Monticello School District Notices to Parents/Guardians

Items flagged with ** should be included in the August-September Newsletter

**ACADEMIC STANDARDS

This is to be approved by the Board of Education annually the first board meeting after July 1. Provide notification through the District newsletter prior to the beginning of the school year. A web site link to specific academic standards on the District website is also recommended. The latest approval date (shaded below) should be updated as appropriate.

The School District of Monticello's grade level and subject area curriculum is aligned to the Wisconsin Model Academic Standards and the Common Core State Standards. Wisconsin Academic Standards identify what students should know and be able to do in the classroom for each content area by the end of grade 4, 8, and 12. The Common Core State Standards outline what students need to know and be able to do in English/Language Arts (K-5 and 6-12), Mathematics (K-12), Literacy in History/Social Studies (6-12), Literacy in Science (6-12), and Literacy in Technical Subjects (6-12). Standards are used as the foundation for teaching and learning. Educators identify and communicate specific goals for daily instruction. These goals are learning targets that highlight essential skills and concepts.

Approved by the Board of Education July 13, 2016

**ASBESTOS MANAGEMENT PLAN

This should updated as needed and be included in the August/September newsletter each year.

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Monticello School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Monticello School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Monticello School District has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the district's designated person before commencing work to be given this information.

The Monticello School District has a list of the location(s) and type(s) of asbestos containing materials found in the school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to District Administrator Allen Brokopp, 938-4194.

Bullying – Policy 5900.00

This policy is required to be published in student handbooks annually and distributed to any person who requests it.

The School District of Monticello believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors or false accusations.
- Hazing is also considered a form of bullying. This includes intentionally or recklessly engaging in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into any group or organization affiliated with the school.

"School district property" or "at school-related functions" means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the School District of Monticello. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, as well as bullying by an adult staff member bullying a student or another staff member.

No employee of the School District shall permit, condone, or tolerate bullying.

Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

<u>REPORTING PROCEDURE</u>

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human rights officer.
B. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
C. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office; however, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies; and other regulations.

REPRISAL

The school district will discipline or take appropriate action against any student or employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

TRAINING AND EDUCATION

A. The school district annually will provide information and any applicable training to school district staff and bus drivers regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
C. The administration of the school district will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and a summary of this policy shall appear in the student handbook.

Legal References: WI Statutes: 118.01(2)(d)8, 118.02(9t), 947.0125, 947.013, 948.51(2) Approved: August 11, 2010

**Child Nutrition Programs

The District is required to annually publish 8531.00, Free and Reduced Price Meals, along with a complete application packet prior to the beginning of the school year. This should be included in the District newsletter and posted online. A complete application packet must also be given to all new families enrolling in the District during the school year.

Districts are also required to: 1) provide a public news media release to inform the general public that the District sponsors the school meal programs, and 2) provide public notification of school meal program eligibility, benefits and services, program availability, applicant rights and responsibilities, procedures for filing a complaint and nondiscrimination policies. The District must also post an "And Justice for All" poster at every school site (information at https://www.fns.usda.gov/civil-rights/obtain-justice-posters) The full USDA nondiscrimination statement (included in Policy 8531.00) must be included in any materials or programs that mention or imply school meal programs. This statement must not be amended in any way.

Policy 8531.01, Unpaid Student Meal Charges, is to be distributed to all District families at the beginning of the school year and to those families transferring into the District during the year. This policy shall also be distributed to those staff members responsible for enforcing the policy.

Free and Reduced Price Meals – Policy 8531.00

The School District of Monticello shall take part as feasible in the National School Lunch and other food programs which may become available to assure that all children in the district receive proper nourishment. In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child who a teacher believes is improperly nourished shall be denied a free lunch or other food simply because proper application has not been received from his/her parent or guardian. District policy, in conformance with federal regulations, shall include the following:

1. Eligibility Criteria and Selection of Children

In selecting children to receive free and reduced-price meals, consideration will be given to children from families:

a. With income below that established yearly by the state
b. Eligible to receive any form of public assistance or certified to participate in the government donated commodities or food stamp programs
c. Unable to pay the full price in the judgment of officials designated to determine eligibility

In making individual determinations and in providing the free or reduced-price meals, every effort shall be made to avoid overt identification to the peers of children receiving such meals. No child shall be required to work for a free or reduced-price lunch.

Application forms shall be provided to all parents or guardians of children in the District, along with the required annual notice at the beginning of the school year. This information will also be presented to all families transferring into the school district throughout the year. A file of applications and/or authorizations shall be maintained by the food service secretary.

The District Administrator or his/her designee shall maintain a system of collecting payments from paying children and accounting for free and reduced-price meals in a manner which will protect the anonymity of children receiving free or reduced-price meals.

2. Appeal

Any appeal from the decision of the approving officer(s) shall be referred to the Board President or his/her designee to act as the hearing officer.

3. Nondiscrimination Statement

This institution is an equal opportunity provider. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Legal References: *WI Statutes Sections 115.34, 118.125, 120.10 (16), 120.13(6), (10)*
PL 91-248, PL 94-105, PL 111-2010, Healthy, Hunger-Free Kids Act of 2010
Family Educational Rights and Privacy Act
Approved: *March 9, 1988* *Revised: January 9, 2014, April 12, 2017*

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Unpaid Student Meal Charges – Policy 8531.01

It is the goal of the Monticello School District to ensure all children receive proper nourishment in order for them to fully concentrate on learning. The District believes this is a shared responsibility that can only be accomplished through strong partnerships with families and clear communication regarding
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food service policies. Those families who participate in the School District of Monticello Food Service Program are subject to the following policies and procedures established by the Board of Education:

PAYMENT POLICY

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service account throughout the school year. Account balances and information about purchases made on accounts can be obtained through the district website Skyward Family Access tab or by calling the District Office.

Deposits for the food service account can be made by sending the payment to the school office.

Excess funds or unpaid meal charges at the end of the school year will be carried over into the following school year.

NEGATIVE BALANCES

1. As a courtesy, families will be notified when their food service account reaches a **positive** $20.00. This notice will be sent through an automated email or phone/text message generated by the Skyward administrative software program once per week.
2. Families with negative balances in their food service account will be notified by an automated email or phone/text message sent through Skyward once per week. This will continue until there is a positive balance in the account. Attempts will be made by the Food Service Director or his/her authorized designee to contact parents/ guardians by phone, mail or by other means of communication in an attempt to make arrangements for payment.

3. Students whose family food service accounts show a negative balance up to -$20.00 will only be served a reimbursable meal and will not be allowed to purchase a la carte items.

4. If the food service account is restored to zero or, students may continue to purchase reimbursable meals up to -$20.00.

5. *When a family food service negative account balance falls below -$20.00, all purchases will be denied.* A courtesy meal that consists of a cheese sandwich and milk will be provided for three days at no charge. After the three days, if the account balance has not been paid or a payment plan agreed upon, the family food service account will be disabled and no further purchases (breakfast, lunch, milk or a la carte) will be allowed. Parents/guardians will need to send a cold lunch with their children until the outstanding balance has been paid.

6. In accordance with United States Department of Agriculture regulations, students who have had their food service account deactivated may continue to purchase meals or milk by presenting cash for the meal or milk purchase in line at the time of service.

FREE AND REDUCED PRICE MEALS

Free and reduced price meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service tab on the school website (www.monticello.k12.wi.us). To carry over eligibility from the previous school year, an updated application must be returned to the Food Service Department by September 30th of each school year or the status of the account will revert

to Paid Prices. *It is the family's responsibility to submit a timely application. Eligibility is not retroactive. Charges made prior to eligibility are at full price and are the family's responsibility to pay.*

Students shall not be denied access to a federally-funded meal at any meal period if either of the following is true:

1. The student is eligible to receive free meals, even if the student's household owes an unpaid food service debt that was accrued prior to the date of the student's eligibility; or

2. The student has sufficient funds to pay for the meal on the day of service, even if earlier charges remain unpaid.

PAYMENT PLANS

From time to time families may enter into a payment plan agreement with the District. A payment plan is a mutual agreement between the District and the family to bring the Food Service account up to date. The agreement is in writing and signed by the responsible parent/guardian (payor of the account) and a District official. It is the family's responsibility to comply with the agreement and make payments as stated or the food service account will be disabled. Once the account is disabled, no charges of any kind may be made unless the family is eligible for the Free and Reduced Meals program.

INSUFFICIENT FUNDS CHECKS

In the event a food service account has an insufficient funds check returned by the bank, the payment amount plus any fees will be subtracted from the account. Three insufficient funds checks per family in a school year will cause the family to be placed on a "cash only" basis for the rest of the school year.

RESTRICTIONS TO LIMIT STUDENT PURCHASES

Parents may restrict students from making additional purchases by calling the Food Service Department. There are three types of restrictions that can be set up in our computer system:

1. **Complete Block** – No charges to be made on the account.

2. **Complete a la Carte Block** – Only purchase of a reimbursable lunch and additional milk allowed.

3. **Wanding Message** – Once the pin number is entered, a message will appear next to the student's name stating their restrictions. The cashier can bypass this message and continue to charge the account with all purchases.

Please note that although there may be a Complete Block or a Complete ala Carte Block placed on the account, students may sometimes evade the cashier. If a student manages to get through the line with additional items and a cashier is unable to stop the student, the charges will be added manually to the account.

Any of the restrictions described above will show up from one school year to the next unless the Food Service Department is contacted by the parent/guardian with other instructions.

DEFINITIONS

Reimbursable Meals

1. A five component LUNCH is defined as follows:
    a. Vegetable
    b. Fruit
    c. Grain
    d. Protein
    e. Milk

    Three out of five must be taken to qualify for a reimbursable lunch. One component out of the three must be a **½ cup** of fruit, vegetable or a combination of both.

2. A five component BREAKFAST is defined as follows:
    a. Grain
    b. Additional Grain or Protein
    c. Fruit
    d. Vegetable
    e. Milk

    Three out of five components must be taken to qualify as a reimbursable breakfast. One component out of the three must be a **½ cup** of fruit, vegetable or a combination of both. Breakfast and lunch meals that don't meet the standards of a reimbursable meal as defined above will be charged a la carte prices.

Second Meals/Double Entrées

1. A second meal that has three of the five food groups may be purchased at a price set higher than the reimbursable lunch price. This will be considered an a la carte item.

2. A double entrée that consists only of the entrée may be purchased at a price set lower than reimbursable lunch price. This is considered an a la carte item.

NOTIFICATIONS

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimj11ation Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint filing cust.htm1, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

The school district of Monticello does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

Legal References: *Richard B. Russell National School Lunch Act NSLA 42 USC 175 (and subsequent amendments), Healthy, Hunger-Free Kids Act of 2010, Family Educational Rights and Privacy Act*
WI State Statutes Sections 115.34, 118.25, 120.10(16), 12.13(6)(10) ***Approved:*** *May 10, 2017*

**Education of Homeless Children and Youth

The designated homeless liaison (District Administrator) must ensure that public notice of the educational rights of homeless children and youth is disseminated where such children and youths receive services. Districts are also required to inform school personnel, service providers, advocates working with families, parents or guardians of homeless children and youth, and homeless children and youths of the duties of the local liaison. In addition to these notices, schools have additional obligations to communicate specific information to parents and guardians of homeless children and youths as they are identified. Posters outlining these rights (available from the National Center for Homeless Education website) must be posted in public schools. Include this notice in the August/September newsletter.

ANNUAL NOTICE

HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Act defines homeless children and youth as:

- Children and youth who lack a fixed, regular, and adequate nighttime 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 the lack of alternative adequate accommodations
  - living in emergency or transitional shelters
  - abandoned in hospitals
  - living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
  - living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the Monticello School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Allen Brokopp, homeless liaison for the Monticello School District, at (608) 938-4194 or abrokopp@monticello.k12.wi.us for additional information about the rights and services described above.

Human Growth and Development Curriculum

Include Policy 2414.00 in student handbooks.

Human Growth and Development Curriculum – Policy 2414.00

The School District of Monticello offers human growth and development instruction in Kindergarten through Grade 12. It is offered primarily in the District's Health curriculum but is also incorporated into other related curricular and support programs.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents/guardians have the primary responsibility to assist their children in developing moral values. The goal of school human growth and development instruction is to support and supplement parents'/guardians' efforts in the areas of human growth and development and sexual education by providing students factual information and opportunities to discuss concerns, issues, and attitudes inherent in human growth and development and sexual behavior. Instructional material dealing with these subjects will be age-appropriate and medically accurate. Instruction dealing with human growth and development will include required and recommended instructional content in accordance with WI Statute 118.019.

The school district shall establish an advisory committee to advise the Board of Education with respect to design and implementation of the human growth and development curriculum and to review the curriculum. Parents, teachers, school administrators, pupils, health care professionals, members of the clergy, and other residents of the school district shall comprise the committee in accordance with the provisions of WI Statute 118.019(5).

Parents/guardians of each pupil enrolled in the District shall be given annual notice of District policy regarding human growth and development instruction, including both an outline of the curriculum to be used in the pupil's grade level and information regarding how the parent/guardian may inspect the complete curriculum and instructional materials.

Consistent with state law, no pupil may be required to take instruction in human growth and development or in the specific subjects covered in human growth and development instruction if the pupil's parent or guardian files with the District Administrator a written request that the pupil be exempted.

Instructional methods and materials used to deliver human growth and development instruction shall not discriminate against a pupil based upon the student's sex, race, religion, color, disability, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or any other legally protected classification.

Approved: *August 12, 1987* ***Revised:*** *February 8, 2017*

Meningococcal Disease Information (Meningitis)

Publish in the district newsletter annually and post on the website. Nurse Carolyn also sends a letter to families of all sixth grade students.

The State of Wisconsin has asked that we share information with parents about a potentially deadly disease that disproportionally affects teens. Public health authorities recommend that teenagers and college-bound students be immunized against a bacterial infection called meningococcal disease, a type of meningitis.

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

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococcemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

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

About Meningococcal Disease

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious, because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of

those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers, college students and military personnel are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following websites:

Center for Disease Control and Prevention: meningitis disease

Wisconsin Department of Health Services:

https://www.dhs.wisconsin.gov/invasive-bacteria/meningitisviralbacterial.htm

National Association of School Nurses: Voices of Meningitis

- Meningitis Foundation of America
- National Meningitis Association
- American Academy of Family Physicians
- American Academy of Pediatrics

**Parent Access to the Curriculum

Publish annually in the August-September newsletter and post on the website.

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. (See Board Policy 5105.00 – Student Privacy for specific examples.) Parents/guardians requesting that their child not participate in any aspect of the curriculum should submit their request in writing to the building principal or designee. Such requests will be reviewed in a timely manner and the exemption granted unless the request violates a state or federal guideline.

**Programs for English Language Learners

Publish in the newsletter at the beginning of school and post on the website. Follow the timelines prescribed for any child identified as having limited English language proficiency.

A school district that uses federal funds to provide a language instruction program for children with limited English proficiency must, no later than 30 days after the beginning of the school year give the parent(s) of each child identified for participation or participating in such as program the following information:

1. Why the child is placed in the program;
2. The child's level of English proficiency;
3. How that level was determined and the status of the child's academic achievement;
4. Methods of instruction in the program in which their child is placed and those of other available programs;
5. How the program will meet the educational needs of their child;
6. How the program will help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
7. The specific exit requirements for the program;
8. In the case of a child with a disability, how the program meets the child's IEP objectives, and
9. Information about parental rights.

For a student not identified as limited English proficient prior to the beginning of the school year, the District must notify parents within the first two week s of the child being placed in such a program.

Information will be provided to parents on how they can: 1) Be involved in the education of their children, 2) Be active participants in assisting their children to attain English proficiency; 3) Achieve at high levels within a well-rounded education and 3) Meet challenging academic standards expected of all students.

In accordance with federal law, a student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

Public Records Notice

This notice must be completed with correct names and contact and posted in prominent places within the District.

Public Records Notice – Board Policy 8310.01

PURSUANT TO WISCONSIN LAW, this Notice has been adopted by the School District of Monticello, a school district organized and existing pursuant to Chapter 120, Wis. Stat.

This Notice is to be placed in prominent and conspicuous locations throughout the District so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the legal custodian of the records of this District.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The District Administrator is responsible for the overall management and operation of the School District. The District Administrator is the designated legal custodian of the records of the District; including the School Board and any committees, boards or other authorities created by resolution of the School Board. The name of the individual presently holding this position can be obtained by contacting the District Office at the following address:

   School District of Monticello
   334 S. Main Street
   Monticello, WI 53570

   Since records are kept at different locations, the District Administrator can delegate to other school officials responsibility for maintenance of those records and authority to provide citizen access to those records.

2. **Those individuals holding "local public office" are in the positions of: District Administrator-[insert name]; School Board Members-[insert names]**

3. Subject to a denial of the right of access consistent with Wisconsin law, any public record of the District will be made available for inspection at the offices of the legal custodian during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the District are from 8:00 a.m. to 4:00 p.m., Monday through Friday, during the school year, and from 8:00 a.m. to 3:00 p.m., Monday through Friday, outside of the school year, except for holidays.

   A. Request for access to records may be made in person or in writing to the legal custodian.

   B. No original public records of the District shall be removed from the possession of the legal custodian.

   C. The legal custodian shall be responsible for designating where, when and how the records of the District may be inspected and copied after a request is made. When access to school records is granted, examination thereof generally will be made on the premises on which the records are kept in the presence of the record custodian regularly responsible for the maintenance of those files.

FEE SCHEDULE

The District shall charge a requester the actual, necessary and direct cost of reproduction and transcription of a record, including, but not limited to, the following:

1. COSTS OF LOCATING DOCUMENTS. Most of the District's records are readily available, or can be located in a relatively short period of time. Certain records of the District are in off-site storage,

archived, not on-line on the district's computer, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating it will exceed $50.00, the legal custodian shall impose a location fee.

A. No location fee shall be imposed upon any person who requests a record if the actual, necessary and direct costs of locating that record do not exceed $50.00.

B. The District shall determine the cost of locating a record by using the hourly rate of pay for the employee locating the record.

C. No location fee shall be charged for the cost of a computer run required to produce a copy of data contained in a computer record. If however, an employee is required to search for the record, a fee to locate the record among the District's computer records may be charged if the actual, necessary and direct costs to do so exceed $50.00.

D. If the anticipated costs of locating a record exceed $50.00, the requester shall be notified of the estimated cost of complying with the request before the cost is incurred.

2. REPRODUCTION AND TRANSCRIPTION EXPENSES.

A. Costs of copying and reproduction of records where equipment is available within the District:

I. $.25 per page;

II. The actual cost to the District of the tapes or other medium used for reproduction and the costs of reproduction.

B. Costs of copying and reproduction of records where equipment is not available within the District:

I. If equipment necessary for the reproduction of any given record is not available within the District, the District shall rent the equipment necessary to perform the function or arrange for a third party vendor to photograph or copy the record in question and shall bill the requester for the necessary and direct cost thereof.

II. Items in such a situation would include, but not be limited to, audio or video tape reproduction equipment, microfilm or microfiche, or ultra fiche reproduction equipment, assorted computer hardware and software.

III. The actual costs to the District of any tapes or other medium used for the reproduction shall also be billed to the requester.

C. A requester shall not be permitted to make his/her own copies of a record.

D. Costs to transcribe records: The District shall arrange for a third party vendor to transcribe the record and shall bill the requester for the necessary and direct cost thereof.

3. COSTS OF MAILING OR SHIPPING. The District may impose a fee upon each requester equal to the actual, necessary and direct cost of mailing or shipping any copy or photocopy of a record to the requester.

4. PAYMENT OF FEES. In the event that the total amount of fees exceeds $5.00, the legal custodian may require the payment of all or part of the costs provided herein in advance. If the anticipated fees exceed $20.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.
5. WAIVER OF FEE SCHEDULE. The legal custodian may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.
6. DISPUTES. The legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such action as he/she deems appropriate.
   Approved: August 12, 1987 Revised: December 13, 2006

**Public Release of Student Information

This notice should be published in the August/September newsletter and posted on the website.

PUBLIC RELEASE OF STUDENT INFORMATION

The Monticello Board of Education has designated the following student record information as directory data:

> Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student.

Directory data may be disclosed to any person UNLESS the adult student, or the parent or guardian of a minor student, informs the school in writing within 14 days of this notice that all or any part of the directory data may not be released without the prior consent of the adult student, parent or guardian.

In accordance with 20 U.S.C. §7908 and 10 U.S.C. § 503, high school students and their parents/guardian may also request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written consent.

The District Board for the VTAE district in which the Monticello Public Schools is located shall, upon request, be provided with the names of students who are expected to graduate in the current school year unless written refusal of such release is received.

All questions and written requests to restrict release of all or part of a student's directory data should be directed to District Administrator Allen Brokopp (938-4194) within 14 days of receipt of this notice.

Monticello Public School District Office
334 S. Main Street, Monticello
Wisconsin 53570

**School Accountability and Educational Options

This needs to be included in the August/September district newsletter and posted on the website. This must also be published as a Class I notice in the newspaper or, alternatively under WI Stat. 985.02(2), as follows (points (a) and (d) are the most relevant.): (a) The notice must be posted in at least 3 public places likely to give notice to persons affected or must be posted in at least one public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the municipality. (b) The notice posted before the act or event requiring notice shall be posted and, if applicable, placed electronically, no later than the time specified for the first newspaper publication. (c) The notice posted after the act or event requiring notice shall be posted and, if applicable, placed electronically, within one week after the act or event. Actions of governing bodies posted after the act or event shall be effective upon posting. (d) The affidavit of the officer or person posting the legal notice containing the time, place and manner of the posting is presumptive evidence of the facts stated therein.

EDUCATIONAL OPTIONS

The Monticello School District's general education programs offer a comprehensive curriculum, aligned to the Wisconsin's state academic standards and the common core standards for Math and English Language Arts. Universal instruction is provided to meet grade level and content area learning expectations. In order to meet the needs of all learners, additional learning options and opportunities are available. These academic programs and services ensure that students have access to the appropriate level of support to extend and enrich their learning experience. In this way there is increased potential for every student to reach academic success.

The Monticello School District offers the following programs: Advanced Learner; Career and Technical Education; Dual Enrollment courses with technical colleges and universities; Course Options; Early Childhood Education; 4 Year Old Kindergarten; Multi-level system of support; Online Learning; Open Enrollment; Special Education; Telepresence Opportunities; Summer School; Title One; Youth Apprenticeships; Youth Options

SCHOOL PERFORMANCE REPORT

Links to accountability reports and the most current DPI school report cards must be prominently posted on the district website. This is currently posted Under the District tab and should periodically be checked to make sure the links are active and the information is current.

**School Nutrition and Wellness Policy

New federal regulations require the District to annually inform the public regarding the content and implementation of the local school wellness policy. USDA recommends publishing the policy "early in the school year" and posting wellness information on the website. Every three years, the food service program will be assessed. Results of this assessment will need to be widely distributed. School districts are expected to "actively notify" households of the availability of these results.

SCHOOL NUTRITION AND WELLNESS – BOARD POLICY 8532.00

The School District of Monticello promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. Decisions made in all school programming need to reflect and encourage positive nutritional messages and physical activity. This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements.

The District participates in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The District is committed to offering school meals through the NSLP and SBP programs.

- All school meals are accessible to all students.
- The District offers reimbursable school meals that meet USDA nutrition standards.
- Drinking water will be available to all students throughout the school day and throughout every school campus, including during mealtimes.
- Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.
- Lunch will follow the recess period to better support learning and healthy eating.
- All school nutrition program staff will meet or exceed hiring and annual continuing education requirements in the USDA professional standards for child nutrition professionals.

Other Food Available at School

- The foods and beverages sold outside of the school meal programs (i.e., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.
- All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Exemptions may be allowed at the discretion of the school principal.
    - The District will provide a list of healthy party ideas and snacks to parents and teachers, including non-food celebration ideas (Healthy Party Ideas);
    - The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards; and
    - The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.
- Only foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

Nutrition Promotion

Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

- Promote healthy food and beverage choices using at least ten Smarter Lunchroom techniques.
- The District will implement at least one of the following four Farm to School activities:
    - Local and/or regional products are incorporated into the school meal program;
    - School hosts a school garden;
    - School hosts field trips to local farms; and
    - School utilizes promotions or special events, such as tastings, that highlight the local/ regional products.
- Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food advertising and marketing includes, but is not limited to the following:
    - Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
    - Displays, such as on vending machine exteriors.
    - Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards.
    - Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment.

Nutrition Education

The District aims to teach, model, encourage, and support healthy eating by students. Nutrition education is designed to provide students with the knowledge and skills necessary to promote and protect their health.

- Nutrition education will include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens.
- Nutrition education will be included in the Health curriculum so that instruction is sequential and follows the Wisconsin Model Academic Standards for Nutrition. Nutrition education will also be integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects.
- The District teaches students nutrition education using scientifically-based, up-to-date nutrition information consistent with the Dietary Guidelines for Americans. The District will include in the health education curriculum the following essential topics on healthy eating:
    - Food guidance from MyPlate
    - Reading and using USDA's food labels
    - Balancing food intake and physical activity

- Food safety
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. All students will be provided equal opportunity to participate in physical education classes.

- All district students will participate in physical education that meets or exceeds state standards.
    - **All District elementary students in each grade will receive physical education for at least** 60 minutes per week throughout the school year.
    - All District **middle school students** are required to take physical education in one grade level.
    - All District **high school students** are required to take the equivalent of one academic year of physical education.
- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All physical education classes in District are taught by licensed teachers who are certified or endorsed to teach physical education.
- Waivers, exemptions, or substitutions for physical education classes are not granted unless medically necessary in accordance with orders from the student's physician.

Physical Activity

Children and adolescents should participate in 60 minutes of physical activity every day. Schools will offer students a variety of physical activity opportunities that are in addition to, and not as a substitute for, physical education.

- Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be required or withheld** as punishment for any reason.
- All elementary schools will offer at least 20 minutes of recess on all or most days during the year.
    - Outdoor recess will be offered when weather is feasible for outdoor play.
    - Active recess programming will be utilized to create universal participation by offering multiple activities at recess; designate different areas of play throughout the playground; provide equipment to decrease congestion on play structures; and provide group games, led by staff.
    - In the event that the school or district must conduct indoor recess, teachers and staff promote physical activity for students, to the extent practicable.
- The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. Activity break ideas are available through Active

Schools WI.

- The District offers opportunities (e.g., including activity clubs, open gym, intramurals and varsity sports) for students to participate in physical activity before and/or after the school day.
- The District will support active transport to and from school, such as walking or biking.

Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

- The District will continue relationships with its community partners, including UW-Extension and the Monroe Clinic in support of this wellness policy's implementation.
- The District will promote to parents/caregivers, families, and the community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be invited to participate in school-sponsored events and will receive information about health promotion.
- The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management.
- When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Policy Monitoring/Implementation

- The District will convene a district wellness committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of wellness initiatives.
- The wellness committee membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals; school administrators, school board members; health professionals; and the general public. The District will compile and publish an annual report to share basic information about the wellness policy and report on district progress in meeting wellness goals.
- The District will actively notify households/families of the availability of the annual report through the District newsletter and website.
- The wellness committee will update or modify the wellness policy based on the results of the annual progress reports, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years.**

Legal References: Wisconsin Child Nutrition and WIC Reauthorization Act of 2004; Hunger Free Kids Act of 2010
Approved: August 9, 2006 Revised: August 12, 2009 and April 12, 2017

**Section 504 of the Rehabilitation Act of 1973

Include in the August/September district newsletter and post on the website.

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:

- 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);
- Has a record of such impairment; or
- Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, The Monticello School District 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 within the school district.

For more information or to file a grievance, please contact:

Director of Pupil Services
Monticello School District
334 South Main Street
Monticello, WI 53570
608 938-2797

**Special Education - Referral and Evaluation Procedures

The following notices should be included in the August/September newsletter and posted on the District website. If published together, the group could be preceded by a blanket statement, "For further information regarding Special Education referrals and services in the Monticello School District, contact the District office at 938-4194," or include the specific contact information of the Director of Pupil Services. If published separately, each notice includes a contact line.

The Monticello School District provides a full range of Special Education programs as required by state and federal law. This includes programs and services for children with learning, cognitive, emotional, physical, hearing, vision, and speech and language disabilities, as well as students with autism, traumatic brain injury and other health impairments. It is our intention to provide all children (ages 3-21) with disabilities a free and appropriate education in the least restrictive environment. To ensure this, we make every effort to identify children who may have special needs through a variety of means. If you feel you have a child with one or more of the above disabilities who is not currently receiving services, or if you have questions regarding Special Education, contact the school at 938-4194.

Special Education - Child Find Activities

The school district has a duty to locate, identify, and evaluate all resident children with special educational needs, regardless of the severity of their disability. Therefore, the school district has a screening program to locate and screen all children suspected of having disabilities who are residents of the district and who have not graduated from high school. The school district locates and screens children in the following groups: children below school-entry age; children entering school for the first time; children currently enrolled in public and private schools; all transfer students; school-age children who are eligible to attend school but who are not attending school and who are residents of the district. Upon request, the school district will screen any child to determine whether a special education referral is appropriate. For further information, contact the school at 938-4194.

Special Education Services for 3-Year-Olds

Wisconsin school districts are required to provide early intervention services for children beginning at the age three. Referrals for services come to the school district from physicians, parents and county Birth to Three agencies. The Monticello School District may also refer a child following Child Development Day. If you have a concern regarding your child's development (speech and language, fine or gross motor skills, cognition or behavior), please contact the school. Early intervention services are currently provided in the district's Early Childhood program. For further information, contact the school at 938-4194.

Special Education Records

Under the Individuals with Disabilities Education Act, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to a child. When a student graduates or ceases to be enrolled in the district, parents/guardians will be notified they may request that information no longer needed be destroyed. At this time, the district is able to destroy the special education records of any students who graduated in May, 2009 or earlier. IEP records, evaluation reports and placement notices are routinely kept for five years following graduation unless a parent/guardian requests in writing that they be destroyed. For further information, contact the school at 938-4194.

**Student Attendance

Policy 5200.00, Student Attendance, should be published in student handbooks annually in its entirety. The District is required under WI Statute 188.15(1)(f) to annually notify students and their parents of 1) their right to request curriculum modifications, and 2) the decision making process used in considering such requests. Publishing this notice in the August/September newsletter and posting the information on the district website satisfies the requirement.

The Board of Education encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parent(s)/guardians, students and school personnel must recognize their responsibilities to assure regular attendance. State law requires every child between six and eighteen years of age to be in school unless he/she:

- is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
- has graduated;
- has been authorized to attend an alternative educational program; or
- has been excused by his/her parent(s)/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes eighteen years of age.

It is the responsibility of the parent(s)/guardian to notify the school of student absences in accordance with established district procedures. When students are absent from school, parent(s)/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is excused or unacceptable.

Parents have the right to request the school board to provide program or curriculum modifications as outlined in section 118.15 (1)(d) of the state statutes. The school board shall render its decision, in writing, within 90 days of a request, except that if the request relates to a child who has been evaluated by an individualized education program team and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Review Board Policy 5200.00 – Student Attendance published in student handbooks and posted on the district website for more information.

Student Locker Search – Policy 5771.00

Include in the MS/HS Handbook and post on the website.

Lockers will be assigned to students for their convenience. The privilege of using a locker is extended on the basis that it be kept clean and in good condition. The student will be financially responsible for any damage to the locker.

School lockers are the property of the School District of Monticello. At no time does the school district relinquish the exclusive control of the lockers provided for the students.

An official, employee or agent of the school or school district may search student lockers as determined necessary and appropriate without the consent of the student, without notifying the student and without obtaining a search warrant.

Law enforcement personnel, public safety personnel, the district administrator, building principals and staff members specifically designated to assist may conduct locker searches.

Unauthorized or illegal items found in a locker are presumed to be the property and/or responsibility of the person assigned to the locker. Any item deemed to be in violation of school rules, unsafe, dangerous, or illegal found in the locker may be removed. At the discretion of the administrator or designee, unauthorized items removed from the locker will be held by the school and may be returned to the parent(s)/guardian of the student after the consequences of any disciplinary proceedings. Illegal items will be turned over to law enforcement officials. The adult student and/or the parent(s)/guardian of a minor student shall be notified of the illegal items removed from the locker and turned over to law enforcement officials.

The district administrator, or designee, can authorize drug detection teams to use canines trained for drug detection for random searches of school buildings and grounds.

Legal References: Wisconsin State Statutes, Section 118.325 Approved: August 19, 1998
Revised: April 12, 2000 and December 13, 2006

**Student Nondiscrimination Notice

This needs to be included in the August/September district newsletter and posted on the website. This must also be published as a Class I notice in the newspaper or, alternatively under WI Stat. 985.02(2), as follows (points (a) and (d) are the most relevant.): (a) The notice must be posted in at least 3 public places likely to give notice to persons affected or must be posted in at least one public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the municipality. (b) The notice posted before the act or event requiring notice shall be posted and, if applicable, placed electronically, no later than the time specified for the first newspaper publication. (c) The notice posted after the act or event requiring notice shall be posted and, if applicable, placed electronically, within one week after the act or event. Actions of governing bodies posted after the act or event shall be effective upon posting. (d) The affidavit of the officer or person posting the legal notice containing the time, place and manner of the posting is presumptive evidence of the facts stated therein.

STUDENT NONDISCRIMINATION NOTICE

The Monticello School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section118.13 of the state statutes, no person shall unlawfully 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, extracurricular, pupil service, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services), and the civil rights provisions associated with the District's participation in federal meal programs.

All District career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the District's website or by contacting any school's guidance office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide legally-required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

When acceptable to the complaining party, the District encourages informal resolution of discrimination complaints and related concerns. However, a formal complaint resolution procedure is available to address allegations of unlawful discrimination and/or any alleged violation of the District's equal educational opportunities policies.

Any questions concerning this notice, the District's nondiscrimination and equal educational opportunities policies, policy compliance, or the District's complaint procedures may be directed to:

Monticello School District Equity Coordinator
334 South Main Street
Monticello, Wisconsin 53570
608-938-2797

Discrimination related complaints may be filed with the Equity Coordinator. The Equity Coordinator also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters. By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction. Further information regarding District non-discrimination policies and procedures is available at www.monticello.k12.wi.us.

Monticello School District Discrimination-related complaints may be filed with the Compliance Officer. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters.

By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the Department of Education's Office for Civil Rights, or in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

**Student Privacy – Family Educational Rights and Privacy Act (FERPA)

Publish Policy 5105.00 in the August/September newsletter. The law also requires schools to notify parents, at least annually at the beginning of the school year, of the approximate dates during the school year when the activities outlined in the policy are scheduled.

STUDENT PRIVACY – POLICY 5105.00

The Monticello School District is committed to the protection of student privacy. The District shall notify parents/guardians annually at the beginning of the school year regarding student privacy rights. Advance notification shall be given regarding specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

2. The administration of any survey or evaluation containing information related to one or more of the following items:
    a. Political affiliations or beliefs of the student or student's parent/guardian;
    b. Mental or psychological problems of the student or student's family;
    c. Sexual behavior or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behaviors;
    e. Critical appraisals of others with whom respondents have close family relationships;
    f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    g. Religious practices, affiliations, or beliefs of the student or parents; or
    h. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.
3. Any non-emergency, invasive physical exam 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 other students.

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 items listed above.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any surveys created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey. Such requests should be made to the building principal.

Legal References: The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. s123h
Approved: March 12, 2014 Revised: April 12, 2017

**Student Records

This notice should be published in the August/September newsletter and posted on the website.

NOTICE OF STUDENT RECORDS POLICY

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. Such records shall be accumulated, maintained, released, transferred and destroyed by the building principal or his/her qualified designee in accordance with state and federal laws. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. Exceptions shall only be made when the student's parent/guardian, or an adult student, grants permission.

1. Types of Records

a. Progress Records - These include a statement of courses taken by the student, the student's grades, the student's attendance records, the student's immunization records, and records of the student's extracurricular activities.
b. Behavioral Records - These include standardized achievement tests, psychological tests, physical health records other than a student's immunization records, teacher evaluations other than grades, statements relating to individual student behavior, personality evaluations, records of conversations, and any other non-progress records.
c. Directory Data - Includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student.

2. Confidentiality

All student records are confidential, with the following exceptions:

a. A student, the parent, guardian or guardian ad litem of a minor student shall, upon request, be shown and provided with a copy of the student's progress records.
b. An adult student, parent/guardian or guardian ad litem of a minor student shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records.
c. The judge of any court of this state or of the United States shall, upon request, be provided by the school district clerk with a copy of all progress records of a student who is the subject of any proceeding in such a court.
d. Student records may be made available to persons employed in the school which the student attends who are required by the Department of Public Instruction under s.115.28 (7) to hold a certificate, license, or permit.
e. Student records may be made available to persons employed by the Board of Education as school officials having a legitimate educational interest is accessing student records in connection with processing an employee grievance. However, when processing a grievance, the Board shall direct such officials to avoid disclosure of personally identifiable student records to the extent possible.
f. Upon the written permission of an adult student or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portions of his/her behavioral records as determined by the person authorizing the release.
g. Student records shall be provided to a court in response to a subpoena by parties to an action for in-camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said record would be relevant and material to a witness's credibility or competency.
h. The School Board may provide the Department of Public Instruction or any public officer with any information required under Chapters 115 to 121.
i. Except as otherwise noted below, student directory data will be considered public information and may be disclosed to any person after the school has:

1. Notified the parent/guardian or guardian ad litem regarding the categories of information the District has designated as directory data with respect to each student;
2. 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;
3. 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. This designation will remain in effect until it is modified by the written direction of the student's, parent/guardian, guardian ad litem or the adult student.

An adult student, or the parent(s)/guardian(s) of a minor student, may inspect student records kept by the school in accordance with Board of Education Policy 8330.00 and established procedures and may challenge the content if he/she believes the records are inaccurate or misleading. Policy 8330.00 is available for review in its entirety on the district website. Alternatively, the student records policy and procedures are available upon request from the District Office during regular office hours (8:00 a.m. – 4:00 p.m.)

The District Administrator shall have primary responsibility for maintaining the confidentiality of all student records kept at his/her school. All requests for inspection or for transfer to another school or school district should be directed to the District Administrator who will then determine inspection or transfer is permitted under this policy.

The District Administrator or his/her qualified designee shall be present to interpret behavioral records when inspection is made under paragraph (b) above.

3. Hearing Procedures Regarding Content of Student Records
   An adult student or the parent/guardian of a minor student shall have the right to:

   a. Request that inaccurate or misleading information be amended to accuracy.
   b. Request a hearing and challenge when the information in the school records is not changed.
   c. If overruled, the adult student and/or parent/guardian has the right to produce in writing his/her disagreement with the district decision and place this information in the student folder.

4. Maintenance and Destruction of Records
   While students are attending school, their record will be maintained by the District.

   Records in the administrative office when the student ceases to be enrolled shall be maintained as follows:

   a. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school. The district will inform parents when personally identifiable information is no longer needed. Upon written request, specific behavioral records will be maintained permanently.
   b. Complete progress records shall be kept until graduation. Upon graduation, only progress records from grades 7 through 12 will be maintained permanently. K-6 records will be destroyed one year after the student leaves school. The K-8 records will be maintained permanently for students who never reached senior high school.

5. Transfer Records

Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent/guardian of a minor student that such student intends to enroll in the other school or school district or upon written notice from the other school or school district that the student has enrolled. Written notices and requests for transfers of student records shall be maintained for five years after the student ceases to be enrolled.

Student record notices shall be published in accordance with state law.

Complaints regarding the content of student records may be made to the building principal, who shall make arrangements for a hearing to review the challenged record(s). If the complainant is not satisfied with the hearing officer's decision regarding the challenged record(s), he/she may file a complaint with the Family Policy and Regulations Office of the United States Department of Education.

**Student Use or Possession of Electronic Communication Devices

Include in August/September newsletter and post on the website.

The Board of Education believes student use and possession of personal electronic communication devices during the school day has the potential to become disruptive to the educational environment. Students may only use personal electronic communication devices when such use does not disrupt the educational process; endanger the health or safety of the student or anyone else; invade the rights of others at school; or involve illegal or prohibited conduct of any kind. The use of personal electronic communication devices in locker rooms, restrooms or similar areas is strictly prohibited. Students who bring a personal electronic communication device to school do so at their own risk to possible loss, damage or liability. Use of a personal electronic communication device is subject to the provisions of the Monticello School District Acceptable Use Policy. For further details, consult student handbooks and/or Board Policy 5612.00 – Cell Phones and Other Electronic Communication Devices posted on the district website.

Suicide Prevention Services

Notice must be provided to staff annually according to §115.365. Resources for staff are available on the DPI website. Policy 2417.00 – Suicide Prevention Services, should also be posted on the website.

The Monticello Board of Education recognizes that childhood/adolescent suicide and suicidal tendencies are a continuing problem within the elementary and secondary schools. Communication and

cooperation with the school district between the home, school, and community is viewed as critical. The school board establishes this policy in an effort to take positive steps toward preventing childhood/adolescent suicides and for outlining procedures by which students can receive professional help and support.

The goals of the school are to provide help, guidance and referral for treatment when a student shows indications of suicidal tendencies. Since it is impossible to know if a student will actually employ self-destructive behavior, action should be taken as soon as possible. It should be realized that the school can play an important role in helping youth to prevent suicide.

The school district shall provide an instructional program designed to give students the skills needed to make sound decisions, knowledge of the conditions which may cause and the signs of suicidal tendencies, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances under state law and knowledge of available community youth suicide prevention and intervention services. Instruction shall be designed to help prevent suicides by students by promoting positive emotional development.

In order to meet the goals outlined in the policy, the school district shall provide the following: The District will establish a crisis team. Members and responsibilities will be defined. The District will provide information on the levels of suicidal risks for suicidal behavior occurring in or out of school, including prior to the school day. The roles of staff, administration and the crisis team will be identified. An outside agency referral system will be established as part of the prevention/intervention program.

Civil liability immunity will be explained and established as it relates to suicide prevention/intervention.

Staff members will be provided with learning opportunities to enhance staff knowledge of the issues surrounding suicide.

Instruction shall be designed to help prevent childhood/adolescent suicides by promoting the positive emotional development of students.

Warning signs of an emergency and support network information sheet will be made available.

Any school board officer, employee or volunteer thereof, who in good faith attempts to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to suicide or attempted suicide. (This civil liability is in addition to, and not in lieu of, that provided under §895.48.

Legal References: Wisconsin State Statutes 115.365 118.01(2)(d)7 895.48
Approved: September 9, 2009

**Title I

Publish in the August/September newsletter and post on the website.

The Monticello School District will be receiving funds during the current school year through the federal Title I program. This program provides federal dollars to help supplement educational opportunities for children who are most at risk of failing to meet the state's challenging content and performance standards.

There are two types of programs: Targeted Assistance and School Wide. Our district will received funds through the School Wide program focused at the elementary level. This model for services includes all children enrolled in Kindergarten through Grade 5. All staff, resources and classes serving Kindergarten through Grade 5 students are considered a part of the schoolwide team supporting high levels of academic achievement.

Federal law requires that school districts receiving Title I funds share with parents the qualifications of teachers instructing their children. There are questions parents may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, What are their qualifications?

If parents/guardians wish to see the state qualification of their child's teacher/s or aide/s, they may contact the school principal.

The district supports family engagement as an important factor in supporting each student's success. You can review Board Policy 2221.00, Title I Family Engagement, on our website or request a copy of the policy from the district office.

Youth Options Program – Policy 5463.00

Board Policy 5463.00 – Youth Options Program should be included in the MS/HS Handbook. Legally, this notice must be given to 9th, 10th and 11th grade students by October 1.

Eleventh and twelfth grade students may participate in the Youth Options Program and enroll at institutions of higher education (e.g., UW system, Wisconsin Technical College or a private, nonprofit institution or tribally controlled college in the State of Wisconsin) to take courses which lead to credit granted toward high school graduation. The Board of Education is responsible for the costs of 11th and 12th grade students attending institutions of higher education under the youth options program only if the course is taken for high school credit and the course is not comparable to a course offered in the Monticello School District. Technical college courses may be taken at District cost under conditions established by statute. The Board will pay for no more than 18 credits per student. If the number of District students requesting to take a course at an institution of higher education is equal to or greater than the number normally required by the Board to offer the course, the District may offer the course as part of its curriculum offerings. If a pupil receives a failing grade or fails to complete a course for which the Board has made payment, the Board will request reimbursement from the student or his/her family. If the student or his/her family fails to provide reimbursement for the dropped or failed courses(s), the student will no longer be eligible for participation in the Youth Options program. Transportation is the responsibility of the parent/guardian and student. State reimbursement may be available through direct application by the parent/guardian or student to the Department of Public Instruction.

Approved: May 10, 2017