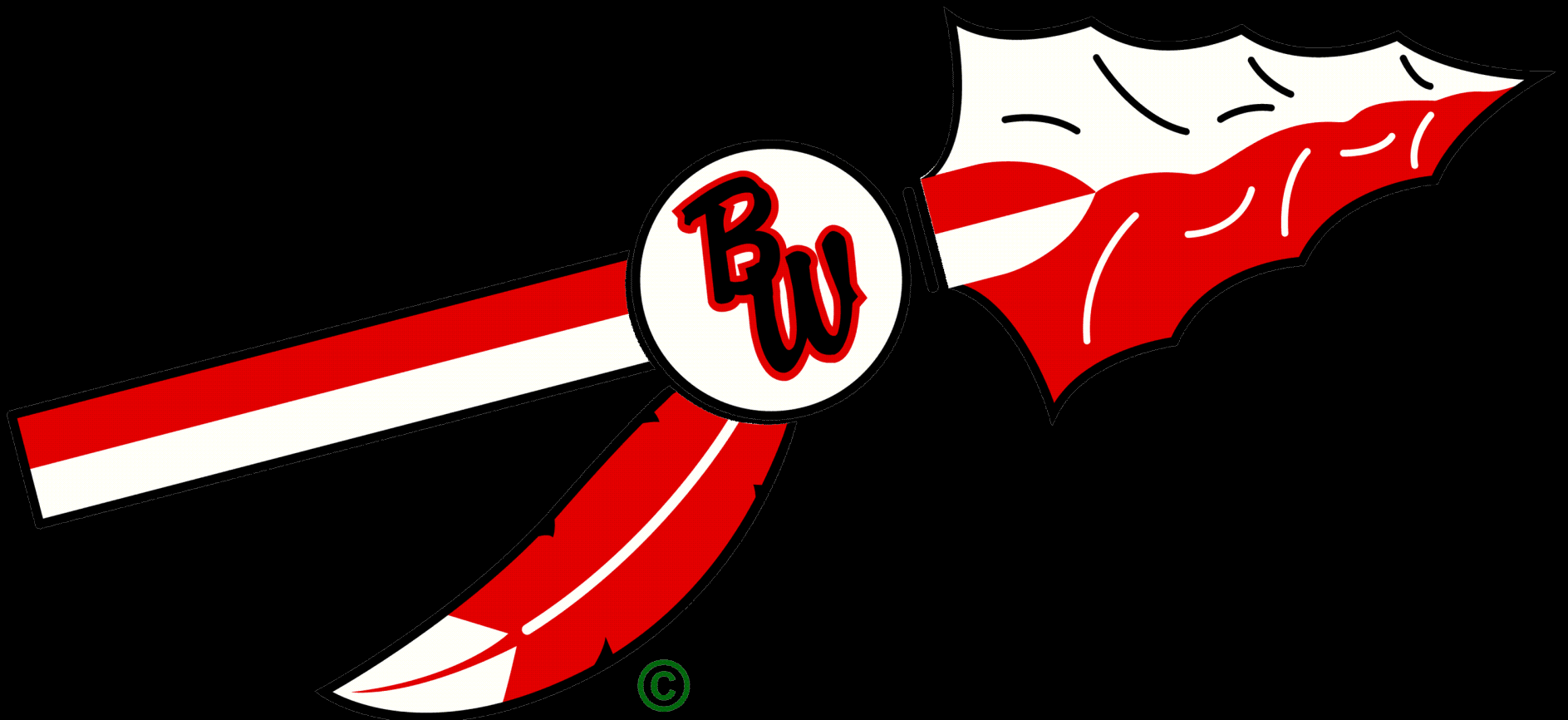


# 2020-2021

## Baldwin-Woodville Area School District School Calendar



**BALDWIN-WOOVILLE AREA SCHOOL DISTRICT**

**District Office** **715-684-3411**  
 550 Highway 12 *Fax: 715-684-3168*  
 Baldwin, WI 54002

**Greenfield Elementary** **715-684-3334**  
 1160 14th Avenue *Fax: 715-684-5109*  
 Baldwin, WI 54002

**Viking Middle School** **715-698-2456**  
 500 Southside Drive *Fax: 715-698-3315*  
 Woodville, WI 54028

**Baldwin-Woodville High School** **715-684-3321**  
 1000 13th Avenue *Fax: 715-684-5160*  
 Baldwin, WI 54002

**BW Bus Garage** **715-684-2868**  
 970 5th Avenue  
 Baldwin, WI 54002

**J.R. Dachel, Transportation Director** **715-684-3334 ext. 2105**

**Jr. Hawks Child Care** **715-684-4696**

**Community Education** **715-688-6200**

**4 YEAR OLD KINDERGARTEN**

**Kids View** **715-698-1878**  
 220 Lockwood Street  
 Woodville, WI 54028

**Little Hawks** **715-684-4696**  
 1160 14th Avenue  
 Baldwin, WI 54002

**ADMINISTRATION TEAM**

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

**J.R. Dachel** **715-684-3334 ext. 2105**  
*Greenfield Elementary Principal*

**Tiffanie Grodevant** **715-684-3334 ext. 2106**  
*Greenfield Elementary Principal*

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

**David Brandvold** **715-684-3321 ext. 4102**  
*Baldwin-Woodville High School Principal*

**Leah Johnson-Freer** **715-684-3411 ext. 1109**  
*Director of Special Education / Director of Pupil Services*

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

**YOUR SCHOOL BOARD**

**Ken Dykhouse** **President**  
 kdykhouse@bwsd.k12.wi.us

**Todd Graf** **Vice President**  
 tgraf@bwsd.k12.wi.us

**Denise Monicken** **District Clerk**  
 dmonicken@bwsd.k12.wi.us

**Jolene Bonte** **Treasurer**  
 jbonte@bwsd.k12.wi.us

**Brad Coplan** **Board Member**  
 bcoplan@bwsd.k12.wi.us

**John Hanson** **Board Member**  
 jhanson@bwsd.k12.wi.us

**Jay Larson** **Board Member**  
 jlarson@bwsd.k12.wi.us

# CENSUS SHEET - YELLOW TEAR OUT

## *Baldwin-Woodville Area School District*

### SCHOOL CENSUS DATA REPORT

Families new to the district or with young children

- Residents with children under the age of 6 who are not currently attending school should fill out the form below. Please mail to the address listed below or deliver to any one of the school buildings.
- You do not need to list children currently attending school.
- The Baldwin-Woodville Area School District uses information below to build a database that is used to notify parents of events and activities related to school sponsored preschool activities including Child Development Days, 4K Open House, and Kindergarten enrollment.

**Please print**

#### Child(ren) information:

Full Legal Name: \_\_\_\_\_ M F Date of Birth \_\_\_\_\_  
Race: (Circle all that apply) White / Hispanic / American Indian / Black / Asian Pacific / Other \_\_\_\_\_  
Full Legal Name: \_\_\_\_\_ M F Date of Birth \_\_\_\_\_  
Race: (Circle all that apply) White / Hispanic / American Indian / Black / Asian Pacific / Other \_\_\_\_\_  
Full Legal Name: \_\_\_\_\_ M F Date of Birth \_\_\_\_\_  
Race: (Circle all that apply) White / Hispanic / American Indian / Black / Asian Pacific / Other \_\_\_\_\_  
Full Legal Name: \_\_\_\_\_ M F Date of Birth \_\_\_\_\_  
Race: (Circle all that apply) White / Hispanic / American Indian / Black / Asian Pacific / Other \_\_\_\_\_  
Full Legal Name: \_\_\_\_\_ M F Date of Birth \_\_\_\_\_  
Race: (Circle all that apply) White / Hispanic / American Indian / Black / Asian Pacific / Other \_\_\_\_\_

#### Family Information:

Child's Primary Address: \_\_\_\_\_

Custodial Parents/Guardians: \_\_\_\_\_  
(Please provide full name of both parent/guardian at this address)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Father Mother

Family 2 Parents/Guardians: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Father Mother

#### Please mail or deliver to:

Baldwin-Woodville Area School District  
Attention Tami McManus  
1160 14<sup>th</sup> Avenue  
Baldwin, WI 54002

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YELLOW TEAR OUT SHEET

## 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	8:10 a.m.	3:10 p.m.
Viking Middle School	8:05 a.m.	2:58 p.m.
BW High School	8:05 a.m.	3:15 p.m.
4K Site	Morning Class	Afternoon Class
Jr. Hawks	7:50-10:55 a.m.	12:00— 3:05 p.m.
Kids View	8:00-11:05 a.m.	12:30—3:35 p.m.

### **\*\* ATTENTION HIGH SCHOOL STUDENTS/PARENTS\*\***

The **FIRST DAY OF SCHOOL** starting times are as follows:

- 9<sup>th</sup> Graders at 8:15 a.m.
- 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders at 11:15 a.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.

## ATHLETIC FEES

The following athletic fees are in effect:

Viking Middle School	\$25/SPORT
BWHS	\$35/SPORT
Family Maximum	\$300

Athletic fees must be paid, physical/alternate year card and BW Athletic Code card turned in to the office **BEFORE** an athlete may begin practice.

## 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 2018-2019 report card can be found on the district website <http://www.bwsd.k12.wi.us>
  - In 2018-2019:
  - 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

### **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 pre-school 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 As-

urance Services, Inc. at 1-800-328-2739, from 8:00 a.m. to 4:30 p.m. Central Time, Monday through Friday.

**NOTE: Students must have been treated by a licensed physician within 60 days of the date of injury.** Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. The company is responsible only for expenses incurred within one year from the date of injury.

## 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.

## **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

### 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 POLICY 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.

To the extent permitted by law, administrators or their designee may confiscate and search personal technology devices while on District property if the administrator has reasonable suspicion that the use of the technology device is in violation of a law, Board policy or school rule. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted on school property.

## **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, race, color, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, homelessness status, physical, mental, emotional or learning disability or handicap. Facilities modifications necessary to provide a student with equal opportunities.

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.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

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.

Complaints regarding the interpretation or application of this policy shall be referred to the Superintendent of Schools and processed in accordance with established procedures.

Notice of this policy and its accompanying compliant procedures shall be published at the beginning of each school year and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

## STUDENT DISCRIMINATION COMPLAINT PROCEDURES

### BOARD POLICY 411-RULE

If any person believes that the Baldwin-Woodville Area School District or any part of the school organization has failed to follow state and federal nondiscrimination laws and regulations, or in some way discriminates against students on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability or handicap, he/she may bring or send a complaint to the Administration Office at the following address: 550 Highway 12, Baldwin, WI 54002.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Superintendent of Schools. The Superintendent shall send written acknowledgement of receipt of the complaint within 45 days.

- a. Complaints or appeals relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a student with a disability shall be resolved through the procedures outlined in the District's Special Education Policy and Procedure Handbook.
- b. Complaints relating to programs specifically governed by Federal law or regulation (commonly referred to as EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

Step 2: The Superintendent, upon receiving a written complaint, shall undertake an investigation of the suspected infraction. The Superintendent will review with other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

Step 3: If the complainant is dissatisfied with the decision of the Superintendent, he/she may appeal the decision in writing to the School Board. A written determination of the complaint shall be made by the Board within 90 days of District's receipt of the original written complaint unless the parties agree to an extension of time. The Board's written decision shall include a notice to the complainant of the complainant's right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the District has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

Discrimination complaints on some of the above bases may also be filed with the Federal Government at the Office of Civil Rights – Region V, U.S. Department of Education, 500 W. Madison St., Suite 1475, Chicago, IL 60661.

### Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance.

Records should be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.

6. A summary of facts and evidence presented by each party involved.

7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

## STUDENT BULLYING OR HARASSMENT

### BOARD POLICY 411.1

The District does not tolerate bullying or harassment 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 bullying or harassment toward and between students. Bullying and harassment is specifically prohibited in school buildings, on school premises, in school-owned vehicles and during activities under school supervision.

For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment. Harassment and/or bullying could include behavior motivated by an actual or perceived distinguishing characteristic such as, but not limited to: sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, physical attributes, gender identity, or social, economic or family status.

Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, unwelcome sexual advances, subtle or express pressure for sexual activity, sexual or racist remarks, extortion, verbal or written threats, taunting, put downs, name calling, threatening looks or gestures, spreading cruel rumors, social exclusion, sending or posting inappropriate or insulting messages or images via electronic communication systems like the Internet or mobile phones, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

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 work place, 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.

Any student who believes he/she has been subjected to bullying or harassment by another student or employee shall report the incident to the building principal or a school counselor. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any other adult employee. The employee will report the complaint to the appropriate principal or counselor. There shall be no retaliation against individuals who file complaints under this policy or who assist in the investigation of such complaints.

The Superintendent of Schools shall establish a written procedure for responding in writing to the complaint. The procedure shall include a means for the student to appeal decisions to the Superintendent and to the School Board. The Superintendent will cause to be developed appropriate alternative procedures for special needs and younger students.

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 on an annual basis.

## STUDENT BULLYING OR HARASSMENT COMPLAINT PROCEDURES

### BOARD POLICY 411.1- RULE

#### Policy Dissemination

1. Every student enrolled in the District and the student's parent/guardian will receive a copy of the student bullying or harassment policy and administrative rules each year.
2. Discussion of bullying and harassment will be included at an age appropriate level and in the proper context as part of the curriculum.
3. Once each year, every employee will be reminded, in writing, of the policy and procedures.

#### Complaint Procedure

Students who believe they are the victims of bullying or harassment 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/harassment 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/harassment, 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 of Schools 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.
5. If the complainant is not satisfied with the response of the Board, he/she may, as at any point in the process, file a complaint with the proper legal authorities as applicable, including the State Superintendent of Public Instruction in the case of student discrimination/harassment complaints.

All of the above actions will be taken within the timelines required by law for responding to student discrimination, including harassment, complaints (e.g., providing acknowledgement of the complaint within 45 days of receipt of the complaint and making a determination of the complaint within 90 days of receipt of the complaint unless the parties agree to an extension of time.)

#### Alternate Procedures

The following alternate procedures will be used for younger students or students with special education needs.

- a. Due to the potential difficulties with establishing dates, times and behavior, persons who have, or may have been bullied or harassed will be provided with counseling services as deemed appropriate to their age and disability.
- b. A person's disability will be given consideration in any disciplinary action that may occur as a result of bullying or harassment.

#### Complaint Records

Records should be kept for each complaint filed and, at a minimum, should include:

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

## TITLE IX

In accordance with Title IX, the Baldwin-Woodville Area School District has named Leah Johnson-Freer as the Title IX Coordinator. Any person may report sex discrimination or sexual harassment to Leah Johnson-Freer in person, or via mail, email or telephone at any time of the day.

Leah Johnson-Freer  
550 Highway 12  
Baldwin, WI 54002

lfreer@bwsd.k12.wi.us  
715-684-3411 ext. 1109

## 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 nonhomeless 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 pro-

vided 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 nonhomeless 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 nonhomeless 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.

## STUDENT ATTENDANCE– CONTINUED

### BOARD POLICY 431

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.
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 high-way 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 MEDICATION 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.

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.

## MEDICATION ADMINISTRATION PROCEDURES– CONTINUED

### BOARD POLICY 453.4– RULE

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.

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.

**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.

When you call to let the school know your child is ill, feel free to tell us about the illness. We want to know why students are home sick, so we can help prevent the spread of disease and keep children healthy and ready to learn. Please visit the Health Services website for information and guidelines about common illnesses encountered at school.

**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.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades K through 5	4 DTP/DTaP/DT/Td	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 6 through 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</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> does 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.

**CORONAVIRUS/COVID-19 REMINDERS**

**INDIVIDUAL GUIDELINES**

Continue To Practice Good Hygiene

- Wash your hands with soap and water a minimum of 20 seconds or use hand sanitizer with greater than 60% alcohol,, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow. Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using cloth face coverings while in public, and particularly when using mass transit.

**People Who Feel Sick Must Stay At Home**

- Do NOT go to work, school, or any other public place.
- Contact and follow the advice of your medical provider.



## 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 bacterium 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](#)

## GOLDEN YEARS CLUB (FREE ADMISSIONS)

BOARD POLICY 653.1

In order to encourage older residents to attend school events, the District shall issue free Golden Years Club passes to those residents 65 years of age or older. These passes will be honored at all home, school events sponsored by the Baldwin-Woodville Schools.

## 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.

## VISITORS TO SCHOOLS– CONTINUED

### BOARD POLICY 860

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.

## 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!

	<u>BREAKFAST</u>	<u>LUNCH</u>
Greenfield Elementary	\$2.00	\$2.45
Viking Middle School	\$2.00	\$2.55
B-W High School	\$2.00	\$2.55
Adult	\$2.70	\$3.90

*\*\* Due to decline in participation, Greenfield Elementary will no longer offer morning milk.*

## 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.

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 milk 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 reapply 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 text book 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, age or disability. 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.

## 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 web site ([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 [jsmith@bwsd.k12.wi.us](mailto:jsmith@bwsd.k12.wi.us).

**NOTICE OF CHILD FIND ACTIVITY  
BALDWIN-WOODVILLE AREA SCHOOL DISTRICT**

**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 715-684-4453, ext. 2105, or by writing her at 1160 14<sup>th</sup> Avenue, 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 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.
- **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. ☎

# AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>
<b>2</b>	<b>3</b> <i>1ST DAY OF PRACTICE- FOOTBALL</i>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> <i>1ST DAY OF PRACTICE- GIRLS GOLF</i>	<b>11</b> <i>1ST DAY OF PRACTICE- GIRLS TENNIS</i>	<b>12</b>	<b>13</b>	<b>14</b> 9:00- V G GOLF @ BARRON	<b>15</b>
<b>16</b>	<b>17</b> <b>NEW TEACHER DEVELOPMENT DAY</b> <i>1ST DAY OF PRACTICE- VOLLEYBALL 1ST DAY OF PRACTICE- CC 1ST DAY OF PRACTICE- BOYS SOCCER</i>  9:00- V G GOLF@ OSCEOLA	<b>18</b> 8:30- V G TENNIS @ BW 9:00- JV G TENNIS @ OSCEOLA	<b>19</b> <b>ALL STAFF DEVELOPMENT DAY</b> 9:00- V G GOLF@ PHEASANT HILLS	<b>20</b> 8:30- JV G TENNIS @ AMERY 9:00- V G TENNIS @ ALTOONA  7:00- V FB @ SPARTA	<b>21</b> 9:00- V G TENNIS @ ALTOONA 9:00- V G GOLF@ AMERY	<b>22</b> 10:30 JV/V VOLLEYBALL @ AMERY
<b>23</b>	<b>24</b> <b>4K OPEN HOUSE GREENFIELD OPEN HOUSE 11:00 AM- 7:00 PM</b> <b>MS/HS OPEN HOUSE NOON- 8:00 PM</b>  4:00- V G GOLF @ PHEASANT HILLS	<b>25</b> <b>STAFF DEVELOPMENT DAY</b> 4:15- V G TENNIS @ BLOOMER 4:30- V B SOCCER VS. MEDFORD @ BW 5:00- C VOLLEYBALL @ COLFAX	<b>26</b> <b>STAFF DEVELOPMENT DAY</b> 11:00- V CC @ BOYCEVILLE 1:00- V VOLLEYBALL @ ONALASKA 4:15- C VOLLEYBALL @ NR	<b>27</b> <b>FIRST STUDENT DAY</b> 9:00- V VOLLEYBALL @ ONALASKA 4:00- V G GOLF @ AMERY	<b>28</b> 9:00- V G TENNIS @ MENOMONIE 7:00- V FB VS. GET @ BW	<b>29</b> 1:00- V B SOCCER VS. MCDONNELL @ BW
<b>30</b>	<b>31</b> 4:00- V G GOLF @ NR 4:30- C FB VS. SOMERSET @ BW 6:00- JV FB VS. SOMERSET @ BW					

# SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b> 4:15- JV/V G TENNIS @ LAKE CITY 7:00- V B SOCCER @ OSCEOLA	<b>2</b>	<b>3</b> 4:15- V G TENNIS VS OSCEOLA @ BW 4:30- 8 VB VS. OSCEOLA @ BW 4:30- JV/V VOLLEYBALL @ BW 4:30- V CC @ SCC 4:30- V B SOCCER @ SOMERSET	<b>4</b> 7:00- V FB @ ELLSWORTH	<b>5</b>
<b>6</b>	<b>7</b> <p style="text-align: center;"><b><u>NO SCHOOL</u></b></p> <p style="text-align: center;"><i>Labor Day</i></p>	<b>8</b> 4:00- V G GOLF @ SOMERSET 4:30- 7 VB @ OSCEOLA 4:30- B SOCCER VS. SPOONER @ BW 4:30- C FB VS. ELLSWORTH @ BW 6:00- JV FB VS. ELLSWORTH @ BW	<b>9</b> <p style="text-align: center;"><b>FIRST DAY OF 4K</b></p>	<b>10</b> 4:15- 7 VB VS. HUDSON @ BW 4:15- 8 VB @ HUDSON 4:15- 7 FB @ SCC 4:15- 8 FB VS. SCC @ BW 4:15- V G TENNIS VS. MONDOVI @ BW 4:30- V CC @ SOMERSET 4:30- V B SOCCER VS. NR @ BW 5:45- C/JV VOLLEYBALL VS. DURAND @ BW 7:00- V VOLLEYBALL VS DURAND @ BW	<b>11</b> 7:00- V FB VS. ALTOONA @ BW	<b>12</b> 9:00- 7/8 VB TOURNAMENT @ SCC 9:00 V VOLLEYBALL @ HUDSON 12:00- V B SOCCER VS. ASHLAND @ BW NORTHERN LIGHTS INVITATIONAL @ CUMBERLAND
<b>13</b>	<b>14</b> 4:00- V G GOLF @ PRESCOTT 4:15- 7 VB VS. RF @ BW 4:15- 8 VB @ RF 4:30- V B SOCCER @ AMERY 5:00- JV FB @ ALTOONA	<b>15</b> 4:15- 7 VB VS. ELLSWORTH @ BW 4:15- 8 VB @ ELLSWORTH 4:15- 7 FB VS NR @ BW 4:15- 8 FB @ NR 4:15- V G TENNIS @ ELLSWORTH 4:30- V CC @ PRESCOTT 5:45- C/JV VOLLEYBALL VS. HUDSON @ BW 7:00- V VOLLEYBALL VS HUDSON @ BW	<b>16</b>	<b>17</b> 4:00- V G GOLF @ ELLSWORTH 4:15- 7 VB @ AMERY 4:15- 8 VB VS. AMERY @ BW 4:15- V G TENNIS VS UNITY @ BW 4:30- V B SOCCER VS. SCC @ BW 5:45- C/JV VOLLEYBALL @ SOMERSET 7:00- V VOLLEYBALL @ SOMERSET	<b>18</b> 7:00- V FB @ OSCEOLA	<b>19</b> 9:00- MS CC @ OSCEOLA 9:00- JV VOLLEYBALL QUAD @ BW 9:00- V VOLLEYBALL QUAD @ BW 10:00- V CC @ OSCEOLA 10:00- V G TENNIS @ BW MARCHING BLACKHAWKS INVITATIONAL @ BWHS
<b>20</b>	<b>21</b> 4:00- JV/V G TENNIS VS RICE LAKE @ BW 4:00- V G GOLF @ PHEASANT HILLS 4:15- 7 VB VS. SV @ BW 4:15- 8 VB VS. SV @ BW 4:30- V B SOCCER VS. BARRON @ BW 4:30- C FB VS. OSCEOLA @ BW 6:00- JV FB VS. OSCEOLA @ BW	<b>22</b> 4:15- MS CC @ AMERY 4:15- V G TENNIS @ NR 4:15- 7 FB @ AMERY 4:15- 7 VB VS. PRESCOTT @ BW 4:30- 8 VB @ PRESCOTT 5:30- 8 FB VS AMERY @ BW <p style="text-align: center;"><i>1st Day of Fall</i></p>	<b>23</b> 9:00- V G GOLF @ NR	<b>24</b> 4:00- 7 FB @ OSCEOLA 4:15- 7 VB VS. NR @ BW 4:15- 8 VB @ NR 4:15- V G TENNIS VS AMERY @ BW 4:30- 8 FB VS. OSCEOLA @ BW 7:00- V B SOCCER @ CUMBERLAND 5:30- MS CC @ DURAND 5:45- C/JV VOLLEYBALL VS AMERY @ BW 7:00- V VOLLEYBALL VS AMERY @ BW	<b>25</b> <p style="text-align: center;"><b>*HOMECOMING*</b></p> 7:00- V FB VS. PRESCOTT @ BW	<b>26</b>
<b>27</b>	<b>28</b> 4:00- JV G TENNIS @ BW 4:15- 8 VB @ SOMERSET 4:30- 7 VB VS. SOMERSET @ BW 4:30- V B SOCCER VS. HAYWARD @ BW 4:30- C FB @ PRESCOTT 6:00- JV FB @ PRESCOTT	<b>29</b> 4:15- 7 VB VS. BOYCEVILLE @ BW 4:15- 8 VB VS BOYCEVILLE @ BW 4:15- 7 FB @ ELLSWORTH 4:15- 8 FB VS. ELLSWORTH @ BW 4:15- V G TENNIS @ OSCEOLA 5:45- C/JV VOLLEYBALL VS. NR @ BW 7:00- V VOLLEYBALL VS NR @ BW	<b>30</b> WIAA REGIONAL- GIRLS GOLF			

# OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>THURSDAY, OCTOBER 8TH</b> <b>PARENT-TEACHER CONFERENCE TIMES</b> GREENFIELD 3:30 –7:30 P.M. VMS 3:30– 7:30 P.M. BWHS 4:00– 8:00 P.M. <b>FRIDAY, OCTOBER 9TH</b> <b>PARENT-TEACHER CONFERENCE TIMES</b> GREENFIELD 7:30 A.M.– 11:00 P.M. VMS 8:00– 11:30 A.M. BWHS 8:00– 11:30 A.M.				<b>1</b> 4:15– 7 VB @ SCC 4:15– 8 VB VS. SCC @ BW 4:15– 8 FB @ MENOMONIE 4:15– V CC @ SPRING VALLEY 5:10– MS CC @ AMERY 5:45– C/JV VOLLEYBALL @ OSCEOLA 7:00– V VOLLEYBALL @ OSCEOLA 7:15– V B SOCCER @ NR  WIAA REGIONAL– GIRLS GOLF	<b>2</b> 7:00– V FB @ SCC	<b>3</b> 9:00– JV G TENNIS @ NR 9:00– JV/V VOLLEYBALL @ NR 11:00– V CC @ NR 11:00– V B SSOCCER VS RICE LAKE @ BW  MUSIC ALONG THE CHIPPEWA @ CHIPPEWA FALLS
<b>4</b>  RHYTHM BY THE RIVER @ HUDSON	<b>5</b> 9:00– V G TENNIS @ BW 4:30– 7 VB VS. GC @ BW 4:30– 8 VB VS. GC @ BW 4:30– V B SOCCER VS. AMERY @ BW 4:30– C FB VS. SCC @ BW 6:00– JV FB VS. SCC @ BW 7:00– 6TH GRADE BAND CONCERT WIAA SECTIONALS– GIRLS GOLF WIAA SEBSECTIONALS– GIRLS TENNIS	<b>6</b> 4:00– 7 VB VS. AMERY @ BW 4:00– 8 VB @ AMERY 4:00– V CC @ AMERY 4:30– 7 FB VS PRESCOTT @ BWHS 4:30– 8 FB @ PRESCOTT 5:45– C/JV VOLLEYBALL VS. SCC@ BW 7:00– V VOLLEYBALL VS SCC @ BW  WIAA SECTIONALS– GIRLS GOLF WIAA SEBSECTIONALS– GIRLS TENNIS	<b>7</b>  WIAA SECTIONALS– GIRLS TENNIS WIAA SECTIONALS– GIRLS GOLF	<b>8</b> 5:45– C/JV VOLLEYBALL @ ELLSWORTH 7:00– V VOLLEYBALL @ ELLSWORTH 7:00– V B SOCCER VS OSCEOLA @ BW  <b>PARENT/TEACHER CONFERENCES</b>  WIAA SECTIONALS– GIRLS TENNIS	<b>9</b>  <b><u>NO SCHOOL</u></b>  <b>PARENT/TEACHER CONFERENCES</b>  7:00– V FB VS. AMERY @ BW	<b>10</b> 9:00– 8 VB @ CLAYTON 8:00– V VOLLEYBALL INVITE @ ALTOONA  YOUTH IN MUSIC CHAMPIONSHIPS @ US BANK STADIUM
<b>11</b>	<b>12</b> 4:30– V B SOCCER @ SCC 4:30– C FB @ AMERY 6:00– JV FB @ AMERY  WIAA STATE– GIRLS GOLF	<b>13</b> 4:15– MS CC @ NR 5:45– C/JV VOLLEYBALL @ PRESCOTT 7:00– V VOLLEYBALL @ PRESCOTT  WIAA STATE– GIRLS GOLF	<b>14</b>	<b>15</b> 4:15– V CC @ AMERY 4:30– V B SOCCER VS. SOMERSET @ BW  WIAA STATE– GIRLS/ IND.TENNIS	<b>16</b> 7:00– V FB @ SOMERSET  WIAA STATE– GIRLS/ IND.TENNIS	<b>17</b> WSMA STATE MARCHING BAND CHAMPIONSHIPS  WIAA STATE– GIRLS/ IND.TENNIS
<b>18</b>	<b>19</b> 4:30– C FB VS. ELK MOUND @ BW 6:00– CHOIRPALOOZA @ GC 7:00– HS FALL CONCERT	<b>20</b>  WIAA REGIONALS– VOLLEYBALL WIAA REGIONALS– BOYS SOCCER	<b>21</b>	<b>22</b>  WIAA REGIONALS– VOLLEYBALL WIAA REGIONALS– BOYS SOCCER	<b>23</b>  <b><u>NO SCHOOL</u></b> <b>Staff Development Day</b>  WIAA Level I Playoffs– Football WIAA REGIONALS– VOLLEYBALL WIAA SECTIONALS– CC WIAA STATE– GIRLS TEAM TENNIS	<b>24</b>  WIAA Level I Playoffs– Football WIAA REGIONALS– VOLLEYBALL WIAA REGIONALS– BOYS SOCCER WIAA SECTIONALS– CC WIAA STATE– GIRLS TEAM TENNIS
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>  WIAA SECTIONALS– VOLLEYBALL WIAA SECTIONALS–BOYS SOCCER	<b>30</b> <u>1ST QUARTER ENDS</u>  WIAA Level II Playoffs– Football	<b>31</b>  WIAA Level II Playoffs– Football WIAA SECTIONALS– VOLLEYBALL WIAA SECTIONALS– BOYS SOCCER WIAA STATE– CC

# NOVEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>	<b>2</b> 4:15- 7 BBB VS. SCC @ BW 4:15- 8 BBB @ BW	<b>3</b> 4:15- 7 BBB VS. NR @ BW 4:15- 8 BBB @ BW	<b>4</b>	<b>5</b> SHELL LAKE HONORS BAND (MIDDLE SCHOOL)  4:15- 78 BBB @ OSCEOLA 7:00- HS ALL SCHOOL PLAY  WIAA STATE- VOLLEYBALL WIAA STATE- BOYS SOCCER	<b>6</b>  7:00- HS ALL SCHOOL PLAY  WIAA Level III Playoffs- Football WIAA STATE- VOLLEYBALL WIAA STATE- BOYS SOCCER	<b>7</b>  7:00- HS ALL SCHOOL PLAY  WIAA Level III Playoffs- Football WIAA STATE- VOLLEYBALL WIAA STATE- BOYS SOCCER
<b>8</b> 2:00- HS ALL SCHOOL PLAY	<b>9</b> 1ST DAY OF PRACTICE- GBB 1ST DAY OF PRACTICE- B HOCKEY 1ST DAY OF PRACTICE- G HOCKEY  4:15- 7/8 BBB @ HUDSON	<b>10</b> 4:15- 7/8 BBB VS. SV @ BW	<b>11</b>	<b>12</b> 4:15- 7/8 BBB VS. DURAND @ BW	<b>13</b>    WIAA Level IV Playoffs- Football	<b>14</b>    WIAA Level IV Playoffs- Football
<b>15</b>	<b>16</b> 1ST DAY OF PRACTICE- WRESTLING 1ST DAY OF PRACTICE- BBB  4:15- 7/8 BBB VS. AMERY @ BW	<b>17</b>  5:00- 3RD GRADE PROGRAM 6:15- 4TH GRADE PROGRAM	<b>18</b>	<b>19</b> 4:15- 7/8 BBB @ SCC 5:45- C/JV GBB VS. DURAND @ BW 7:15- V GBB VS. DURAND @ BW  WIAA State- Football	<b>20</b>  <u>1ST TRIMESTER ENDS</u>  WIAA State- Football	<b>21</b> 12:00- JV G HOCKEY VS. PRINCETON @ BW 3:00- V G HOCKEY VS. PRINCETON @ BW
<b>22</b>	<b>23</b> <b><u>NO SCHOOL</u></b> <b>THANKSGIVING VACATION</b>  4:15- 7 BBB VS. PRESCOTT @ BW 4:30- 8 BB VS. PRESCOTT @ BW	<b>24</b> <b><u>NO SCHOOL</u></b> <b>THANKSGIVING VACATION</b>  5:00- JV B HOCKEY @ MARSHFIELD 5:30- JV/V BBB @ BARRON 5:45- C/JV GBB @ AMERY 7:00- V B HOCKEY @ MARSHFIELD 7:15- V GBB @ AMERY	<b>25</b> <b><u>NO SCHOOL</u></b> <b>THANKSGIVING VACATION</b>  7:00- V G HOCKEY VS. WW STARS @ BW	<b>26</b> <b><u>NO SCHOOL</u></b> <b>THANKSGIVING VACATION</b>  <i>Thanksgiving Day</i>	<b>27</b> <b><u>NO SCHOOL</u></b> <b>THANKSGIVING VACATION</b>  11:45- G. HOCKEY VS BRF @ BW	<b>28</b>  11:30- G. HOCKEY VS GREEN BAY EAST @ BW
<b>29</b>	<b>30</b>  4:15- 7/8 BBB @ RF 5:45- JV GBB VS. ELK MOUND @ BW 7:15- V GBB VS. ELK MOUND @ BW					

# DECEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b>  4:15- 7/8 BBB VS. ELLSWORTH @ BW 5:45- JV BBB VS. LUCK @ BW 7:00- V B HOCKEY VS. FREDERIC @ BW 7:15- V BBB VS. LUCK @ BW	<b>2</b>	<b>3</b>  4:00- 7/8 BBB VS. RF @ BW 5:45- C/JV BBB @ SCC 7:00 V WRESTLING @ ELLSWORTH 7:15- V BBB @ SCC	<b>4</b>  5:00- JV B HOCKEY VS. ST PAUL @ BW 5:45- C/JV GBB @ ELLSWORTH 7:00- V B HOCKEY VS ST. PAUL @ BW 7:15- V GBB @ ELLSWORTH	<b>5</b>  SCIENCE OLYMPIAD INVITATIONAL @ BOYCEVILLE  9:00 V WRESTLING @ LAKEVILLE 12:00- JV G HOCKEY @ D.C. EVEREST 2:00- V G HOCKEY @ D.C. EVEREST
<b>6</b>  2:00- HS HOLIDAY CONCERT #1 6:00- HS HOLIDAY CONCERT #2	<b>7</b>  4:15- 7/8 BBB @ SOMERSET	<b>8</b>  5:00- 6TH GRADE BAND/CHOIR 6:00- 7TH GRADE BAND/CHOIR 7:00- 8TH GRADE BAND/CHOIR  5:00- JV G HOCKEY @ EC MEMORIAL 5:45- C/JV BBB @ AMERY 5:45- C/JV GBB VS. RF @ BW 7:00- V G HOCKEY @ EC MEMORIAL 7:15- V BBB @ AMERY 7:15- V GBB VS. RF @ BW	<b>9</b>	<b>10</b>  5:00- 2ND GRADE PROGRAM 6:15- 1ST GRADE & 1/2 MAC PROGRAM  4:15- 7/8 BBB @ AMERY 7:00- V B HOCKEY @ HAYWARD 7:00 V WRESTLING VS. NR @ BW	<b>11</b>  5:45- C/JV GBB VS. NR @ BW 7:15- V GBB VS. NR @ BW	<b>12</b>  9:30 V WRESTLING @ EC NORTH
<b>13</b>	<b>14</b>  5:45- C/JV GBB @ BLOOMER 7:15- V GBB @ BLOOMER	<b>15</b>  5:00- JV G HOCKEY VS. RED WING @ RF 5:45- C/JV BBB @ ELLSWORTH 7:00- V B HOCKEY VS. ALTOONA @ BW 7:00- V G HOCKEY VS. RED WING @ RF 7:15- V BBB @ ELLSWORTH	<b>16</b>	<b>17</b>  5:00- JV B HOCKEY @ NR 5:45- C/JV GBB VS. OSCEOLA @ BW 7:00 V WRESTLING @ OSCEOLA 7:00- V B HOCKEY @ NEW RICHMOND 7:15- V GBB VS. OSCEOLA @ BW	<b>18</b>  5:00- JV G HOCKEY VS. GREEN BAY EAST @ RF 5:45- C/JV BBB @ SOMERSET 7:00- V G HOCKEY VS. GREEN BAY EAST @ RF 7:15- V BBB @ SOMERSET	<b>19</b>  12:00- JV G HOCKEY @ RF 2:00- V G HOCKEY @ RF
<b>20</b>	<b>21</b>  5:45- C/JV BBB VS BARRON @ BW 7:15- V BBB VS BARRON @ BW  <i>1st Day of Winter</i>	<b>22</b>  5:00- JV B HOCKEY @ SUPERIOR 5:30- JV G HOCKEY @ WOODBURY 5:45- JV GBB @ ELMWOOD 7:00- V B HOCKEY @ SUPERIOR 7:00- V G HOCKEY @ WOODBURY 7:15- V GBB @ ELMWOOD	<b>23</b>  <u>NO SCHOOL</u>  CHRISTMAS VACATION	<b>24</b>  <u>NO SCHOOL</u>  CHRISTMAS VACATION  <i>Christmas Eve</i>	<b>25</b>  <u>NO SCHOOL</u>  CHRISTMAS VACATION  <i>Christmas Day</i>	<b>26</b>
<b>27</b>	<b>28</b>  <u>NO SCHOOL</u>  CHRISTMAS VACATION  9:00- JV/V GBB @ MENOMONIE VARSITY G HOCKEY @ MADISON	<b>29</b>  <u>NO SCHOOL</u>  CHRISTMAS VACATION  9:00- JV/V GBB @ MENOMONIE 1:45- JV/V BBB @ WEST SALEM VARSITY G HOCKEY @ MADISON	<b>30</b>  <u>NO SCHOOL</u>  CHRISTMAS VACATION  1:45- JV/V BBB @ WEST SALEM VARSITY G HOCKEY @ MADISON	<b>31</b>  <u>NO SCHOOL</u>  CHRISTMAS VACATION  <i>New Year's Eve</i>		



# JANUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<b>1</b> <u>NO SCHOOL</u>  <i>New Year's Day</i>	<b>2</b> 2:00- V G HOCKEY @ SUPERIOR
<b>3</b>	<b>4</b>	<b>5</b> 5:00- JV G HOCKEY VS HUDSON @ RF 5:45- C/JV BBB VS. NR @ BW 7:00 V WRESTLING VS PRESCOTT @ BW 7:00- V G HOCKEY VS. HUDSON @ RF 7:15- V BBB VS NR @ BW	<b>6</b>	<b>7</b> 7:00- V B HOCKEY VS SOMERSET @ BW 7:00- V G HOCKEY @ HAYWARD	<b>8</b> 9:00- HS HONORS BAND/CHOIR REHEARSAL @ HUDSON HS 4:00 V WRESTLING @ PORT WASHINGTON 5:45- C/JV GBB VS. PRESCOTT @ BW 7:15- V BBB @ SCF 7:15- V GBB VS. PRESCOTT @ BW	<b>9</b> 9:00- VMS WRESTLING @ HASTINGS 12:00- JV B HOCKEY VS. REEDSBURG @ BW 2:00- V B HOCKEY VS. REEDSBURG @ BW 3:00- HS HONORS BAND/CHOIR CONCERT @ HUDSON HS
<b>10</b>	<b>11</b> 4:15- 7/8 GBB VS. HUDSON @ BW 5:45- C/JV GBB @ SCC 7:15- V GBB @ SCC	<b>12</b> 5:00- JV B HOCKEY @ AMERY 5:00- JV G HOCKEY VS CF @ RF 5:45- C/JV BBB @ OSCEOLA 7:15- V BBB @ OSCEOLA 5:45- JV GBB @ ST. CROIX FALLS 7:00- V B HOCKEY @ AMERY 7:00- V G HOCKEY @ CHIPPEWA 7:15- V GBB VS. ST. CROIX FALLS @ BW	<b>13</b>	<b>14</b> 6:00- VMS FORENSICS PARENTS' NIGHT 7:00 V WRESTLING @ SCC	<b>15</b> 4:00- 7/8 GBB VS. SCC @ BW 5:00- JV B HOCKEY @ WEST SALEM 7:00- V B HOCKEY @ WEST SALEM	<b>16</b> 9:00- 7/8 GBB @ SPRING VALLEY 12:00- JV B HOCKEY @ TOMAH 2:00- V B HOCKEY @ TOMAH
<b>17</b>	<b>18</b> <u>NO SCHOOL</u> Staff Development Day 5:45- C/JV GBB VS. SOMERSET @ BW 7:15- V GBB VS. SOMERSET @ BW	<b>19</b> 4:15- VMS WRESTLING @ OSCEOLA 4:15- 7/8 GBB @ AMERY 5:00- JV B HOCKEY @ RF 5:00- JV G HOCKEY @ HUDSON 5:45- C/JV BBB VS. PRESCOTT @ BW 7:00- V B HOCKEY @ RF 7:00- V G HOCKEY @ HUDSON 7:15- V BBB VS. PRESCOTT @ BW	<b>20</b>	<b>21</b> 4:00- VMS FORENSICS INVITATIONAL @ SCC 7:00 V WRESTLING VS AMERY @ BW 7:00- V B HOCKEY @ ALTOONA	<b>22</b> <u>2ND QUARTER ENDS</u> 5:45- C/JV BBB VS. SCC @ BW 7:15- V BBB VS SCC @ BW	<b>23</b> SCIENCE OLYMPIAD BORDER BATTLE @ UW-RIVER FALLS  9:00 V WRESTLING @ EAST RIDGE 12:00- JV G HOCKEY @ BW 2:00- V G HOCKEY @ BW 7:30- V GBB @ SOMERSET
<b>24</b>	<b>25</b> 4:30- 7/8 GBB VS DURAND @ BW	<b>26</b> 4:30- VMS WRESTLING @ BW 5:00- JV B HOCKEY VS. NR @ BW 5:00- JV G HOCKEY @ EC NORTH 5:45- C/JV BBB @ RICE LAKE 5:45- C/JV GBB VS. AMERY @ BW 7:00- V B HOCKEY VS. NR @ BW 7:00- V G HOCKEY VS. EC @ RF 7:15- V BBB @ RICE LAKE 7:15- V GBB VS. AMERY @ BW	<b>27</b>	<b>28</b> 4:00- VMS FORENSICS LEVEL I @ BWHS 5:00- JV B HOCKEY @ MENOMONIE 5:00- JV G HOCKEY @ SOMERSET 5:45- C/JV BBB VS. AMERY @ BW 7:00- V G HOCKEY @ SOMERSET 7:00 V WRESTLING @ SOMERSET 7:00- V B HOCKEY @ MENOMONIE 7:15- V BBB VS AMERY @ BW	<b>29</b> 4:15- 7/8 GBB VS. BOYCEVILLE @ BW 4:30- VMS WRESTLING @ SCC 5:00 V WRESTLING @ MENOMONIE 5:45- C/JV BBB @ RF 5:45- C/JV GBB VS. ELLSWORTH @ BW 7:15- V BBB @ RF 7:15- V GBB VS. ELLSWORTH @ BW	<b>30</b>
<b>31</b>						

# FEBRUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b> 4:00- 7/8 GBB @ SCC 5:00- JV G HOCKEY @ TARTAN 5:45- JV GBB @ BOYCEVILLE 7:00- V G HOCKEY @ TARTAN 7:15- V GBB @ BOYCEVILLE	<b>2</b> 4:00- VMS FORENSICS LEVEL II @ VMS 4:15- 7/8 GBB @ OSCEOLA 4:30- VMS WRESTLING @ BW 5:00- JV G HOCKEY @ CHIPPEWA 5:45- C/JV BBB VS. SOMERSET @ BW 7:00- V B HOCKEY @ SOMERSET 7:00- V G HOCKEY @ CHIPPEWA 7:15- V BBB VS SOMERSET @ BW	<b>3</b>	<b>4</b> 4:15- 7/8 GBB VS. AMERY @ BW 5:00- JV B HOCKEY VS. AMERY @ BW 5:45- C/JV GBB @ NR 7:00- V B HOCKEY VS. AMERY @ BW 7:15- V GBB @ NR	<b>5</b> 4:30- VMS WRESTLING @ BWHS 5:45- C/JV BBB VS. ELLSWORTH @ BW 7:00- V B HOCKEY VS. ANTIGO @ BW 7:15- V BBB VS ELLSWORTH @ BW	<b>6</b> 9:00- V WRESTLING MBC TOURNAMENT @ OSCEOLA
<b>7</b>	<b>8</b> 4:15- 8 GBB @ SOMERSET 5:15- 7 GBB @ SOMERSET 5:45- C/JV BBB VS. DURAND @ BW 7:15- V BBB VS DURAND @ BW	<b>9</b> 4:15- 7/8 GBB VS. ELLSWORTH @ BW 5:00- JV B HOCKEY VS. BARRON @ BW 5:00- JV G HOCKEY @ ONALASKA 5:45- C/JV GBB @ OSCEOLA 7:00- V B HOCKEY VS. BARRON @ BW 7:00- V G HOCKEY @ ONALASKA 7:15- V GBB @ OSCEOLA	<b>10</b>	<b>11</b> 5:45- C/JV BBB @ NR 7:00- V B HOCKEY VS. VIROQUA @ BW 7:15- V BBB @ NR	<b>12</b> 4:15- 7/8 GBB @ PRESCOTT 4:30- VMS WRESTLING @ ME-NOMONIE 5:45- C/JV GBB @ PRESCOTT 7:15- V GBB @ PRESCOTT	<b>13</b> WIAA REGIONALS- WRESTLING
<b>14</b>	<b>15</b> 5:30- 8-12 BAND CONCERT 7:00- 8-12 CHOIR CONCERT  5:45- C/JV BBB VS. SPOONER @ BW 7:15- V BBB VS SPOONER @ BW	<b>16</b> 7:00- 7TH GRADE BAND/CHOIR CONCERT  5:45- JV GBB VS. SCC @ BW 7:15- V GBB VS. SCC @ BW  WIAA REGIONALS- B HOCKEY WIAA REGIONALS- G HOCKEY WIAA TEAM SECTIONALS-	<b>17</b>	<b>18</b> 4:30- VMS WRESTLING @ BW 5:45- JV GBB @ SOMERSET 7:15- V GBB @ SOMERSET  WIAA REGIONALS- BOYS HOCKEY WIAA REGIONALS- G HOCKEY	<b>19</b> 5:45- C/JV BBB VS. OSCEOLA @ BW 7:15- V BBB VS OSCEOLA @ BW	<b>20</b> WIAA SECTIONALS- WRESTLING
<b>21</b>	<b>22</b> 6:15- 5TH GRADE PROGRAM	<b>23</b> 6:15- 5TH GRADE & 4/5 MAC PROGRAM 4:30- VMS WRESTLING @ BWHS  WIAA REGIONALS- GBB WIAA SECTIONALS- BOYS HOCKEY WIAA SECTIONALS- GIRLS HOCKEY	<b>24</b>	<b>25</b> <u>2ND TRIMESTER ENDS</u> 5:45- C/JV BBB @ PRESCOTT 7:15- V BBB @ PRESCOTT  WIAA STATE- IND. WRESTLING	<b>26</b> <u>NO SCHOOL</u> Staff Development Day  WIAA REGIONALS- GBB WIAA SECTIONALS- BOYS HOCKEY WIAA SECTIONALS- GIRLS HOCKEY WIAA STATE- IND. WRESTLING	<b>27</b> WIAA REGIONALS- GBB WIAA STATE- IND. WRESTLING
<b>28</b>						

# MARCH 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b> <u><b>NO SCHOOL</b></u> PARENT/TEACHER CONFERENCES	<b>2</b> 4:30- VMS WRESTLING @ CHIPPEWA FALLS  WIAA REGIONALS- BBB	<b>3</b>	<b>4</b>  WIAA SECTIONALS- GBB WIAA STATE- BOYS HOCKEY WIAA STATE- GIRLS HOCKEY	<b>5</b>  WIAA REGIONALS- BBB WIAA STATE- BOYS HOCKEY WIAA STATE- TEAM WRESTLING	<b>6</b> SCIENCE OLYMPIAD REGIONAL @ MENOMONIE HS  WIAA REGIONALS- BBB WIAA SECTIONALS- GBB WIAA STATE- BOYS HOCKEY WIAA STATE- GIRLS HOCKEY WIAA STATE- TEAM WRESTLING
<b>7</b>	<b>8</b>  1ST DAY OF PRACTICE- TRACK	<b>9</b>	<b>10</b>	<b>11</b>  7:00- MIDDLE SCHOOL MUSICAL  WIAA SECTIONALS- BBB WIAA STATE- GBB	<b>12</b>  7:00- MIDDLE SCHOOL MUSICAL  WIAA STATE- GBB	<b>13</b>  2:00- MIDDLE SCHOOL MUSICAL  WIAA SECTIONALS- BBB WIAA STATE- GBB
<b>14</b>	<b>15</b> <u><b>NO SCHOOL</b></u> SPRING BREAK  1ST DAY OF PRACTICE- SOFTBALL	<b>16</b> <u><b>NO SCHOOL</b></u> SPRING BREAK	<b>17</b> <u><b>NO SCHOOL</b></u> SPRING BREAK	<b>18</b> <u><b>NO SCHOOL</b></u> SPRING BREAK  4:00- V TRACK @ SCC  WIAA STATE- BBB	<b>19</b> <u><b>NO SCHOOL</b></u> SPRING BREAK  WIAA STATE- BBB	<b>20</b>  WIAA STATE- BBB <i>1st Day of Spring</i>
<b>21</b>	<b>22</b>  1ST DAY OF PRACTICE- BASEBALL 1ST DAY OF PRACTICE- GIRLS SOCCER	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>  <u>3RD QUARTER ENDS</u>	<b>27</b>  3:00- MPA WINTER DRUMLINE
<b>28</b>	<b>29</b>  1ST DAY OF PRACTICE- BOYS TENNIS	<b>30</b>  4:00-V TRACK @ UW RIVER FALLS 5:00- V SOFTBALL @ EC NORTH	<b>31</b>	<b>MONDAY, MARCH 1ST</b> <b>PARENT-TEACHER CONFERENCE TIMES</b>  GREENFIELD 11:30 A.M.-7:30 P.M. VMS NOON- 8:00 P.M. BWHS NOON- 8:00 P.M.		

# APRIL 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>1</b> 5:00- V BASEBALL VS. ELK MOUND @ BW 5:00- V SOFTBALL VS. ME-NOMONIE @ BW 5:30- V GIRLS SOCCER @ ME-NOMONIE	<b>2</b> <u><b>NO SCHOOL</b></u> EASTER VACATION  <i>Good Friday</i>	<b>3</b>
<b>4</b>  <i>Easter</i>	<b>5</b> 5:00- V BASEBALL @ GRANTSBURG 5:00- V SOFTBALL VS. ELK MOUND @ BW	<b>6</b> 11:00- V TENNIS @ MENOMONIE 4:30- V GIRLS SOCCER VS OSCEOLA @ BW 6:15- 1ST GRADE PROGRAM	<b>7</b>	<b>8</b> 4:00- V TENNIS @ RF 4:00- V TRACK @ SCC 4:30- V BASEBALL @ PRESCOTT 5:00- V SOFTBALL VS. OSCEOLA @ BW	<b>9</b> 4:30- V GIRLS SOCCER @ SOMERSET 5:00- V BASEBALL VS. WEBSTER @ BW	<b>10</b> 10:00- V TENNIS @ BW 3:00- MPA WINTER DRUMLINE FINALS
<b>11</b>	<b>12</b> 4:30- V GIRLS SOCCER @ NR 4:30- V SOFTBALL @ RIVER FALLS	<b>13</b> 4:15- V TENNIS @ ALTOONA 4:30- V BASEBALL @ AMERY 4:30- V TRACK @ BW 5:00- V SOFTBALL @ SCC	<b>14</b>	<b>15</b> 4:15- V TENNIS VS OSCEOLA @ BW 4:15- V TRACK @ PRESCOTT 4:30- V BASEBALL VS. NR @ BW	<b>16</b> 4:30- V BASEBALL VS SV @ BW 5:00- V SOFTBALL @ PRESCOTT	<b>17</b> 9:00- V BASEBALL @ BW STATE SCIENCE OLYMPIAD @ UW-STEVENS POINT
<b>18</b>	<b>19</b> 5:00- 6TH GRADE BAND/CHOIR 6:00- 7TH GRADE BAND/CHOIR 7:00- 8TH GRADE BAND/CHOIR  4:15- V TRACK @ DURAND 5:00- V SOFTBALL VS. ELLSWORTH @ BW	<b>20</b> 4:15- V TENNIS @ NR 4:30- V GIRLS SOCCER VS SCC @ BW 5:00- V BASEBALL @ SCC 5:00- V SOFTBALL VS. SOMERSET @ BW	<b>21</b>	<b>22</b> 5:00- KINDERGARTEN PROGRAM 6:15- K & K/1 MAC PROGRAM  4:15- V TENNIS VS ELLSWORTH @ BW 4:30- V GIRLS SOCCER VS AMERY @ BW 5:00- V BASEBALL @ SOMERSET 5:00- V SOFTBALL VS AMERY @ BW	<b>23</b> 5:00- V BASEBALL @ DURAND	<b>24</b> 9:00- V TENNIS @ WEST SALEM  <u><b>**PROM**</b></u> 2:00- GRAND MARCH @ BWHS 7:00- DANCE @ COPPER CREEK
<b>25</b> 7:00- SONGS FOR STATE CONCERT	<b>26</b> 4:30- V GIRLS SOCCER @ BARRON 5:00- V BASEBALL VS. ME-NOMONIE @ BW 5:00- V SOFTBALL @ GRANTSBURG	<b>27</b> 4:15- V TENNIS @ REGIS 4:30- V TRACK @ OSCEOLA 5:00- V BASEBALL VS. OSCEOLA @ BW 5:00- V SOFTBALL VS NR @ BW	<b>28</b>	<b>29</b> 4:00- V TRACK @ ELLSWORTH 5:00- V BASEBALL @ ELLSWORTH 5:00- V GIRLS SOCCER @ OSCEOLA	<b>30</b> 4:00 V TENNIS VS BRF @ BW 5:00- V SOFTBALL @ OSCEOLA	

# MAY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b> 10:00- V SOFTBALL @ BLOOMER STATE SOLO & ENSEMBLE @ UWEC
<b>2</b>	<b>3</b> 7:00- HS BAND END OF YEAR CONCERT	<b>4</b> 4:00- V TRACK @ @ BLOOMER 4:30- V GIRLS SOCCER VS NR @ BW 5:00- V BASEBALL VS. AMERY @ BW 5:00- V SOFTBALL VS SCC @ BW	<b>5</b>	<b>6</b> 4:15- V TENNIS VS AMERY@ BW 4:30- V GIRLS SOCCER VS SPOONER @ BW 5:00- V BASEBALL VS PRESCOTT @ BW 5:00- V SOFTBALL @ ELLSWORTH	<b>7</b>	<b>8</b> 10:00- V TENNIS @ BW 10:00- V BASEBALL @ COCHRANE -FOUNTAIN CITY
<b>9</b>	<b>10</b> 4:30- V GIRLS SOCCER @ HAYWARD 5:00- V SOFTBALL VS. PRESCOTT @ BW 5:30- HS CHOIR SMALL ENSEMBLES PERFORMANCES AND AWARDS 7:00- HS CHOIR END OF YEAR CONCERT	<b>11</b> 2:00- V TENNIS QUAD @ OSCEOLA 5:00- V BASEBALL @ NR 5:00- V SOFTBALL @ SOMERSET	<b>12</b>	<b>13</b> 4:15- V TRACK @ SCC	<b>14</b> 4:00- V TRACK @ DURAND 5:00- V BASEBALL VS SCC @ BW 5:00- V SOFTBALL @ AMERY	<b>15</b>  <b>SYTTENDE MAI</b> 12:30- PARADE (7TH/8TH & HS BAND)
<b>16</b>	<b>17</b> 4:30- V GIRLS SOCCER @ AMERY 5:00- V BASEBALL VS CUMBER- LAND @ BW 5:00- V SOFTBALL @ NR	<b>18</b> 9:00- V TENNIS MBC TOURNEY@ BW 5:00- V BASEBALL VS SOMERSET @ BW	<b>19</b>	<b>20</b> 4:30- V GIRLS SOCCER VS SOMER- SET @ BW 5:00- V BASEBALL @ OSCEOLA  <i>WIAA REGIONALS- SOFTBALL</i>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> 4:30- V GIRLS SOCCER @ SCC 5:00- V BASEBALL VS. ELLSWORTH @ BW  <i>WIAA REGIONALS- TRACK</i> <i>WIAA SUBSECTIONALS- BOYS TENNIS</i>	<b>25</b>  <i>WIAA SUBSECTIONALS- BOYS TENNIS @ WEST SALEM</i> <i>WIAA REGIONALS- SOFTBALL</i>	<b>26</b>	<b>27</b> <b>LAST DAY OF 4K</b>  5:00- V GIRLS SOCCER @ REGIS  <i>WIAA REGIONALS- BASEBALL</i> <i>WIAA REGIONALS- SOFTBALL</i> <i>WIAA SECTIONALS- BOYS TENNIS @ ALTOONA</i> <i>WIAA SECTIONALS- TRACK</i>	<b>28</b>  <i>Graduation @ 7 p.m.</i>	<b>29</b>
<b>30</b>	<b>31</b>  <b><u>NO SCHOOL</u></b> <i>(Memorial Day)</i>					

# JUNE 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b>  <i>WIAA REGIONALS- BASEBALL                      WIAA REGIONALS- BOYS GOLF                      WIAA REGIONALS- GIRLS SOCCER                      WIAA SECTIONALS- SOFTBALL</i>	<b>2</b>  <i>WIAA REGIONALS- BASEBALL                      WIAA REGIONALS- BOYS GOLF</i>	<b>3</b> <b>LAST STUDENT DAY</b>  <i>WIAA REGIONALS- GIRLS SOCCER                      WIAA SECTIONALS- SOFTBALL                      WIAA STATE- BOYS TENNIS</i>	<b>4</b> <b>LAST STAFF DAY</b> <b>Staff Development Day</b>  <i>WIAA STATE- TRACK                      WIAA STATE- BOYS TENNIS</i>	<b>5</b> <b>WINDMILL DAYS</b> <b>12:30- PARADE                      (6TH-8TH &amp; HS BAND)</b>  <i>WIAA REGIONALS- GIRLS SOCCER                      WIAA STATE- TRACK                      WIAA STATE- BOYS TENNIS</i>
<b>6</b>	<b>7</b>	<b>8</b>  <i>WIAA SECTIONALS- BASEBALL                      WIAA SECTIONALS- BOYS GOLF</i>	<b>9</b>  <i>WIAA SECTIONALS- BOYS GOLF</i>	<b>10</b>  <i>WIAA SECTIONALS- GIRLS SOCCER                      WIAA STATE- SOFTBALL</i>	<b>11</b>  <i>WIAA STATE- SOFTBALL                      WIAA TEAM STATE- BOYS TENNIS</i>	<b>12</b>  <i>WIAA SECTIONALS- GIRLS SOCCER                      WIAA STATE- SOFTBALL                      WIAA TEAM STATE- BOYS TENNIS</i>
<b>13</b>	<b>14</b>	<b>15</b>  <i>WIAA STATE- BASBALL</i>	<b>16</b>  <i>WIAA STATE- BASBALL</i>	<b>17</b>  <i>WIAA STATE- GIRLS SOCCER                      WIAA STATE- BASBALL</i>	<b>18</b>  <i>WIAA STATE- GIRLS SOCCER                      WIAA STATE- BOYS GOLF</i>	<b>19</b>  <i>WIAA STATE- GIRLS SOCCER                      WIAA STATE- BOYS GOLF</i>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

## HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Baldwin-Woodville Area School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact **Joni Wernlund at 715-684-3411 ext 1103 or [jwernlund@bwsd.k12.wi.us](mailto:jwernlund@bwsd.k12.wi.us)**

*If your child attends a Community Eligibility Provision School (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.*

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

### **STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12**

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

Children grades 12 or under AND are supported with the household's income; and

In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program.

**A) List each child's name.** Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

**B) Enter the grade and the name of the school the child attends or mark n/a if not in school.**

**C) Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

**D) Are any children homeless, migrant, runaway or enrolled in a Head Start program?** If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and complete all steps of the application.

### **STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPIR?**

**If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:**

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

**A) If no one in your household participates in any of the above listed programs:**

- Leave **STEP 2** blank and go to **STEP 3**.

**B) If anyone in your household participates in any of the above listed programs:**

- Write a case number and name of the assistance program you or any member of the household participates for FoodShare, W-2 Cash Benefits, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and Badger-Care case numbers do NOT qualify for free or reduced price meals.
- Go to **STEP 4**.

### **STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

**How do I report my income?**

- Use the charts titled "**Sources of Income for Children**" and "**Sources of Income for Adults**," printed on the back side of the application form, to determine if your household has income to report.
- Report all amounts in **GROSS INCOME ONLY**. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes. Many people think of income as the amount they "take home" (listed as "net pay" on paycheck stub) and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

### 3.A. REPORT INCOME EARNED BY CHILDREN

**A) Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your household.

**What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

### 3.B REPORT INCOME EARNED BY ADULTS

List adult household members' names.

- Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.

**Do NOT include:**

- People who live with you but are not supported by your household's income AND do not contribute income to your household.
- Infants, Children and students already listed in **STEP 1.**

**C) Report earnings from work.** Report all total gross income (before taxes) from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

**What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

**D) Report income from public assistance/child support/alimony.** Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

**E) Report income from pensions/retirement/all other income.** Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

**F) Fluctuating Income.** For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.

**G) Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

**H) Provide the last four digits of your Social Security Number (SSN).** An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check if no SSN."

## STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

**All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

**A) Provide your contact information.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

**B) Print or sign your name.** The adult filling out the application must print or sign their name in the signature box.

**C) Return completed form to:**  
BWSD District Office  
550 Highway 12  
Baldwin, WI 54002

**D) Share children's racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.



FREE AND REDUCED APPLICATION (FRONT)

YELLOW TEAR OUT PAGE

FREE AND REDUCED APPLICATION (BACK)

YELLOW TEAR OUT PAGE

BACK COVER

ONE PAGE CALENDAR

**Baldwin– Woodville Area School District**

**DISTRICT OFFICE**

**550 Highway 12**

**Baldwin, WI 54002**

**Non-Profit Organization**

**U.S. Postage Paid**

**Permit 31**

**Baldwin, WI 54002**

**ECRWSS**

**POSTAL CUSTOMER LOCAL**