

2022-2023

BALDWIN-WOODVILLE AREA  
SCHOOL DISTRICT



# BALDWIN-WOODVILLE AREA SCHOOL DISTRICT CONTACT INFORMATION

## DISTRICT OFFICE

550 Highway 12  
Baldwin, WI 54002  
P: 715-684-3411  
F: 715-684-3168

## GREENFIELD ELEMENTARY

1160 14th Avenue  
Baldwin, WI 54002  
P: 715-684-3334  
F: 715-684-5109

## VIKING MIDDLE SCHOOL

500 Southside Drive  
Woodville, WI 54028  
P: 715-698-2456  
F: 715-698-3315

## BALDWIN-WOODVILLE HIGH SCHOOL

1000 13th Avenue  
Baldwin, WI 54002  
P: 715-684-3321  
F: 715-684-5160

## 4 YEAR OLD KINDERGARTEN

**KIDS VIEW**  
220 Lockwood Street  
Woodville, WI 54028  
P: 715-698-1878

**LITTLE HAWKS**  
1160 14th Avenue  
Baldwin, WI 54002  
P: 715-684-4696

## BW BUS GARAGE

P: 715-684-2868

## JR HAWKS CHILD CARE

P: 715-684-4696

## COMMUNITY EDUCATION

P: 715-684-6200

## ADMINISTRATION TEAM

**Eric Russell**  
Superintendent of Schools  
P: 715-684-3411 ext. 1114

**Leah Johnson-Freer**  
Director of Student Services  
P: 715-684-3411 ext. 1109

**J.R. Dachel**  
Greenfield Elementary Principal/Transportation Director  
P: 715-684-3334 ext. 2105

**Tiffanie Grodevant**  
Greenfield Elementary Principal  
P: 715-684-3334 ext. 2016

**Scott Benoy**  
Viking Middle School Principal  
P: 715-698-2456 ext. 3102

**Jarod Dachel**  
Viking Middle School Dean of Students/Pool Director  
P: 715-698-2456 ext. 3160

**David Brandvold**  
BWHS Principal  
P: 715-684-3321 ext. 4102

**Jason Sell**  
Athletic Director/BWHS Dean of Students  
P: 715-684-3321 ext. 4117

## BOARD OF EDUCATION

Ken Dykhouse, President: [kdykhouse@bwsd.k12.wi.us](mailto:kdykhouse@bwsd.k12.wi.us)  
Todd Graf, Vice President: [tgraf@bwsd.k12.wi.us](mailto:tgraf@bwsd.k12.wi.us)  
Denise Monicken, Clerk: [dmonicken@bwsd.k12.wi.us](mailto:dmonicken@bwsd.k12.wi.us)  
Jolene Bonte, Treasurer: [jbonte@bwsd.k12.wi.us](mailto:jbonte@bwsd.k12.wi.us)  
Brad Coplan, Member: [bcoplan@bwsd.k12.wi.us](mailto:bcoplan@bwsd.k12.wi.us)  
Jay Larson, Member: [jl Larson@bwsd.k12.wi.us](mailto:jl Larson@bwsd.k12.wi.us)  
Austin VanDamme, Member: [avandamme@bwsd.k12.wi.us](mailto:avandamme@bwsd.k12.wi.us)

## **STARTING & DISMISSAL TIMES**

Starting and dismissal times are subject to change. Any change will be noted on the District Electronic Newsletter, as well as the local newspapers.

SCHOOL	STARTING TIME	DISMISSAL TIME
Greenfield Elementary	8:15 A.M.	2:45 P.M.
Viking Middle School	7:45 A.M.	3:00 P.M.
BWHS	8:00 A.M.	3:15 P.M.

4K SITE	MORNING CLASS	AFTERNOON CLASS
JR. HAWKS	8:15- 11:30 A.M.	12:00- 3:15 P.M.
KIDS VIEW	8:15- 11:30 A.M.	12:15- 3:30 P.M.

## **EMERGENCY SCHOOL CLOSINGS**

When it is necessary to close the Baldwin-Woodville Schools due to bad weather or other emergencies, morning announcements will be made prior to the time students must board the bus. We ask that you listen to the following TV the announcements:

**KSTP TV**----Channel 5

**KMSP TV**----Channel 9

**WEAU TV**——Channel 13

**WCCO TV**----Channel 4

**KARE11**—— Channel 11

Parents and students may also call the **SCHOOL CLOSING HOTLINE** (715) 684-2200. A brief message will inform callers of the status of school for the day. If there is not a current message, school will be on time.

If severe weather develops during the day, parents are encouraged to monitor the TV Stations listed above, or call the **SCHOOL CLOSING HOTLINE** (715) 684-2200, so you will know if school is closing early.

Please do not call the schools, bus garage, or transportation office to request closing information as it is important to keep the lines open for District personnel to make the necessary arrangements for a late start, cancellation, or early closing.

## **ANNUAL NOTICES**

The Baldwin-Woodville Area School District would like all district families to be aware of legal information posted annually and where you can find the information. Many of the annual notices are listed in the school calendar that is sent to each district resident in August. Pursuant to the 2015 Wisconsin Act 55 schools are also required to provide notice of the following:

### **Academic Standards:**

- As outlined in district policy number 330, the school board has adopted the Wisconsin Academic Standards that can be found on the Wisconsin Department of Instruction website <http://dpi.wi.gov/standards>

### **Accountability Report:**

- The 2020-2021 report card can be found on the district website <http://www.bwsd.k12.wi.us>
  - In 2020-2021:
    - Baldwin-Woodville Area School District:  
Exceeds Expectations per Accountability Report
    - Baldwin-Woodville High School:  
Exceeds Expectations per Accountability Report
    - Viking Middle School:  
Exceeds Expectations per Accountability Report
    - Greenfield Elementary:  
Exceeds Expectations per Accountability Report

### **School Options**

- Public Schools- Baldwin-Woodville Area School District
- Private Schools- Baldwin Christian School
- Virtual Schools- Baldwin-Woodville Area School District
- Full-Time Open Enrollment- Baldwin-Woodville Area School District
- Early College Credits– Baldwin-Woodville Area School District
- Youth Apprenticeships– Baldwin-Woodville Area School District

### **Special Needs Voucher Program:**

- Act 55 creates a special education voucher program under which students with disabilities, who have been denied from attending school in a nonresident district under the public school open enrollment program and attend a public school during the 2015-2016 school year, can attend a participating private school on the \$12,000 voucher. The Wisconsin Department of Public Instruction is currently developing more information on this program and will provide information as it becomes available.

## **PARENT NOTIFICATION REQUIREMENTS RELATED TO TEACHER**

### **QUALIFICATIONS**

Under the federal Elementary and Secondary Education Act, also known as the No Child Left Behind Act of 2001 (NCLB), any public school teacher, elementary or secondary, who teaches a core academic subject (English, reading or language arts, math, science, history, civics and government, geography, economics, the arts, and foreign language) must be highly qualified. Special education teachers and teachers of English language must be highly qualified if they teach core academic subjects to their students (ESEA Title 1, Section 1119).

NCLB says parents have the right to request the following information on the professional qualifications of their children's teachers:

- Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches;
- Whether the teacher has an emergency or provisional license;
- What degrees the teacher holds and the field of discipline of his or her certification or degree; and
- Whether the child is being provided services by paraprofessionals and, if so, their qualifications.

### **STUDENT ACCIDENT INSURANCE**

The Baldwin-Woodville Area School District provides student accident insurance for all students in the child care program and preschool through grade twelve. The Summary of Coverage (what the plan pays) is available at their website, ([www.sas-mn.com](http://www.sas-mn.com)), and can be found under K-12, then Look up School.

PLEASE BE ADVISED THAT THE COVERAGE THE SCHOOL DISTRICT IS PURCHASING IS SECONDARY TO ALL OTHER VALID COVERAGE. It pays after other valid coverage, including family health and auto policies, and then within the limit of the policy (see summary explained above.)

### **CLAIM PROCEDURE**

Filing of the claim is the parent's responsibility.

1. Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it is a school injury.
2. Parents complete Part B. Answer all questions.
3. Parents submit copies of your itemized bills to your own family insurance first, even if you have a large deductible. You will be sent a report called an Explanation of Benefits (EOB).
4. Parents send the claim form, copies of itemized bills, and the EOB to:

STUDENT ASSURANCE SERVICES, INC.

P.O. BOX 196

STILLWATER, MN 55082

5. The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact Student Assurance

### **NOTIFICATION OF ASBESTOS RE-INSPECTIONS**

In compliance with the U.S Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Baldwin-Woodville Area School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents and district employees. The district performs six-month periodic surveillance of asbestos in January and July and full re-inspections every three years. For more information, please contact the district office.

The results of the re-inspection are on file in the management plan in the school administrative office. Everyone is welcome to view these anytime during normal school hours: Office of the Superintendent, 550 Highway 12, Baldwin, WI 54002, 8:00 a.m. to 4:30 p.m., Monday thru Friday.

The Asbestos Program Manager is available to answer questions you have about asbestos in our buildings. The manager may be contacted at 715-684-3411, ext. 1110.

### **INDOOR ENVIRONMENTAL QUALITY (IEQ) POLICY**

An Indoor Environmental Quality (IEQ) Management Plan for all buildings in the Baldwin-Woodville Area School District is available for public inspection during regular business hours at the District Office.

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 Baldwin-Woodville Area School District would like to inform, staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at 550 Highway 12, Baldwin, WI 54002.

Questions related to this plan should be directed to the designated IEQ Coordinator for the District's facilities, the Director of Buildings and Grounds, who can be reached at 715-684-3411 ext. 1110.

It is our policy to maintain a safe and healthful environment for our students and our staff members.

## **NONDISCRIMINATION IN DISTRICT PROGRAMS, ACTIVITIES, AND OPERATIONS**

### **BOARD POLICY 113**

The Baldwin-Woodville Area School District prohibits all forms of unlawful discrimination against students, employees, and other persons in all aspects of the District's programs, activities, and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally-protected status or classification (e.g., race, national origin, sex, disability, religion, etc.). Various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination.

The District requires and will enforce nondiscrimination in a manner that is consistent with applicable constitutional provisions and with the rights and obligations that are established under all applicable state and federal civil rights laws, including but not limited to the current provisions of the following federal laws, which jointly serve to identify and protect the rights of students, employees, and other persons:

- Title IX of the Education Amendments of 1972 (sex discrimination);
- Section 504 of the Rehabilitation Act (disability discrimination);
- The Americans with Disabilities Act (including both the employment-related provisions of the ADA as well as Title II of the ADA, which broadly prohibits discrimination on the basis of disability in state and local government services);
- Titles IV and VI of the Civil Rights Act of 1964 (addressing discrimination based on race, color, national origin, sex, or religion);
- The Age Discrimination Act of 1975 (age discrimination);
- The nondiscrimination provisions of the Elementary and Secondary Education Act; and
- The civil rights provisions associated with the District's participation in federal nutrition programs.

There are a significant number of additional state and federal nondiscrimination laws that are not listed above that further establish the rights of students and/or employees. In recognition of such laws, the District maintains additional nondiscrimination policies and rules that specifically and uniquely cover students (see Policy 411 and Policy 411.1) within the District's policy manual) and all aspects of employment and personnel administration within the District (see Policy 511).

### **Special Statement Regarding Sex Discrimination under Title IX**

As mandated by the federal Title IX statutes and the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District's Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

### **Special Statement Regarding Sex Discrimination under Title IX**

As mandated by the federal Title IX statutes and the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District's Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

### **Designation and Authorization of District Nondiscrimination Coordinator**

Any questions concerning the District's nondiscrimination and equal opportunities policies, the application of any nondiscrimination law to the District, or the District's discrimination-related reporting and complaint procedures should be directed to the Director of Pupil Services, who is also designated as the District's Title IX Coordinator. The contact information for this position is as follows:

Director of Pupil Services  
Baldwin-Woodville Area School District  
550 U.S. Highway 12  
Baldwin, WI 54002  
(715) 684-3411, Ext. 1109  
[lfreer@bwsd.k12.wi.us](mailto:lfreer@bwsd.k12.wi.us)

In his/her capacity as Title IX Coordinator, the above-identified individual is authorized to coordinate the District's efforts to comply with the District's responsibilities under Title IX and the federal Title IX regulations. This same individual also serves as the District's designated Section 504/ADA Coordinator, the District's federal Age Discrimination Act Coordinator, as well as the employee who is designated to receive any student discrimination complaints arising under section 118.13 of the state statutes and Chapter PI 9 of the Wisconsin Administrative Code.

### **Any Person May Submit a Complaint or Report of Discrimination to the District**

The District is committed to the appropriate resolution of complaints and reports that allege (1) unlawful discrimination or a violation of a District nondiscrimination policy, including any form of prohibited harassment that is based on a legally-protected status; or (2) any type of retaliation that is prohibited by a nondiscrimination law or a District nondiscrimination policy.

Accordingly, except as otherwise required by law, any person (including a witness or other person who has not been harmed/victimized by the alleged conduct or challenged policy) may report a concern or allegation of prohibited discrimination or prohibited retaliation to the Director of Pupil Services/Title IX Coordinator, using the contact information provided above and any of the following methods:

1. By U.S. mail, by electronic mail, or by telephone, at any time; or

2. By any other means that results in the Director of Pupil Services/Title IX Coordinator actually receiving the person's verbal or written report, including by submitting the report to the Director of Pupil Services/Title IX Coordinator in person (e.g., at an arranged meeting or when the coordinator is otherwise reasonably available during normal working hours).

As an exception to the above reporting procedure, if the report or complaint identifies the Director of Pupil Services/Title IX Coordinator as a person responsible for the alleged prohibited conduct, or if the Director of Pupil Services/Title IX Coordinator is affected by a conflict of interest or otherwise unavailable, then the person making the report may submit it to the Dean of Students/Athletic Director either in person, by mail, by telephone, or by electronic mail. The contact information for the Dean of Students/Athletic Director is as follows:

Dean of Students/Athletic Director  
Baldwin-Woodville Area School District  
550 U.S. Highway 12  
Baldwin, WI 54002  
(715)-684-3321, Ext. 4117  
[jsell@bwsd.k12.wi.us](mailto:jsell@bwsd.k12.wi.us)

Individuals submitting a report or complaint of prohibited discrimination under this policy are strongly encouraged to contact the District to confirm that their report was received as intended.

Except as provided below regarding formal complaints of Title IX sexual harassment or as otherwise required by any law, a report or complaint received under this policy will be processed according to the discrimination complaint procedures that the District has established under its student nondiscrimination policies or under its equal employment opportunities policies, as applicable to the facts and circumstances. For reports or complaints of alleged discrimination that are neither student matters nor employment matters, the District will normally process the matter under the complaint procedures that apply to students.

#### **Filing a Formal Complaint of Title IX Sexual Harassment**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant"), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a "formal complaint" of "sexual harassment," as those terms are defined in 34 C.F.R. §106.30.

No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation of Title IX sexual harassment allegations using the District's formal Title IX grievance process. Even in the absence of a formal complaint that initiates the formal grievance process, the District still has legal obligations to respond to allegations of Title IX sexual harassment whenever the District has sufficient notice of the allegations (i.e., from any source).

All of the following apply to a formal complaint of Title IX sexual harassment:

1. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District (including through employment).
2. The formal complaint must be in the form of a document or an electronic submission (e.g., an electronic mail message or a file attached to an email) that:
  - a. Alleges sexual harassment against a respondent (if the identity of the respondent is not known, it is not necessary to identify the respondent by name);
  - b. Requests that the District investigate the allegation(s) of sexual harassment; **and**
  - c. Contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

3. The formal complaint must normally be filed with the District's Director of Pupil Services/Title IX Coordinator by submitting the document or electronic submission either **in person, by U.S. mail, or by electronic mail**, using the District-designated contact information listed above in this policy. However, if the formal complaint identifies the Director of Pupil Services/Title IX Coordinator as a respondent (i.e., a person reported as a perpetrator of the alleged sexual harassment), or if the Director of Pupil Services/Title IX Coordinator is affected by a conflict of interest or is otherwise unavailable, then the complainant may file the document or electronic submission directly with the Dean of Students/Athletic Director, either in person, by mail, or by electronic mail using the contact information provided above.

When a formal complaint is not filed in person, complainants are strongly encouraged to contact the District to confirm that their complaint was actually received as intended.

If a complainant files a formal complaint of Title IX sexual harassment, or if the Director of Pupil Services/Title IX Coordinator signs such a formal complaint on behalf of the District, then:

1. The formal complaint must be resolved according to the federal regulations and District processes that specifically apply to such formal complaints; and
2. Unless otherwise directed by the School Board or this policy, the Superintendent or his/her administrative-level designee is expected to designate and assign qualified individuals to perform the roles that are defined for District agents within the District's grievance process for formal complaints of Title IX sexual harassment. In addition:
  - a. The Superintendent may assign one or more of the roles to a qualified individual who is not an employee of the District, including an outside attorney or other contracted service provider, with notice to the Board.
  - b. The Director of Pupil Services/Title IX Coordinator and the Superintendent shall ensure that the individual(s) assigned to perform such roles have completed any training required by the federal Title IX regulations.

- c. If the District determines that a person assigned to such a role is unavailable, disqualified by a conflict of interest or bias, or otherwise unable to perform the responsibilities of the role, the administration shall assign another qualified individual to perform the role.

Filing a formal complaint of Title IX sexual harassment is one way to report such harassment. However, if a Title IX complainant or other person is not eligible to file a qualifying formal complaint, or if they choose not to do so, the person may still submit a report of the allegations to the District as further described above within this policy (i.e., a report that is **not** a formal complaint for purposes of Title IX). Moreover, **any** report of conduct that could constitute sexual harassment under Title IX that causes the District to have actual knowledge of the relevant conduct/allegations requires an appropriate response by the District, even if the reporting procedures defined in this policy were not followed and even if no formal complaint has been or ever is filed.

#### **Deadline for Filing an Initial Report or Complaint**

There is no absolute deadline for the initial filing of a report or complaint of discrimination under this policy. The District always has an interest in being made aware of potential concerns with prohibited discrimination, harassment, or retaliation. However, any person who has a complaint or concern involving such a matter is encouraged to notify the District or pursue a complaint as soon as reasonably possible after the occurrence of the relevant events. A material gap in pursuing a complaint or concern can affect the extent to which it is practical to investigate the matter, and a delay may also limit the range of remedies and resolutions that are reasonably available.

The following apply to any report or complaint of discrimination that has been filed under this policy, except for formal complaints of Title IX sexual harassment (which are instead subject to the dismissal and appeal provisions of the grievance process that the District has adopted for such complaints):

1. The Director of Pupil Services/Title IX Coordinator, acting in consultation as needed with District legal counsel, must authorize the dismissal or other alternative disposition of a report or complaint due to a lack of timeliness.
2. Any actual party in interest to the allegations raised by the report or complaint (i.e., any alleged victim or any person alleged to be responsible for the discrimination) may appeal a decision authorized under the previous paragraph to the Superintendent.

#### **Confidentiality of Reports and Complaints**

Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

#### **Retaliation Prohibited**

No official, employee, or agent of the District or any other person may intimidate, threaten, coerce, or unlawfully discriminate against any individual (1) for the purpose of interfering with any right or privilege secured by any nondiscrimination statute or related regulation, or (2) because the individual has made a report or complaint, or testified, assisted, participated, or exercised a legal right to refuse to participate in any manner in an investigation or proceeding conducted under this policy or any other District nondiscrimination policy.

#### **Prohibition on Bad Faith Conduct/Abuse of Process**

To the extent permitted by law, the District prohibits and reserves authority to appropriately address and impose consequences for bad-faith conduct by individuals who make a report or complaint, testify, assist, or participate in any manner in an investigation or proceeding conducted under this policy or any other District nondiscrimination policy. For example, the District may impose lawful consequences for making a materially false statement in bad faith in the course of any proceeding that is conducted under this policy or any other District nondiscrimination policy. Examples of abuse of process include, but are not limited to, the pursuit of allegations that the complaining party knows to be wholly frivolous or the use of dilatory tactics that have the purpose or reasonably foreseeable result of unreasonably interfering with a prompt and equitable resolution of alleged discrimination or retaliation.

#### **Consequences for Violations**

Any person who is determined to be responsible for any form of unlawful discrimination, any act of prohibited retaliation, or other violation of this policy is subject to appropriate disciplinary action and/or other appropriate consequences that are within the District's lawful authority.

In addition, any employee or authorized agent of the District who, considering the duties, responsibilities, and expectations established for their position/role, fails to reasonably respond to complaints or reports of alleged discrimination or retaliation, or who otherwise fails to reasonably act on their knowledge of a possible violation of a nondiscrimination law or a District nondiscrimination policy, is also subject to possible disciplinary action.

#### **Nondiscrimination Notices; Dissemination of Policy and Complaint/Reporting Procedures**

The Superintendent and the District's designated nondiscrimination coordinator share joint responsibility for ensuring that the District prepares and issues, on a timely basis, all legally-required general notices of (1) the rights of students, employees, and other persons under the state and federal nondiscrimination laws; (2) the District's nondiscrimination policies; and (3) applicable reporting and complaint procedures. Beyond meeting legal requirements and any local policy requirements, the administration is encouraged to further disseminate such information using such methods as the administration deems appropriate.

#### **Maintenance of Complaint Records; Report Preparation**

The Superintendent and the District's designated nondiscrimination coordinator share joint responsibility for ensuring that the District maintains adequate records of reports and complaints of discrimination and retaliation, including records of the District's response and disposition. Such records shall meet applicable legal requirements for documentation and records retention. The Superintendent and the applicable coordinators shall also direct and oversee the timely preparation of all annual or other reports and evaluations regarding nondiscrimination initiatives/compliance that the District is required to provide to the Department of Public Instruction or to any other oversight entity.

## **PARENT RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES-**

### ***BOARD POLICY 333***

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

1. Request that their child be exempt from participating in particular preplanned classroom activities or units or from selected portions of the established curriculum in accordance with Board policy.
2. Request that their child not participate in any survey administered or distributed to students in the schools that reveals information concerning any of the following:
  - political affiliations or beliefs of the student or the student's parent/guardian;
  - mental and psychological problems of the student or the student's family;
  - sex behavior or attitudes;
  - illegal, anti-social, self-incriminating or demeaning behavior;
  - critical appraisals of other individuals with whom students have close family relationships;
  - legally recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
  - religious practices, affiliations or beliefs of the student or student's parent/guardian; or
  - Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

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

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

Parents/guardians shall be informed at the beginning of the school year of the specific or approximate dates during the school year when activities outlined in items 2, 3 and 4 are scheduled to take place and shall be given the opportunity to request that their child not participate in such activities. If such activities are scheduled after the beginning of the school year, this notification shall be given sufficiently in advance of when the activity is to take place.

Parents/guardians shall make any of the above requests, in writing, to the building principal or designee. All requests will be judged individually based upon state and federal guidelines. The principal designee shall respond to such requests in a timely manner.

## **SERVICES FOR ENGLISH LANGUAGE LEARNERS-**

### **BOARD POLICY 342.7**

The School Board recognizes that within the District there are students whose primary language is not English. With that in mind, the Board shall provide appropriate services for District students who possess limited or no command of the English language. The purpose of these services will be to help students acquire English language skills that will enable them to function successfully in an all English classroom and to meet established academic standards.

English language learners (ELL) shall be identified as part of the school enrollment process. Once identified, their English proficiency shall be assessed, they shall be classified according to their English proficiency level and placed in an appropriate educational program. Specialized instructional materials and techniques designed to teach English to speakers of other languages shall be used in the District. The degree of curricular and instructional modification, type of supportive services and their duration shall be determined individually and be based on student needs. ELL students shall be provided with full access to supportive services available to other students in the District. If a sufficient number of the ELL students identified are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by state law.

Decisions regarding the administration of statewide assessments to ELL students, including any testing accommodations, shall be made on a case-by-case basis in accordance with legal requirements and District procedures. Any ELL student exempted from taking a statewide assessment shall be administered an alternative assessment approved by the Department of Public Instruction. The results of both statewide assessments and alternate assessments shall be used consistent with District policies in making instructional, promotion and graduation decisions.

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



## **GRADUATION EXERCISES-**

### **BOARD POLICY 345.62**

Graduation exercises shall be held each spring for the graduating class of Baldwin-Woodville Area Senior High School. Only students who have completed all requirements for graduation, have attended at least 85% of their scheduled courses during their senior year, have not been a discipline problem and are a current year recipient of a Baldwin-Woodville Area Senior High School diploma (regular or IEP diploma) may participate in graduation exercises. The High School Principal may waive the attendance requirement for a good and sufficient reason (extended illness, family emergency, etc.).

If a student owes either money or some other form of obligation to the school, said debts must be paid to the school before the student is permitted to participate in graduation exercises.

## **STUDENT RECORDS-**

### **BOARD POLICY 347**

The Baldwin-Woodville Area 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. Accordingly, only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. Exceptions will only be made when the student's parent/guardian, or an adult student, grants written permission.

Building principals shall have primary responsibility for maintaining the confidentiality of student records in their building in accordance with District procedures and applicable legal requirements.

A student record notice shall be provided to parents/guardians and adult students annually.

## **STUDENT RECORDS NOTICE-**

### **BOARD EXHIBIT 347**

The Baldwin-Woodville Area School District maintains student records for each student attending school in the District. These records include: (1) student progress records – courses taken, grades, immunization records, extracurricular activities and attendance; and, (2) student behavioral records – psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records (other than immunization records), law enforcement agency records obtained by the District and any other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. Accordingly, the following shall apply in the District:

(1) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with Board policy and established District procedures. The District will respond to such requests without unnecessary delay. Copies of the District's student records procedures are available upon request at the School District Office, 550 Highway 12, Baldwin, WI 54001 during regular office hours. Regular office hours are: 8:00 a.m. – 4:00 p.m.

(2) An adult student, or the parent(s) or guardian of a minor student, has the right to challenge the content of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.

(3) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records.

A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

(4) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The District 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 (including video), degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the parent, legal guardian, or guardian ad litem informs the school that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem. Refusal of such release must be made to the school no later than two weeks (14 days) after the opening of school or receipt of this notice.

### Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian(s) as outlined above, the District shall provide access to secondary school students' names, addresses and telephone listings, on request made by military recruiters or institutions of higher education. The District shall provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

### **USE OF TECHNOLOGY DEVICES**

#### BOARD EXHIBIT 363.4

The Baldwin-Woodville School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that students need to be proficient users of information, media, and technology to succeed in a digital world and that access to technology resources and the skills students develop play an important part in the learning process. Therefore, the District will use electronic resources as a means for students to learn core subjects and apply skills in relevant and rigorous educational opportunities.

It is the District's goal to provide students with rich and ample opportunities to use technology for the purpose of advancing the educational mission of the District. The District's technology will enable students to communicate, learn, share, collaborate and create, think and solve problems, manage their work, and take ownership of their lives.

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with educational stakeholders. Use of personal technology devices at school is permitted so long as it does not interfere with educational or employment responsibilities and as long as the use does not hinder, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or violate Board policies or school rules.

For purposes of this policy, "technology" means personally-owned wireless portable electronic equipment used for instructional purposes. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Baldwin-Woodville public network. Recognizing the rapidly changing world of technology, the list of approved devices will be reviewed annually. Approved devices include: smartphones, iPads, iPods, laptops, netbooks, tablet computers and eReaders that meet the definition of technology.

Student use of personal technology devices for instructional purposes while at school is not a right but a privilege. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment. Students and their parents/guardians are expected to adhere to all Board policies and school rules when using personal technology devices at school, including the District's technology acceptable use policy, and must sign a written statement agreeing to do so.

When using personal technology devices under this policy, all Internet access shall occur using the Baldwin-Woodville public network whenever possible. Cellular network adapters are not permitted to be used by students to access the Internet at any time. Students are not permitted to broadcast a wireless signal from their personal technology devices originating from a private network that allows others internet access. This includes broadcasting hotspots or ad-hoc wireless networks from their device.

It is the responsibility of the individual owner of the technology device to keep it secure. The District, or its employees, shall not be liable for any personal technology device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

### **EQUAL EDUCATIONAL OPPORTUNITIES-**

#### BOARD POLICY 411

The Baldwin-Woodville Area School District is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of student's sex (including conformity to sex or gender-based stereotypes), sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, homelessness status, physical, mental, emotional or learning disability, or other legally-protected status or classification. Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District 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 appropriate educational services and/or programs for students who have been identified as having a qualifying disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education programs.

## **EQUAL EDUCATIONAL OPPORTUNITIES-**

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 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, released 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.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, such as gifted and talented programming, special education, school-age parents, bilingual-bicultural programs or services, at risk or alternative programs, and other special programs or services; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance.

Complaints alleging a violation of any aspect of this policy, as well as complaints alleging student harassment based on a legally-protected status, may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with Board Policy 113 and this policy.

**Policy Provisions Incorporated by Reference.** The following provisions of Board Policy 113, which addresses the District's commitment to nondiscrimination across all aspects of the District's programs, activities, and operations, are applicable to this student-focused policy and are incorporated by reference:

- The designation of the District's nondiscrimination coordinator/Title IX Coordinator. The District's primary nondiscrimination coordinator for student matters, as identified in Board Policy 113, is also designated to receive any student discrimination complaints arising under section 118.13 of the state statutes and Chapter PI 9 of the Wisconsin Administrative Code. Board Policy 113 provides the direct contact information for the District's nondiscrimination coordinator.
- Procedures under which any person may submit a report, concern, or allegation of prohibited student discrimination or prohibited retaliation to the District.
- Notice that the prohibitions against sex discrimination established by Title IX of the federal Education Amendments of 1972 ("Title IX") and by the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations") apply to the District and extend to protect District students and employees.
- Procedures and conditions under which an individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant") may file a "formal complaint" of "sexual harassment," as those terms are defined in federal regulations for purposes of Title IX.
- The prohibition that no official, employee, or agent of the District or any other person (including a student) may intimidate, threaten, coerce, or unlawfully discriminate against any individual (1) for the purpose of interfering with any right or privilege secured by any nondiscrimination statute or related regulation, or (2) because the individual has made a report or complaint, or testified, assisted, participated, or exercised a legal right to refuse to participate in any manner in an investigation or proceeding conducted under any District nondiscrimination policy.

- The limitations on the extent to which the District can provide or assure confidentiality, but also the commitment to observe any specific confidentiality requirements established by state or federal law.
- The prohibition against bad faith conduct and abuse of process in connection with any report or complaint of possible discrimination or retaliation.
- The responsibility of the administration to issue/post all required notices related to this policy and to the state and federal laws that prohibit student discrimination.
- The responsibility of the administration to maintain adequate records relating to reports and complaints of discrimination or retaliation.

**Notices and Published Nondiscrimination Statements.** Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the District. In addition:

**Notices and Published Nondiscrimination Statements.** Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the District. In addition:

1. A student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities; and
2. The District's student nondiscrimination complaint procedure shall be included in the District's student and staff handbook; and
3. The District shall also provide students and parents of students with notices required under the federal Title IX regulations relating to prohibited sex discrimination.

## **STUDENT UNLAWFUL HARASSMENT AND BULLYING**

### **BOARD POLICY 411.1**

The District does not tolerate unlawful harassment or bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including disciplining the offenders. It is the policy of the District to maintain and insure a learning environment free of any form of unlawful harassment or bullying toward and between students. Unlawful harassment and bullying are specifically prohibited in school buildings, on school premises, in school-owned vehicles and during activities under school supervision.

### **Definitions**

**"Unlawful Harassment"** – Although different state and federal laws establish different standards to define conduct that does (or does not) constitute prohibited student harassment, "unlawful harassment" under this policy means behavior toward a student based, in whole or in part, on a student's sex (including any non-conformance with sex or gender-based stereotypes), sexual orientation, race, national origin, color, ancestry, religion, creed, pregnancy, marital or parental status, physical, mental, emotional or learning disability, or other legally protected status or classification and that:

1. Substantially interferes with a student's school performance;
2. Substantially interferes with a student's ability to participate in or benefit from any District activity or program; or
3. creates an intimidating, hostile or offensive environment within any District school, activity, or program.

## **STUDENT UNLAWFUL HARASSMENT AND BULLYING**

### CONTINUED

As defined and prohibited under the federal Title IX regulations (see [34 C.F.R. §106.30](#)), “sexual harassment” of a student also expressly includes conduct on the basis of sex within a District program or activity that either (1) involves a District employee conditioning the provision of an aid, benefit, or service of the District on a student’s participation in unwelcome sexual conduct; (2) is unwelcome and sufficiently severe, pervasive, and objectively offensive so as to deny a student equal access to an education program or activity; or (3) constitutes sexual assault, stalking, dating violence, or domestic violence as those terms are further defined under the Title IX regulations.

Some examples of prohibited conduct that could constitute unlawful harassment or directly contribute to the creation of an unlawful intimidating, hostile, or offensive educational environment under this policy include any of the following:

- Multiple, repeated, or severe verbal or written comments that insult, degrade, or stereotype a student or group of students because of any legally-protected status or classification. This might include the use of slurs, epithets, name calling, ridicule, mockery, insults, or put-downs.
- Conduct that endangers a student’s health, safety, or property, such as an assault, a threat, or attempted intimidation, that occurs because of a person’s legally-protected status.
- Posting, displaying, or circulating any written or graphic materials, sound or video recordings, or any electronic or other materials, symbols, or objects that attack, mock, belittle, or show hostility toward a student or group of students based on a legally-protected status.

Examples of conduct that [may constitute or directly contribute to a finding of unlawful sexual harassment](#) include, but are not limited to, the following: (1) unwelcome comments that are lewd or sexually-suggestive (including sexual innuendo or offensive language of a sexual nature); (2) unwelcome physical contact or other unwarranted intrusions within an individual’s personal space that occur because of a person’s sex; (3) persisting in romantic advances or making requests for romantic involvement after being informed that such attention is unwelcome; (4) the implicit or explicit making of any demands or any unwanted requests for sexual activity; (5) the display or distribution of sexually-explicit content that lacks a sufficiently legitimate purpose; or (6) any verbal, written, graphic, or physical conduct or communication that attacks, mocks, belittles, or shows hostility toward a student due to the student’s sex, gender, sexual orientation, or lack of conformity to sex or gender-based stereotypes.

It is further the policy of the District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.

“**Bullying**” – As used in this policy, the term “bullying” includes severe, systematic, or repeated conduct, including any written, spoken, nonverbal, or physical behavior or communication, that:

- Is done with the purpose of threatening, intimidating, or degrading another person, or causing another person fear, physical harm, emotional harm or distress, social isolation, or humiliation; AND
- The conduct does one or more of the following: (a) substantially interferes with any student’s education; (b) substantially interferes with a person’s ability to participate in or benefit from any school activity or program; (c) endangers the health, safety, or property of the target(s) of the behavior; or (d) creates a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program.

Bullying will often, but not in every case, involve evidence of either (1) an imbalance of real or perceived power, or (2) an attempt to establish, assert, or demonstrate such a power differential through the conduct.

“**Cyberbullying**” is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, instant messages, text messages, chat rooms, and social media. Cyberbullying is prohibited and treated the same as all other types of bullying.

All students, employees and volunteers are asked to conduct themselves reasonably in accordance with this policy and are encouraged to report incidents of behavior that may violate this policy in accordance with established complaint procedures.

Unlawful harassment that is based on a legally-protected status is a form of discrimination. As a result, Board Policy 113 (Nondiscrimination in District Programs, Activities and Operations) and Board Policy 411 (Equal Educational Opportunities) apply in full to this policy. Accordingly, any report or complaint of possible unlawful harassment or conduct that may constitute or contribute to a finding of prohibited harassment, as well as any formal complaint of Title IX sexual harassment, may be submitted to the District as further provided under those other nondiscrimination policies and their implementing complaint procedures.

Complaints regarding allegations of bullying shall be processed in accordance with the District’s student bullying complaint procedures.

There shall be no retaliation against individuals who file complaints under this policy or who assist in the investigation of such complaints.

A program of education and intervention shall exist for students who are bullied or harassed and students who have engaged in bullying or harassment.

This policy and accompanying complaint procedures will be made available to all students and their parents/guardians on an annual basis. Employees will also be informed of the policy and related complaint procedures on an annual basis.

## **STUDENT BULLYING OR HARASSMENT COMPLAINT PROCEDURES-**

### **BOARD POLICY 411.1 RULE**

Students who believe they are the victims of bullying (as defined in Board policy) shall report their concerns to the principal or a school counselor. Students may report the concern to any teacher or adult employee. To assure consistency in handling complaints, the teacher or adult employee will report the complaint to the principal or school counselor.

The following procedure will be used:

1. Any complaint may be presented verbally or in writing to the principal or school counselor. The complaint should include the specific nature of the bullying and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the principal or school counselor may make a written record and request the complainant to sign such written account.
2. The principal or school counselor shall thoroughly investigate the complaint, notify the person who has been accused of bullying, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties, if deemed necessary. The principal or school counselor shall give a response to the complaint.
3. If the complainant is not satisfied with the response of the principal or school counselor, he/she may submit a written appeal to the Superintendent indicating the nature of the disagreement. The Superintendent may schedule a meeting of all parties to the complaint if deemed necessary. The Superintendent shall schedule a meeting if requested by the complainant. The Superintendent shall give a written response to the complainant's appeal.
4. If the complainant is not satisfied with the response of the Superintendent, an appeal to the School Board may be filed. The Board shall conduct a hearing regarding the complaint and give a written response to the complainant.

#### **Complaint Records**

1. Records should be kept for each complaint filed and, at a minimum, should include:
2. The name and address of the complainant and his/her title or status.
3. The date the complaint was filed.
4. The specific allegation made and any corrective action requested by the complainant.
5. The name and address of the respondents.
6. The levels of processing followed, and the resolution, date and decision-making authority at each level.
7. A summary of facts and evidence presented by each party involved.
8. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

## **PROCEDURES FOR ENROLLMENT & PLACEMENT OF HOMELESS CHILDREN-**

### **BOARD POLICY 420 RULE 2**

Children of homeless individuals and unaccompanied homeless youths (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided services comparable to services offered other children attending District schools, including transportation services, educational services for which the children/youths

meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

#### **A. District Liaison for Homeless Children and Youths**

The Director of Pupil Services has been designated as the District's liaison for homeless children and youths and will ensure that:

1. Homeless children and youths residing in the District are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools in the District.
3. Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services (e.g., health care services).
4. The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters.
6. Enrollment disputes are mediated in accordance with legal requirements.
7. The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.

#### **B. Admission and Placement of Homeless Child or Youth**

When a homeless child or youth seeks enrollment in the District, these procedures shall be followed:

1. The homeless child's parent/guardian or any unaccompanied homeless youth shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue his/her education in the school of origin for the duration of the homelessness or be placed in the school that non homeless children/youths who live in the attendance area in which the child/youth is actually living are eligible to attend. School selection decisions shall be made based on the best interest of the homeless child/youth. If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent/guardian, the District shall provide the child's parent/guardian with a written explanation, including a statement regarding the right to appeal the school selection decision. An unaccompanied homeless youth shall also be provided notice of his/her right to appeal the school selection decision. School selection disputes shall be handled as outlined in Section C below.

2. The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent/guardian or the unaccompanied homeless youth to the District's liaison for homeless children and youths, who is expected to assist in obtaining the necessary immunization or medical records.

3. The homeless child/youth shall be placed in an appropriate grade level by the building principal or designee, using the same procedures that are used for placing non homeless children and youth attending that school. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.

4. Once enrolled, homeless children/youths shall have all the rights and privileges of non homeless children attending school in the District and shall be subject to the same school rules and regulations.

### **C. School Selection or Enrollment Disputes**

1. If a dispute arises over school selection or enrollment, the District's liaison for homeless children and youths shall be contacted and he/she shall attempt to resolve the dispute as expeditiously as possible. The parent(s)/guardian or homeless youth shall be provided with a written explanation of the District's decision on the dispute and a notice of the right to appeal to the State Superintendent of Public Instruction.

2. The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute.

### **STUDENT ATTENDANCE**

#### **BOARD POLICY 431**

The School Board believes that truancy and excessive excused absences affect a student's education and increase the chance of failure. Therefore, it is of the utmost importance for students to attend school regularly.

In accordance with St. Croix County ordinances and state law, all children between six and 18 years of age must attend school full-time until the end of the term, quarter or semester in which they become 18 years of age, unless they:

(1) are excused temporarily from school attendance for personal illness or other reason defined in state law and/or the District's administrative procedures implementing this policy;

(2) have been authorized to attend an alternative educational program leading to high school graduation or a high school equivalency diploma; or

(3) have graduated from high school.

Five-year-old kindergarten students shall also be expected to attend school regularly during the full period and hours that kindergarten is in session during the school year.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with St. Croix County ordinances and state law requirements. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

Parents/guardians have primary responsibility under state law for student attendance at school. Enforcement of student attendance and truancy policies and procedures shall be a shared responsibility between the schools, family service agencies, law enforcement officials, students, parents/guardians and the community at large.

### **STUDENT CONDUCT ON SCHOOL BUSES**

#### **BOARD POLICY 443.2**

A student is under the supervision of the school from the time he/she boards the bus until his/her departure from it, and he/she shall be accountable for his/her actions in the same manner as if he/she were in any school situation. The rules shall be designed basically to promote one thing – safe transportation. Bus rider rules shall be established and reviews with riders by their bus drivers annually. Bus rider rules are also published annually in the Baldwin-Woodville School District calendar that is distributed throughout the district.

In cases when a student fails to conduct him/herself properly on the bus, such misconduct shall be dealt with in accordance with established bus discipline procedures. Where continuing or extremely serious problems exist, the student's bus riding privileges may be suspended. Proper notification of parents/guardians and due process shall be given, consistent with legal requirements.

### **BUS RIDER RULES AND DISCIPLINE PROCEDURES**

#### **BOARD POLICY 443.2 RULE**

##### **Bus Rider Rules**

1. Be at the designated bus stop on time for the bus; help keep the bus on schedule.
2. Be careful in approaching bus stops; walk on left, toward oncoming traffic.
3. Enter the bus only at designated loading areas.
4. Board the bus in a single file; use handrail for safety.
5. Reach assigned seat in bus without disturbing or crowding other students and keep aisle of bus clear at all times.
6. Do not stand or extend head, arms or hands out of windows, or move about, or leave/enter the bus while it is in motion.
7. While on the bus, students are in the driver's charge, and they must obey him/her promptly and cheerfully.
8. Help keep the bus clean, sanitary, and orderly.

## **BUS RIDER RULES AND DISCIPLINE PROCEDURES (CONTINUED)**

9. Remember that loud talking or laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
10. Do not damage the seats or other bus equipment. Damage done to the seats or other bus equipment by the rider must be paid for by the rider or his/her parents/guardians.
11. Be courteous to fellow students, bus driver and student patrol officers.
12. In leaving the bus, remain seated until it stops. If a student crosses the road, he/she should do so in front of the bus only after the driver directs the student to and after making sure the highway is clear. Move away from the bus as soon as it is safe.

### **Bus Discipline Procedures**

All students who ride a school bus are entitled to safe transportation and a ride free from undue disturbance by other students. Buses may have video surveillance to help keep students safe.

1. The bus driver has the first responsibility for behavior on his/her bus.
  - a. He/she must maintain order and discipline so as to protect the rights of students and the safety of the bus.
  - b. He/she may assign seats so as to be able to identify students who may damage the bus. Seats may be assigned as to the students' preference, or by another method the driver chooses. However, seat changes should have the permission of the driver.
  - c. On the shuttle runs, specific unruly students who cause unusual problems may be assigned by drivers, with the approval of the Transportation Director, to ride only one certain bus, and the driver of that bus should seat these students where he/she has the greatest amount of supervision over them. These assignments can be made by the shuttle drivers with the approval of the Transportation Director.
2. If a driver has exhausted all routine disciplinary measures, such as talking to a student, assigning the student to a front seat, etc., and it has not helped, the next step should be to call the parents/guardian and explain the problem, asking for their cooperation. If this contact with the parent/guardian does not solve the problem, the driver should refer the matter to the Transportation Director, who will attempt to resolve the matter.
3. If Step 2 has been carried out, but the problem persists, the Transportation Director should report the problem to the principal of the school in which the student is enrolled. The driver will cooperate with the Transportation Director who will use whatever measures they deem appropriate up to and including suspension or removal from the bus.
4. In the case of a flagrant offense (gross disrespect of driver, cursing, vulgar gestures or language, dangerous behavior, etc.) which cannot be corrected by less radical procedure, the driver will deliver the student to his/her point of destination and will inform the student that the matter will be reported to the Transportation Director. If warranted, the Transportation Director will inform parents/guardian, driver and appropriate principal that the student will be suspended from riding the bus. No student may be refused transportation unless the parent/guardian have been notified.

Step 4 is a last resort and hopefully will not have to be used. However, it is recognized that there could be cases where all other methods fail to bring about reasonable behavior. It should be clear that the ultimate result of continued unruly behavior could be loss of the privilege of riding a school bus.

If the Transportation Director suspends a student from riding the bus a second time during the same school year, the student and his/her parent/guardian may be expected to meet with the School Board to discuss the student's bus misconduct. This meeting should be held before the student begins riding the bus again. Dues process procedures outlined in state law shall be followed.

## **LOCKER SEARCHES**

### **BOARD POLICY 446.1**

The District provides a locker for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent and without a search warrant. The search may be conducted by the Superintendent of Schools, a building principal, an assistant principal, a police-school liaison officer, an agent designated by the District, or a school employee designated by the Superintendent or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

## **ADMINISTERING MEDICATIONS TO STUDENTS**

### **BOARD POLICY 453.4**

Medications should be administered to school children at home whenever possible. School personnel who are authorized to do so by the building principal may administer medications to students under established conditions and in accordance with District procedures.

Before any prescription medication may be administered to a student, school personnel shall receive written parental consent and written instructions from the student's physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist. Written parental consent and instructions shall be obtained before administering any non-prescription medications to students.

## **ADMINISTERING MEDICATIONS TO STUDENTS (CONTINUED)**

All written instructions and consent forms shall be filed in the school office. The building principal or designee shall be responsible for overseeing the receipt of the written instructions and consent, the periodic review of the written medication instructions by a registered nurse, the maintenance of complete and accurate medication administration records, and the proper storage of all prescription and nonprescription medications in accordance with District procedures.

School personnel authorized to administer medications to students shall be provided appropriate instruction and shall not be required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete Wisconsin Department of Public Instruction-approved training before administering medication to a student through such means.

Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., Epipen®) with the written approval of the student's physician and parent/guardian. In addition, older and reliable students may also possess and self-administer their own prescription and nonprescription medications at school, provided that the student does so in compliance with relevant District policies and procedures.

## **MEDICATION ADMINISTRATION PROCEDURES**

### **BOARD POLICY 453.4 RULE**

These procedures shall be followed when administering medication to students:

1. The building principal shall designate, in writing, the names of appropriate school personnel (including employees, registered nurses serving the district, volunteers and/or licensed school bus drivers) who will have the authority to administer medications to students in a manner consistent with District policy and procedures. The principal shall ensure that such school personnel have completed applicable state-mandated training. Such training is not required of health care professionals (e.g., registered nurses).
2. Students requiring medication to be administered at school by school personnel shall be identified by parents/guardians to the building principal. This does not prohibit the older and reliable student from assuming the responsibility him/herself with the approval of parents/guardians and/or health care practitioner (which includes physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist). Taking of medication by the student shall be supervised by designated school personnel at a time conforming to the indicated schedule. If a student requires assistance from school personnel in the administration of any medication or through any means that constitutes the delegation of a nursing act, or any other specialized health care services that constitutes the delegation of a nursing act, it shall be the responsibility of a registered nurse serving the school to: (1) delegate such tasks to appropriate school personnel, with proper authorization from the building principal; and (2) ensure that school personnel engaging in such activities receive appropriate training, instruction and supervision.

3. Administering Prescription Medications – Prescription medications shall not be administered without written statements from the following:

- a. The student's parent(s)/guardian, who shall request and authorize the designated school personnel in writing to give medication in the dosage prescribed by the health care practitioner.
- b. The health care practitioner, who shall provide guidance to designated school personnel regarding the administration of prescribed medication, and identify specific circumstances under which he/she should be contacted

Prescription medication must be provided to school authorities in the original pharmacy-labeled package. The label must contain the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions in a legible format.

If the prescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the medication to the student must have completed any Wisconsin Department of Public Instruction (DPI)-approved training required for administering medication through that particular means prior to administering the medication to the student.

4. Administering Nonprescription Medications – Designated school personnel will administer nonprescription medications only with written parental consent and instructions. Nonprescription medication must be provided to school authorities in the original manufacturer's package, and the package must list the ingredients and recommended therapeutic dose in a legible format. School personnel may administer nonprescription medication to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.

If the nonprescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the nonprescription medication to the student must have completed any DPI-approved training that is required for administering medication through that particular means prior to administering the medication to the student.

5. Student Possession and Use of Inhalers and Epinephrine Auto-Injectors

- a. A student with asthma may use and possess a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity under the supervision of a school authority if all of the following are true:

- (1) the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate symptoms;
- (2) the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian; and
- (3) the student has provided the school with a copy of the required approval or approvals.



## **MEDICATION ADMINISTRATION PROCEDURES (CONTINUED)**

- b. A student may possess and use an epinephrine auto-injector (e.g., EpiPen®) if all of the following conditions are met:
- (1) the student uses the epinephrine auto-injector to prevent the onset or alleviate the symptoms of an emergency situation;
  - (2) the student has the written approval of his/her physician and, if the student is a minor, written approval of the student's parent/guardian; and
  - (3) the written approval(s) are on file in the school records.

### **6. Medication Storage and Disposal**

- a. All medication shall be kept in a safe and secure location(s). Medication will be stored to maintain quality in accordance with the manufacturer's or health care practitioner's storage instructions. Medication which needs to be accessible to the student will be stored in an appropriate location per student need.
- b. For field trips and other co-curricular or extracurricular activities held off school premises, student medication will be stored in a secure location determined appropriate by the activity supervisor, keeping in mind the manufacturer's or health care practitioner's storage instructions.
- c. Parents/guardians will be asked to pick up any unused portions of prescription and nonprescription medications at the end of the school year or when the student's medications have been discontinued. Unused medications will not be sent home with students. Student medications that have reached their expiration date and medications that have not been picked up by the student's parent/guardian will be disposed of in a safe and proper manner in accordance with DPI's [Guidelines for Disposal of Medications in the Schools](#).

### **7. Recordkeeping**

- a. The building principal is responsible for maintaining written records of the school personnel who have been designated to administer medication to students and of documentation of staff completion of all required training courses (including the dates on which such training occurred).
- b. Upon receipt of a student's medication at the school, school personnel will document the date of receipt, the type of medication, and verify the amount of medication supplied to the school. The person receiving the medication shall ensure that the student's name is affixed to the package of any nonprescription drug product.
- c. The written consent and instructions from the student's parent/guardian and from the health care practitioner, the medication supply receipt documentation, and the staff training documentation required above will be kept on file in the school. The building principal or designee will review the medication administration instructions received from the health care practitioner and/or parent/guardian prior to school personnel administering medications to help ensure the safety of students. In addition, the registered nurse serving the school will review the written instructions periodically.

- d. School personnel designated to administer medication to students, whether at school or during co-curricular or extracurricular activities, shall do the following:

- Record each dose of prescription or nonprescription medication administered to a student on the medication administration log, including the date and time given. If the medication is not administered to the student as scheduled, the reason shall be noted on the log (e.g., student was absent from school, the student refused to take the medication, lack of supply of the medication from the student's parent/guardian).
- Document any medication administration that deviates from the instructions of the health care practitioner and parent/guardian (medication administration error) on the medication administration log. Some examples of medication errors include: administration of a medication to the wrong student, administration of the wrong medication to a student, administration of the wrong dosage of medication to the student, administering the medication via the wrong route, administration of the medication at the wrong time, and failure to administer a medication in accordance with the appropriate health care practitioner and parent/guardian instructions. An incident report should be completed and submitted to the building principal. The student's parent/guardian and health care practitioner (if applicable) should also be notified of the incident.

The above documentation should occur immediately after the medication is administered to the student to assure accuracy and safety.

- e. School personnel shall maintain the confidentiality of student health and medication administration-related records in accordance with applicable state and federal laws and regulations and the District's student records policy and procedures.

## **PARENT/GUARDIAN MEDICATION AUTHORIZATION FORM**

### **BOARD POLICY 453.4 EXHIBIT**

As part of the 2009 Wisconsin Act 160 (Senate Bill 414), Administration of Drugs to Pupils and Emergency Care, school districts are required to have permission from a medical provider and parent to administer medications at school. As part of this authorization form, school district employees may contact the medical provider with questions regarding the medication administration, including clarification regarding dosage, side effects, or indication of the medication(s) listed below with parent permission.

All medications, prescription and non-prescription (i.e. Tylenol, ibuprofen, ointments, etc.), must be sent to school in properly labeled bottles. For prescription drugs, ask the pharmacist for an extra bottle, labeled with name of pharmacy, student's name, physician's name, drug name, dosage, and frequency. For non-prescription drugs, label the bottle with the student's name. Do not cover the manufacturer's directions. All medications will be secured in a locked cabinet in the school office. All medication remaining at the end of the school year will be disposed of unless you specify otherwise.

## **STUDENT IMMUNIZATION LAW**

### **AGE/GRADE REQUIREMENTS 2014 AND BEYOND**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

<b>AGE /GRADE</b>	<b>NUMBER OF DOSES</b>
<b>Pre K (2 yrs through 4 yrs)</b>	4 DTP/DTaP/DT <sup>2</sup> 3 Polio    3 Hep B    1 MMR <sup>3</sup> 1 Var <sup>6</sup>
<b>Grades K through 5</b>	4 DTP/DTaP/DT/Td      4 Polio <sup>4</sup> 3 Hep B    2 MMR <sup>3</sup> 2 Var <sup>6</sup>
<b>Grades 6 through 12</b>	4 DTP/DTaP/DT/Td <sup>2</sup> 1Tdap <sup>3</sup> 4 Polio <sup>4</sup> 3 Hep B    2 MMR <sup>3</sup> 2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine for children **entering** Kindergarten: Your child must have received on dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students **entering Pre K** and grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades **Kindergarten** through 12: Four doses are required.
5. However if you child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
6. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
7. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

### **NOTICE FROM THE SCHOOL NURSE**

The Baldwin-Woodville Area School District and St. Croix County Public Health are partnering to more closely monitor student absences and illnesses. We believe that timely and routine monitoring of student absences can help to paint a more complete picture of disease transmission in the community, and ultimately help us to prevent the spread of communicable diseases.

Certain symptoms may suggest the presence of a communicable disease. To help prevent the spread of disease, it is important to keep a child who is ill home from school. Children with the symptoms listed below should stay home until symptoms improve and/or a physician approves a return to the classroom:

- Fever of 101(or more)- Stay out of school until fever has returned to normal for 24 hours.
- Diarrhea- Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools.
- Vomiting- Until vomiting stops. Vomiting is defined as two or more episodes within 24 hours.

### **DISEASE INFORMATION**

The Baldwin-Woodville Area School District is writing to inform you about the dangers of meningococcal disease, commonly known as bacterial meningitis, a rare but potentially fatal infection that can occur among teenagers and college students. While meningococcal disease is rare and difficult to contract, it is very serious. There is now a vaccine that may help to prevent this infection.

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

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

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

For more information about meningococcal disease and immunization, please feel free to contact the school nurse at 715-684-3321 or visit the following websites to learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

- [Centers for Disease Control and Prevention \(CDC\) Meningitis Fact Sheet](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- National Association of School Nurse, [Voices of Meningitis](#)
- [Wisconsin Department of Health Services](#)
- [American Academy of Family Physicians](#)
- [American Academy of Pediatrics](#)
- [Meningitis Foundation of America](#)
- [National Meningitis Association](#)

## **ACCESS TO PUBLIC RECORDS**

### **BOARD POLICY 823**

The School Board of the Baldwin-Woodville Area School District shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with state law.

The School Board of the Baldwin-Woodville Area School District shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with state law.

The Superintendent of Schools is designated as the custodian of school district records. This includes records of the Board and any committees, advisory boards or other authorities created by resolution of the Board. Since records are kept at different locations, the Superintendent may delegate to other school officials responsibility for maintenance of such records and authority to provide a requester access to those records.

As the legal custodian of the records of the District, the Superintendent shall be responsible for a timely response to any request for access to the public records of the District. The legal custodian shall be responsible for the release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location, reproduction and/or mailing or shipping of such records, as well as for the preparation of written statements denying access in whole or in part. The legal custodian is authorized to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.

Procedures shall be developed to implement this policy. A public records notice shall be prominently displayed in designated locations through the District, and a copy of the notice shall be made available to any member of the public upon request.

District public records shall be disposed of when appropriate consistent with legal requirements and as per the *Wisconsin Records Retention Schedule for School Districts*, which was recommended by the Department of Public Instruction's Task Force on Records Retention in 4/90 and adopted for use in the District.

## **VISITORS TO SCHOOLS**

### **BOARD POLICY 860**

The School Board encourages visits by citizens, taxpayers, and parents to all the District's school buildings. The Board urges the taxpayers of the Baldwin-Woodville Area School District to visit school facilities in accordance with reasonable procedures. The Board also believes that the parents of students attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of schools.

Principals are requested to continue strong efforts to ensure that parents of students are not only aware of this policy, but that they are cordially invited to visit the schools and to thereby develop a spirit of mutual cooperation, which will benefit the students involved. Direct communication to homes, as well as the use of parent organizations and other school meetings, to advertise this policy are encouraged.

Children and students from other schools shall not be permitted to visit classes while they are in session unless given special permission by the building principal.

Visitors to any school building during the school day are required to first report to the school office to announce the nature of the visit.

## **ELIGIBILITY GUIDELINES FOR FREE & REDUCED MEALS**

The Baldwin-Woodville Area School District has a policy for children unable to pay the full price of meals served under the National School Lunch Program, School Breakfast Program, and Special Milk Program. The District Office has a copy of the policy, which may be reviewed by an interested party.

The Baldwin-Woodville Area School District has a policy for children unable to pay the full price of meals served under the National School Lunch Program, School Breakfast Program, and Special Milk Program. The District Office has a copy of the policy, which may be reviewed by an interested party.

To apply for the free or reduced price meals and free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Application forms are available at the principal's office at each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals and free milk for children in a household where one or more household members received FoodShare, FDPIR, or Wisconsin Works (W-2) whom household received FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare, FDPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals and free milk of households not receiving FoodShare or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, and the last four digits of the social security number of the adult household member who signs the application.

In lieu of a social security number, the household may indicate that the signer does not possess a social security number. Also the income received by each household must be provided by amount and source (wages, welfare, child support, etc).

Under the provisions of the free and reduced price meal and free milk policy, the Superintendent of Schools will review the applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may request either orally or in writing to: Ken Dykhouse, School Board President, 550 Highway 12, Baldwin, WI 54002 (715-684-3411). If a hearing is needed to appeal the decision the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school because such changes may make the household eligible for reduced price meals or free meals and free milk if the household income falls at or below the levels shown, and they may re-apply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their on-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as a waiver of textbook fees.

*In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, or reprisal or retaliation for prior civil rights activity. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free 866-632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer. This institution is an equal opportunity provider and employer."*

Any questions regarding the application should be directed to the determining official.

### **LUNCH PRICES**

Due to the enactment of the Healthy Hunger Free Kids Act our school lunches can no longer be subsidized by our free and reduced reimbursements. Therefore paid school lunches must be brought up to the current reimbursement rate by a maximum of \$0.10 per year until they reach the reimbursement rate. We are still one of the lowest priced districts in our area. School lunches are still a great value and provide great nutrition for the cost. Thank you for your support!

	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>Extra Milk</b>
<b>Greenfield</b>	\$2.10	\$2.65	\$0.50
<b>Viking</b>	\$2.10	\$2.85	\$0.50
<b>BWHS</b>	\$2.10	\$2.85	\$0.50
<b>Adult</b>	\$3.00	\$4.65	\$0.50

### **FREQUENTLY ASKED QUESTIONS ABOUT FREE & REDUCED PRICE MEALS**

Children need healthy meals to learn. **Baldwin Woodville Area Schools** offers healthy meals every school day. Breakfast costs **\$2.10**; lunch costs **\$2.65/\$2.85**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

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

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.

### **FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2022-2023**

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

2. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Leah Johnson-Freer at 715-684-3411 ext 1109 or lfreer@bwsd.k12.wi.us**

3. **Do I need to fill out an application for each child?** No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Michelle Sell, 550 Highway 12 Baldwin, WI 54002.**

4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?** Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Michelle Sell, 715-684-3411 ext 1103** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

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

6. **CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.bwsd.k12.wi.us/> to begin or to learn more about the online application process. Contact **Michelle Sell at 715-684-3411 ext 1103 or msell@bwsd.k12.wi.us** if you have any questions about the application process.

7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year, through **October 6**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

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

9. **My child(ren) qualifies for BADGERCARE PLUS OR MEDICAID. Can my child get free meals?** Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and household size. Please submit an application to determine if your household qualifies.

10. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.

11. **If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.

12. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Ken Dykhouse, School Board President, 550 Highway 12, Baldwin, WI 54002 (715-684-3411).**

13. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

14. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your.

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

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

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

18. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call **715-684-3411**.  
Sincerely, **Baldwin Woodville Area Schools**

## **NOTICE OF CHILD FIND ACTIVITY**

**The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities.** The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting Leah Johnson-Freer, Special Education Director/Director of Pupil Services at 715-684-3411 ext. 1109, or by writing her at 550 Highway 12., Baldwin, WI 54002.

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

**A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability and has a legal duty to report the child to the school district in which the child resides.** Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the Baldwin-Woodville Area School District may be sent to Leah Johnson-Freer, Special Education Director/Director of Pupil Services.

**The school district maintains pupil records, including information from screening and special education referral.** 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, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychologist treatment of a child are not pupil records.

**The school district maintains several classes of pupil records.**

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extracurricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records,

- law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "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 names of the school most recently attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization · immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in the education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision, or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Education Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 1118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the School Principal or Director of Pupil Services a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

## NOTICE OF CHILD FIND ACTIVITY

- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the Baldwin-Woodville Area School District to amend a record that they believe is inaccurate or misleading. They should write the School Principal or Special Education Director/Director of Pupil Services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec 9528, PL 107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

## BALDWIN-WOODVILLE COMMUNITY EDUCATION

Baldwin-Woodville Community Education was established by the school district in 1995 for the purpose of helping to meet the educational, cultural, social and recreational needs of the community. Community Education provides lifelong learning opportunities in many unique areas, allowing our citizens to share their knowledge, skills and interests with one another, and maximizing the use of our publicly owned facilities.

Community education catalogs are issued two times annually (January and September).

Community Education events and course offerings are also listed on the school website ([www.bwsd.k12.wi.us/community](http://www.bwsd.k12.wi.us/community)). A variety of classes, seminars and special events are offered for all ages. For more information about the Community Education, or to share your ideas for future classes or events, call the Community Education office at (715) 688-6200, or send an e-mail to [swerner@bwsd.k12.wi.us](mailto:swerner@bwsd.k12.wi.us).

## FOLLOW US ON SOCIAL MEDIA



**Baldwin-Woodville Area School District - @BWSDBlackhawks**

**Baldwin-Woodville High School -**

**Viking Middle School - @vikingmiddle**

**Greenfield Elementary School -**