please note examples of how this information may be used in positive ways for media coverage, district publications, and Internet, as well as exceptions to the policy.

### For High School Students Only:

- MILITARY USE:** I **do not** want my child's name, address or telephone number disclosed, without my prior consent, to United State Military Recruiters.
- HIGHER EDUCATION USE:** I **do not** want my child's name, address or telephone number disclosed, without my prior consent, to other higher education institution recruiters.

### For Elementary School Students Only:

- LOCAL USE – PTO STUDENT DIRECTORY:** I **do not** want my child's name, parent(s)/guardian(s) name(s), address and telephone number(s) published in the PTO student directory.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent, guardian or student if over age 18