



## **Annual Notices of the Wheatland J1 School District**

*Each year Wisconsin school districts are required to inform parents/guardians of annual notices. These notices require they be delivered in many different forms. The listing below provides links to annual notice webpages and/or sites or the information directly. Please note you may receive some of the notices in a different format (U.S. Mail, newsletter, etc.) as required by statute.*

### **Non-Discrimination Policy**

The Wheatland J1 School District is committed to equal educational opportunity for all students in the district. It is the policy of the Wheatland J1 School District, pursuant to s. 118.13, Wis. Statutes and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability). To view policy 5517 – Title IX Sexual Harassment, visit the Board Policies located on our website.

Title IX Coordinator:

Emily Lynd, Director of Pupil Services  
6606 368<sup>th</sup> Avenue, Burlington, WI 53105  
262-537-2216  
[emily.lynd@wcspk8.org](mailto:emily.lynd@wcspk8.org)

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Wheatland J1 School District does not discriminate pursuant to federal and state law. The District Principal shall ensure that an employee is designated annually to receive complaints filed under s. 118.13, Wis. Statutes. PI 9, Wis. Admin. Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. To resolve complaints alleging violation of these laws, and assure compliance with s. 118.13, Wis. Statutes.

### **Student Records**

The school district maintains student records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality.

All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way, including but not limited to, written, printed or drawn material, computer storage media, video and audiotape, film, microfilm and microfiche. Records maintained for personal use by a teacher or other certified personnel and not available to others and psychological treatment records necessary for and available only to persons involved in the psychological treatment of the student are not considered pupil records. The district maintains the following types of student records:

- **Progress Records** – grades, courses, attendance, immunization, extracurricular activities. These records are maintained for five years after the child ceases to be enrolled.
- **Behavioral Records** – psychological tests, personality evaluations, records of conversations, written statements related to a pupil's behavior, achievement and ability tests, and physical health records, other than immunization records or lead screening records, certain law enforcement officers' records, and any other pupil records that are not progress records. Law enforcement records are maintained separately from other pupil records. Behavioral records are maintained for one year after the child graduates or ceases to be enrolled.
- **Pupil Physical Health Records** – basic health information that includes the immunization card, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, health screening tests and other basic health information as determined by the state superintendent.
- **Directory Data** – includes the student's name, address, telephone listing, date and place of birth, 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. This information may be disclosed to any person, except that parents/guardians or adult students may refuse the release of all or any part of the directory data without prior consent if they inform the school district of their refusal to release such information without prior consent by writing with in fourteen days from the publication of this notice to : District Administrator, 6606 368<sup>th</sup> Ave. Burlington, WI 53105. Districts are required by law to provide military recruiters access to secondary students' names, addresses, and telephone listings unless access to such information has been restricted by the parental/guardian request or adult student by requesting that directory data not be disclosed without prior written consent to anyone, including military recruiters; or by restricting the disclosure of directory data without prior written consent specifically to military recruiters, using the procedure in this section. The district shall comply with the request.

## **Student Records - Student and Parent/Guardian Rights**

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

- The right to inspect and review the student's education records within 45 days of a written request that identifies the record(s) they wish to inspect and obtain a copy, consistent with the board's student records policy and procedures.
- The right to request the amendment of the student's education records that the parent/guardian or adult student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights consistent with the Board's student records policy and procedures.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent including disclosure without consent to school officials determined to have legitimate educational interests in the records, including safety interests, agents of the school district, another school when written notice is received from the parent/guardian or adult student that the student intends to enroll in another school or school district, and when requested by educational agencies or institutions of postsecondary education where the student seeks or intends to enroll.
- The right to file a complaint with the Family Policy compliance Office of the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.
- To inspect, review, or obtain a copy of the student's education record, or to request the amendment of a record, contact the building level principal of the school which your child attends.
- Parents have a right to inspect any third party surveys or evaluations prior to their administration by the School District.

Parents must provide prior written consent for the administration of, and may inspect or request a copy of any survey, analysis, or evaluation by the school district containing one or more of the eight protected areas listed below when funded in whole or in part by the U.S. Dept. of Education:

- mental or psychological problems of the student or student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parents/guardians;
- income other than that required by law to determine financial assistance in federal program.

In addition parents/guardians have the right to inspect, upon request, any instructional material used as part of the educational curriculum for students. Parents should contact the principal of the school their child attends to obtain the requested materials.

Copies of the Board's student records policy and procedures are available upon request at the District Office, 6606 368<sup>th</sup> Avenue, Burlington, WI 53105. Complaints regarding non-compliance of the Family, Education Rights and Privacy Act (FERPA) may be made to the Family Policy Compliance Office of the U.S. Department of Education.

## **Student Bullying/Harassment/Hazing**

The Wheatland J1 School District Board strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and school buses and vehicles, and at school-sponsored activities so that students can benefit to the fullest from the educational opportunities offered. The Wheatland J1 School District Board will not tolerate any form of bullying, harassment, or hazing, such as the use of verbal comments, written comments, graphic materials, cyber bullying, or indirect behaviors.

## **Student Bullying/Harassment/Hazing Definitions**

**Bullying:** Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; color; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

**Harassment:** Harassment is behavior towards students based in whole or part on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homeless status or handicap, physical, mental, emotional, or learning disability which substantially interferes with a students' school performance or creates an intimidating, hostile or offensive school environment.

**Hazing:** Hazing is intentionally or recklessly engaging in acts which endanger physical health or safety of a student for the purpose of initiation or admission into affiliation with any organization or group.

Bullying, harassment and hazing behavior can be:

- Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior, unwelcomed physical contact)
- Verbal (e.g., verbal, written or graphic materials that include: threatening or intimidating language, teasing or name-calling, notes, racist remarks, sexually suggestive comments, unwelcomed sexual flirtations or advances, offensive language or jokes of a sexual nature)
- Indirect/Emotional (e.g., spreading cruel rumors, intimidation through gestures, social exclusion or sending explicit messages or pictures via cellular phone or the internet – also known as cyber bullying)

It is the responsibility of administration, staff members, and all students to help promote a school culture that ensures the prevention of bullying, harassment, and hazing from occurring. Individuals found to have violated this policy shall be subject to discipline.

## **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying, harassment or hazing are required to report these acts to the principal/designee.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is strongly encouraged to report the conduct to the principal/designee.

Reports of bullying, harassment, or hazing can be made verbally or in writing and can be made anonymously, at the option of the person submitting the report. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident, including a written record of the report with all pertinent details, will be documented by the principal/designee.

The school official receiving a report of bullying, harassment, or hazing shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: school principals, dean of students or designee.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

## **Procedure for Investigating Reports of Bullying, Harassment, or Hazing**

Student harassment complaints shall be processed in accordance with the following established procedures.

The person assigned by the district to conduct an investigation of the bullying, harassment, or hazing report shall, within twenty-four hours, begin the process of interviewing the person(s) involved and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying, harassment, or hazing will be notified during the course of the investigation. The district shall maintain confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and Supports**

If it is determined that students participated in bullying, harassment, or hazing behavior or retaliated against anyone due to the reporting of bullying, harassment or hazing behavior, the school district administration and school board may take disciplinary action, including, but not limited to: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff may provide resources for the persons involved, as appropriate.

If the subject of the report is the person designated to receive the report, the individual may file the report with the next higher authority in the complaint procedure.

### **Training and Education**

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

The school district annually will provide education and information to students regarding bullying, harassment, and hazing including information regarding this school district policy prohibiting bullying, harassment, and hazing; the harmful effects of bullying, harassment, and hazing; and other applicable initiatives to prevent and intervene in bullying, harassment, and hazing situations.

The administration of the school district will implement programs and other initiatives to prevent bullying, harassment, and hazing; to respond to bullying, harassment, and hazing in a manner that does not stigmatize the victim; and to make resources or referrals to resources available to those involved in the bullying, harassment, or hazing.

### **Disclosure and Public Reporting**

The school district will annually notify all students enrolled in the school district, their parents and/or guardians and employees of the policy (412). It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying, harassment, or hazing policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying, harassment or hazing behaviors and recommendations on how to further reduce bullying, harassment and hazing. The annual report will be available to the public.

### **Pupil Academic Standards**

The Board of Education for the Wheatland J1 School District adopted the Wisconsin Academic Standards for the 2020-21 school year. The standards can be viewed at <http://dpi.wi.gov/standards>.

### **Accountability Report Card**

As part of the state accountability system, the Department of Public Instruction (DPI) has produced report cards for every school district and school in Wisconsin. These report cards provide data on multiple indicators. Because of the COVID-19 pandemic and the student assessment requirement waivers for the 2019-20 school year, the Department of Public Instruction (DPI) is prohibited by section 115.385(6) of the state statutes from publishing a school and school district accountability report in the 2020-21 school year. Therefore,

the most recent school accountability report cards for the 2018-2019 school year can be viewed at <https://oea.dpi.wi.gov/acct/report-cards>.

## **Notice of Educational Options**

School districts are required to provide a list of the educational options available to children who reside in the pupil's resident school district, including public school, private schools participating in a private school choice program, charter schools, virtual schools, full-time open enrollment, youth options, course options, and options for pupils enrolled in home-based private educational programs. Please use the links below for more information regarding these options.

Area Schools	<a href="http://dpi.wi.gov/directories">http://dpi.wi.gov/directories</a>
Open Enrollment	<a href="http://dpi.wi.gov/open-enrollment">http://dpi.wi.gov/open-enrollment</a>
Course Options	<a href="http://dpi.wi.gov/courseoptions">http://dpi.wi.gov/courseoptions</a>
Virtual Schools	<a href="http://dpi.wi.gov/imt/digital-learning/virtual-schools">http://dpi.wi.gov/imt/digital-learning/virtual-schools</a>
Home Based Education	<a href="http://dpi.wi.gov/sms/home-based">http://dpi.wi.gov/sms/home-based</a>
Choice Schools	<a href="http://dpi.wi.gov/sms/choice-programs/student-applications">http://dpi.wi.gov/sms/choice-programs/student-applications</a>

## **Special Education Voucher Program**

A child with a disability has the ability to attend a participating private school of the child or the child's parent's choice, if that child has previously been rejected from attending school in a nonresident district under the open enrollment program. An eligible child may begin attending an eligible school at any time during the school year. Please contact the district office with questions or for more information.

## **Educational Student Religious Accommodations**

The District provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. State law permits children to be released from school for religious instruction. The Board neither recommends nor discourages student participation in such instruction. Students in the Wheatland J1 School District will be released for religious instruction outside the school grounds under the following conditions:

- The student must have written permission from his parent or guardian.
- Not more than one hour per day and three hours per week of school time be granted for religious instruction.
- The School Board may deny the privilege of released time to students who requested religious instruction but were absent from the instruction. The School Board assumes no responsibility for transporting students to religious instruction and shall be released from all liability for a pupil who is absent from school in accordance with the rules set forth above. The process for receiving and resolving complaints about the accommodation of religious beliefs is described above in the Non-Discrimination Policy section.

## **Homeless Children and Youths**

The McKinney-Vento Homeless Assistance Act defines homeless children and youths as those who lack a fixed, regular, and adequate nighttime residence. The law provides several examples of situations that meet the definition. This includes children and youths:

- sharing housing due to a loss of housing, economic hardship, or a similar reason;
- living in hotels, motels, trailer parks, or camping grounds due to a lack of alternative adequate housing;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- living in a public or private place not designated for, or normally 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 places; and/or
- living in one of the above circumstances and who are migratory.

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the Wheatland J1 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 Kori Kopp, School Counselor/Homeless Liaison for the Wheatland J1 School District, at 262-537-2216 or kori.kopp@wcs.pk8.wi.us for additional information about the rights and services described above.

## **Student Attendance**

The Wheatland J1 Board of Education encourages a strong partnership between the home, school and community. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular school attendance.

The Wheatland J1 Board of Education, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. In addition, Wisconsin Statutes requires every child between six and 18 years of age to be in school attendance unless he/she:

- Is excused temporarily for physical or mental reasons, or other reasons defined by the Board of Education
- Has graduated
- Has been authorized to attend an alternative educational program
- Has been excused by his/her parent/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 18 years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (unexcused).

It is the intent of the Wheatland J1 School District Student Attendance policy (431) to provide consistency throughout our district that meets all attendance provisions per Wisconsin Statutes, and to assist and intervene in a positive manner with the parents and or student to correct any attendance issues before issuance of "habitual truancy."

## **Indoor Environmental Quality Management Plan**

In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the School District has taken appropriate steps to provide and maintain safe and healthful facilities. The Wheatland J1 School District will keep school buildings in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment.

As required in WI Stat. 118.075 (3) and (4), the School District maintains indoor environmental quality (IEQ) in schools with

measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication. The district IEQ Plan administrator is the Director of Buildings and Grounds and can be reached at (262) 537-2216 (3901).

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

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

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

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school’s consultant for asbestos.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition in good condition.
- Periodic “surveillance” in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.
- In the past year the District conducted the following asbestos removal activities:
  - 900 ft<sup>2</sup> of spray applied surfacing
  - 14,458 ft<sup>2</sup> of floor tile and mastic
  - 50 ft<sup>2</sup> of ceramic tile baseboard & mastic
  - 700 ft<sup>2</sup> of terrazzo flooring
  - 1 ft<sup>2</sup> of plaster ceiling
  - 275 ft<sup>2</sup> of air duct insulation
  - 500 LF caulk
  - Interior door caulk – 4 doors

The inspection and abatement of these materials was in compliance with NESHAPS regulations. All outside contractors shall contact the lead maintenance person before commencing work. A copy of the Asbestos Management Plan is available for review by contacting the school office. Our goal at the District is to be in full compliance with asbestos regulations. It is our policy to maintain a safe and healthful environment for our students and our staff members.

### **Student Use of Information Technology and Communication Resources**

The Wheatland J1 School District provides student access to electronic resources, including but not limited to, computers, networks, hardware, software, and access to the Internet, as a part of the District’s instructional program to enhance teaching and learning. All use of electronic resources must be for educational and research purposes consistent with the educational objectives of the District. The District reserves the right to monitor and access all use of or content on district-owned and personally-owned electronic resources while used on school premises. No student has an expectation of personal privacy in connection with their use of or content stored in, created, received or transmitted over any District or personally-owned electronic resource (Policy 363), unless such right is guaranteed by statute or other law.

The District believes that allowing students to use electronic devices for educational purposes at Wheatland J1 School will expand and broaden the student’s education.