



## **Annual Notices to Students, Parents, Guardians, Staff, and Community Residents**

**July 2017**

### **Board of Education**

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### **Schools**

**John Hustis Elementary School** – 600 South Hustis Street, Hustisford WI 53034  
Principal – Ms. Margaret Bell: 920-349-3228

**Hustisford Jr./Sr. High School** – 845 South Lake Street, Hustisford, WI 53034  
Dean of Students – Mr. Clint Bushey: 920-349-3261

**District Office** – 845 South Lake Street, Hustisford, WI 53034  
Superintendent – Mrs. Heather Cramer: 920-349-8109  
Director of Business Services – Vacant: 920-349-8109  
Director of Special Education – Mrs. Therese Kreitzman: 920-349-8109

The information contained in this document reflect the required notices that schools district must provide to parents, students, and community residents. If you have any questions about items in this publication please contact the appropriate individual listed above. The policy references in this document reflect the “new” policy manual adopted by the school board. Copies of these policies will be published this fall on the district’s web site. In the meantime for copies of specific policies please contact the district office.

Thank you for your continued support of the students and staff in the Hustisford School District

## Annual Notices to Students, Parents, Guardians, Staff, and Community Residents

July 2017

**Academic Standards:** The Hustisford School District Board of Education has approved the use of the following academic standards with all students in grades PK – 12 in the Hustisford School District.

### Notice to Parents/Guardians Regarding the Use of Academic Standards for All Students in Grades K – 12 for the 2017 – 2018 School Year

#### ***Wisconsin State Statute 120.12 (13) Declaration of educational standards.***

The Hustisford School District Board of Education has adopted academic standards for use in the 2017 – 2018 school year for all students in grades K – 12 in reading/writing/language arts, mathematics, science, geography, and history. A description of these standards and access to them can be found listed below.

#### **Reading/Writing/Language Arts:**

*Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Education* – These standards cover literature, informational text, foundational skills, writing, speaking and listening, language, and literacy in history/social studies, science, technical subjects, and writing. Reading/writing/language arts standards are designed to prepare all students for success in college, career, and life by the time they graduate from high school.

<http://www.corestandards.org/ELA-Literacy/>

#### **Mathematics:**

*Common Core State Standards for Mathematics* – These standards cover counting and cardinality, operations and algebraic thinking, number and operations in base ten, number and operations – fractions, measurement and data, geometry, ratios and proportional relationships, the number system, expressions and equations, functions, and statistics and probability. Mathematics standards are designed to prepare all students for success in college, career, and life by the time they graduate from high school.

<http://www.corestandards.org/Math/>

#### **Science:**

*Wisconsin Model Academic Standards for Science and Next Generation Science Standards* – The State of Wisconsin adopted model academic standards a number of years ago that form the foundation of science education in many areas. These standards are benchmarked for grades 4, 8, and 12. The Next Generation Science Standards are set of standards for K – 12 science education developed through a collaboration of states to provide rich content and practices that will provide all students with an internationally-benchmarked science education.

<http://dpi.wi.gov/science/standards>

<http://www.nextgenscience.org/>

#### **Geography:**

*Wisconsin Model Academic Standards for Social Studies (Geography)* – The State of Wisconsin adopted model academic standards a number of years ago that form the foundation for social studies education, including geography: The social studies standards include strands that cover behavioral sciences, economics, geography, history, and political science. These standards are benchmarked for grades 4, 8, and 12.

<http://education.nationalgeographic.com/national-geography-standards/>

#### **History:**

*Wisconsin Model Academic Standards for Social Studies (History)* – The State of Wisconsin adopted model academic standards a number of years ago that form the foundation for social studies education, including history: The social studies standards include strands that cover behavioral sciences, economics, geography, history, and political science. These standards are benchmarked for grades 4, 8, and 12.

[http://cal.dpi.wi.gov/cal\\_ss-standards](http://cal.dpi.wi.gov/cal_ss-standards)

**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 Hustisford 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.

The Hustisford School District has contracted with Environmental Management Consulting, Inc. (EMC), Lake Mills, WI, to perform three year re-inspections for district school buildings. The asbestos inspection and management plan is available for review during normal business hours at the school district offices located in the high school.

All ACBM found within the district has been identified, with location and condition assessed. Any area noted as being moderate to poor condition has been 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. (School Board Policy - #8431.01)

**Attendance:** Regular school attendance is essential 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 outlined 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 or guardian notification to school office personnel 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 in the morning or bring a written note from the parent for each absence from school. Unexcused absences will lead to disciplinary consequences and possible involvement of county human services department, local police, and/or county court.

Parents do have the right to request program or curriculum modifications as outline in State Statute 118.15 (1) (d). Responses to such requests are to be forwarded to the building principal for consideration.

Questions concerning this policy should be directed to the building principal. (School Board Policy - 5200)

**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, or administrator.

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). 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 actions will be taken.

It is the policy of the Hustisford School District to provide an environment free from all forms of harassment including incidents of sexual harassment, intimidation, and/or bullying (School Board Policies - 5517 & 5517.01)

**Educational Options:** As required by 2015 Wisconsin Act 55 (budget bill) the following is a list of educational options available to children residing within the boundaries of the Hustisford School District. These include attendance at one of the schools in the Hustisford School District, attendance at Bethany Lutheran School, open enrollment, participation in the Youth Options Program, and participation in the Course Options program. (School Board Policies – 2271, 2370, & 5113.01)

**English Language Learner Programs (ELL):** The Hustisford School District recognizes that there are students that attend public schools whose primary language is not English. The school district will 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 Hustisford School District will 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. 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 will be made consistent with legal requirements and in such manner as to ensure that the student's parent or guardian understands them.

Students will be exited from ELL programs or services when they have met the school district guidelines and state criteria for English proficiency. Once students have exited the program they will no longer be tested on their English proficiency or receive state testing accommodations for ELL students. Former ELL students will 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 will be placed back in the program. (School Board Policy - 2260.02)

**Federal Breakfast and Lunch Programs (Free and Reduced Meal Program):** Applications for the free and reduced meal program offered in the Hustisford School District should be submitted at the beginning of each school year. If at any time during the school year a family's financial situation changes, parents may complete and submit an application to determine whether or not students qualify. Applications are available from the district office at 845 South Lake Street or at either school office. Applications will also be available during school registration in August 2017. (School Board Policies - 8500 & 8550)

**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.

**Education of 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;
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living in 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 district office at 920-349-8109 for further information. (School Board Policy - 5111.01)

**Human Growth and Development:** The Hustisford School District provides instruction in human growth and development. Parents and guardians may review the curriculum and inspect the instructional materials used in each grade by contacting the school building principal.

The 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. Students exempted from human growth and development curriculum will still receive instruction as outlined in State Statute 118.01 (2)(d)2c in physiology and hygiene, sanitation, the effects of controlled substances and alcohol on the human body, symptoms of disease and the proper care of the body. (School Board Policy - 2414)

**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 age, if they have not previously been immunized, and for college freshman living in dormitories. For more information contact your healthcare provider or the Wisconsin Department of Public Instruction's web site [www.dpi.wi.gov](http://www.dpi.wi.gov)

**Non-Discrimination:** The Hustisford School District does not discriminate on the basis of age, race, color, sex, national origin, ancestry, religion, creed, pregnancy, marital or parental status, gender, sexual orientation (including transgender status, change of sex or gender identity), homelessness status, physical, emotional, or learning disability/handicap, in its curricular, career and technical education programs, co-curricular programs, student services, recreational or other programs and activities, or in admissions or access to programs or activities offered by the school district.

All career and technical education opportunities are offered on a nondiscriminatory basis and are open to all students in the Hustisford School District. These programs include offerings in business education, technical education, and family and consumer education.

The Hustisford School District will make reasonable accommodation of a student's sincerely held religious beliefs with regard to academic requirements. The Superintendent of Schools may be contacted regarding non-discrimination issues. He/she can be reached at: Superintendent of Schools, Hustisford School District, 845 South Lake Street, Hustisford, WI 53034 (920-349-8109). (School Board Policies - 1422, 2260, 3122, & 4122)

**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 must submit application forms for the following school year to the nonresident school district during a three month period beginning with the first Monday in February until the last weekday in April. (Late applications will not be accepted.) Application forms may be obtained from the Department of Public Instruction or from any school district.

If a student moves out of the district after the first Monday in February, the student may be eligible to remain in their current enrolled district for one more year through tuition waiver. For more information contact the district office or go to [www.dpi.state.wi.us](http://www.dpi.state.wi.us) (School Board Policy - 5113)

**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 educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

- Request that their child not participate in certain 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 Policies - 2416 & 2416.01)

**Possession of Electronic Communication Devices:** Personal electronic devices, such as: cellular phones, personal digital assistants, personal music/video/gaming devices, 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 an essential communications tools in our society. While the benefits of electronic devices are evident their uses in certain settings, particularly schools, have also been problematic at times. The Hustisford School District 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 District further states 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 are 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, and using devices while in class that are not part of the lesson and without the permission of the instructor. Students in grades 6 – 12 are permitted to use cell phones during their scheduled lunch period to communicate with parents and others, but are prohibited from calling, texting, or communicating with other students who are in class.

Students are permitted to have 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 have a device at school or at any school related event do so at their own risk to possible loss, damage or liability. (School Board Policies - 5136 & 7540.03)

**School Accountability Report (School Report Cards):** Following passage of 2015 Wisconsin Act 55 (the state budget bill) school boards are required to provide parents with a copy of the school's accountability report as published by the Department of Public Instruction (DPI). However, this same bill prohibits the DPI from publishing an accountability report for the 2014 – 2015 school year.

Copies of previous reports for the Hustisford School District can be found at: <https://apps2.dpi.wi.gov/reportcards/>

**School Performance Reporting:** The Hustisford School District, through the Department of Public Instruction (DPI), provides data covering academic performance, state testing results and other student performance and participation data. This information can be found on the Wisconsin Department of Public Instruction's web site at: <https://apps2.dpi.wi.gov/sdpr/spr.action>

**Special Education:**

Child Find: The Hustisford School District is required to locate, identify, and evaluate children suspected of having a disability, including students with disabilities attending private schools. The school district has a screening process in place to locate and screen all students with suspected disabilities who attend school in the district and who have not graduated from high school. Upon request the school district will provide for observation and intervention recommendations for any student who has not graduated high school prior to a special education referral. A request may be made by contacting the Director of Special Education at: 920-349-8109.

The school district also conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed. 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. 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 may refer the child for evaluation by a school district Individualized Education Program (IEP) team.

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 individual may be a student with a disability. Others who reasonably believe a student may be a student with a disability may also refer the student to the school district. A referral of a student attending school in the Hustisford School District should be sent in writing to: Director of Special Education, 845 South Lake Street, Hustisford, WI 53034.

Students with Disabilities: The Hustisford School District 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 Director of Special Education at: 920-349-8109. (School Board Policy - 2460)

**Student Accident Insurance:** Student accident insurance covering medical expenses is available through a third party vendor for those parents who need or wish to purchase this coverage. This plan provides supplemental benefits for medical expenses incurred due to an accident or injury while at school or participating in a school sponsored event. Information regarding the availability of this student accident insurance program is provided to students at the beginning of the school year. Application forms are available at each school office.

**Student Alcohol, Tobacco, and Drug Use:** Students have the right to attend school in an environment that is free from alcohol and other controlled substances.

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, dispensing, distribution, manufacture, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state and federal statutes); inhalants, copycats, and look alike drugs or alcohol (i.e. non-alcoholic beer); and
- being under the influence of alcohol, controlled substances, or inhalants. 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 student must inform the school's administration when taking prescription medication.

The use or possession of tobacco in any form (including e-cigarettes) by any student is prohibited 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 Policy - 5530)

**Student Internet Access:** The Hustisford School District recognizes that the use of electronic resources is an essential tool for teaching and learning. It is the District's goal to provide students with access to technology for learning purposes. The District's technology will enable teachers 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. Student access to, and use of, electronic resources will be permitted for all students enrolled in the Hustisford School District. Parents may restrict access to electronic information resources by contacting the principal's office.

Students who violate school rules or the legal or ethical use of technology may face disciplinary consequences, including loss of privilege to use school technology. (School Board Policy - 7540.03)

**Student Locker Searches and Other School Loaned Property:** Desks, lockers, books, and equipment loaned to students remain school property. Such property is provided for the convenience and learning of students and shall be used only for authorized school purposes. Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in lockers, on their person, or in their vehicle that is illegal or a violation of school rules, will be subject to seizure and appropriate discipline action may be taken in violation of school rules and local or state law.

The Hustisford School District cannot guarantee security to items stored in lockers. High school and middle school students that suspect their lock is malfunctioning or that another student knows their lock combination should inform the office immediately. Only locks issued by the District may be used on school lockers.

Students may park on district property as a matter of privilege. Parking privileges may be revoked at any time for rule violations. Searches of the interior of a vehicle located on District property, including searches of a student's personal property located within the vehicle may be conducted when school personnel have a reasonable suspicion to believe that illegal or unauthorized materials are inside the vehicle. Such searches may be conducted without notice, without student consent, and without a search warrant.

Other pertinent information relating to searches: The Principal, District Administrator, or their designees shall be authorized to search a student's person, personal property, locker, or desk. Desks or lockers assigned to students may be opened and inspected by school personnel at any time. Any unauthorized item found in a school locker or desk may be removed and given to the parent or guardian of the student, returned to the rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.

Searches of a student's person or personal property, such as handbags and backpacks, or other items in the student's possession, may be conducted when school personnel have reasonable belief that a student has an item in violation of the law and/or school rules.

School officials may conduct random locker searches in order to safeguard student and school safety. School officials, in cooperation with law enforcement personnel, may use dogs to conduct searches of the buildings and grounds. (School Board Policy - 5771)

**Student Privacy:** School districts that receive federal funds from the U.S. Department of Education for any program (example Title I programming) are required by the Protection of Pupil Rights Amendment to provide notice of student privacy policies. In addition, school districts are required to provide dates if or when activities involving the collection, disclosure, or use of personal information for the purpose of marketing or selling that information or the administration of any survey containing information related to one of more 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.
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The Hustisford School District has no plans to collect and market or sell student data or administer any survey that would collect data at described above. (School Board Policy - 2416)

**Student Records:** Student records shall be maintained in the interest of the student and to assist school personnel in providing appropriate educational experiences for each student. The Hustisford School District recognizes and respects the need for confidentiality of student records. Therefore, the district shall maintain the confidentiality of student records at collection, storage, disclosure and destruction.

Student records shall be available for inspection or release only with prior approval of the student's parent or guardian or the adult student, except in situations where legal requirements specify release of records without such prior approval. Building principals shall have primary responsibility for the collection, maintenance and release of student records in accordance with state and federal laws and established District procedures.

Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others, and records necessary for, and available only to, persons involved in the psychological treatment of a student.

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 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. 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.

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.

The Board designates as student "directory data/information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; school attended, date of graduation; or awards received.

Except as otherwise provided, directory data may be disclosed to any person (other parents, planning parties, post-secondary institutions, military recruiters, etc.) after the school has: (a) notified the adult student or parent, legal guardian or guardian ad litem of a minor student of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the District to designate as directory data about that student. The District will not release directory data earlier than 14 days after the initial written notice to the adult student or parent or guardian or after the District has been restricted from doing so by any of those parties. This notice serves as notification of the District's plan to release directory data as permitted in this policy. (School Board Policy - 8330)

**Student Records – Recruiter Access:** The Hustisford School District will 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 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.

**Student Religious Accommodations:** The Hustisford School District 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 of school during the school day under State Statute 118.155. Any transportation to or from religious instruction shall be the responsibility of the parents or of the organization sponsoring the religious instruction.

**Student Surveys:** The Hustisford School District respects the privacy rights of parents and their children. No student shall be required to participate in any survey associated with a school program or the district's curriculum, or which is administered by a third party in the schools, if the survey includes 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;
- Sex behavior or attitude.
- Illegal, anti-social, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privilege or analogous relationships such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations or beliefs of the student or the student's parent.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians shall be given the opportunity to:

- Request that their child not participate in a survey containing the above information, and/or
- Inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. The Hustisford School District has no plans to administer surveys seeking the information listed above. (School Board Policy - 9700)

**Title I Program:** Parents of students in the Title I program may request and obtain information from the building principal regarding the professional qualifications of their child's 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 an 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 study of the certification or degree.
- the professional qualifications of paraprofessionals providing services to their child.

Specific requests should be directed to Margaret Bell, John Hustis Elementary School principal. (School Board Policy - 2261)

**Weapons:** The safety, health, and welfare of students, staff, and community members on school property or at any school related-event are of utmost importance. Therefore, possession, use, or storage of any dangerous weapons or look-alikes on school premises, on school buses, in vehicles, or at any school-related event before, during, or after normal school hours is prohibited. This includes legally encased weapons.

The Hustisford School District 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), BB or pellet guns, look alike weapons, 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 handled during the community use of facilities, such as gun safety courses, community demonstrations and exhibits, etc.
- Theatrical look-alike props used in settings pre-approved by the school's administration.
- Starter pistols used in appropriate school approved sporting events.
- Items pre-approved by the school administration as part of a class or presentation under adult supervision.

Firearms and/or ammunition 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 a 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 handbooks) 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. (School Board Policy - 5772)

**Youth Options Program:** The Youth Options program allows public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin Technical College, or one of the state's participating private, nonprofit institutions of higher education. The Youth Options program provides opportunities for students who are considering a technical career, students wishing to begin college early, or who want to prepare to enter the workforce immediately after high school graduation.

Any questions should be directed to the high school principal or to the guidance department. (School Board Policy #2271)