

**EDGAR SCHOOL DISTRICT  
2023-24  
ANNUAL NOTICES REQUIRED BY LAW**

**ACADEMIC AND CAREER PLANNING SERVICES FOR STUDENTS 26.03(1)(b) AND EDUCATION FOR EMPLOYMENT PI 26.04(4)**

The Edgar School District implements an Academic and Career Planning curriculum for grades 6-12. Academic and Career Planning, or ACP, is a student-driven, adult supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. MISSION: Empowering ALL students to travel the road TO adulthood THROUGH education and training to careers.

VISION: Re-imagining K12 education to equip students:

- With meaningful and supportive adult relationships
- And the ability to adapt to opportunities and challenges
- On their personalized journeys to successful lives. The term ACP refers to both a process that helps students engage in academic and career development activities as well as a product that is created and maintained for students' academic, career, and personal advancement

(Wisconsin Admin Code PI 26.03(1)(b), 26.04(4) and Act 20, Wis. Statute 115.28(59) and 121.02) Board Policy 2411 and 2420)

**AHERA MANAGEMENT PLAN**

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Edgar 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 April and October and full re-inspections every three years. For more information please contact the district office during regular business hours for your inspection and review, 203 E Birch Street, Edgar, WI 54426. (AHERA law and Board Policy 8431.01)

**BLOOD BORNE PATHOGEN NOTIFICATION**

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease. (Board Policy 8453.01)

**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Edgar School District Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, pregnancy, marital status, parental status, sexual orientation, or bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior may immediately report the situation to the building principal or the Superintendent of Schools. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal may be filed with the Superintendent of Schools. Complaints against the Superintendent of Schools may be filed with the Board President.

There shall be no retaliation against students who file complaints or otherwise participate in an investigation concerning allegations of aggressive behavior. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation may be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentional false reports may result in disciplinary action. (Wis Stats §118.46 and Board Policies 5517 & 5517.01)

## CHILD NUTRITION PROGRAM

The Edgar School District participates in the National School Lunch Program and School Breakfast Program and Special Milk Program. Its participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found at each school office and the District central office. The policy may be reviewed by any interested party. (WIs Stats §§118.34, 118.341 and 118.343 and USDA law and Board Policy 8531)

### 2023-24 Household Application for Free and Reduced Price School Meals

**APPLY ONLINE:**

**RETURN TO (School/District Name):**

**ADDRESS:**

Complete one application per household. Please use a pen (not a pencil). In Community Eligibility Provision Schools (CEP), receipt of free meals does not depend on returning this application; however, this information is necessary for other programs.

**STEP 1** List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster Child	Migrant	Runaway	Homeless
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

**STEP 2** Do any household members (including you) participate in: FoodShare (SNAP), W-2 Cash Benefits (TANF), or FDIPIR? Badgercare, Medicaid, Pandemic-EBT are not eligible.

**NO** → Go to STEP 3.    
  **YES** → Write case number here and proceed to STEP 4.    
 PROGRAM NAME:     
 CASE NUMBER (NOT EBT NUMBER):

Badgercare, Medicaid, Pandemic-EBT are not eligible. Write only one case number in this space.

**STEP 3** List ALL household members and income for each member (before taxes and deductions)

**A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)**  
 List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received?					Public Assistance, Child Support, Alimony	How often received?				Pensions, Retirement, Social Security, SSN, VA Benefits, All Other	How often received?			
		Weekly	Every 2 Weeks	2x Month	Monthly	Annual		Weekly	Every 2 Weeks	2x Month	Monthly		Weekly	Every 2 Weeks	2x Month	Monthly
<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="text"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Required: Total Household Members (Children and Adults)     
 Required: Last Four Numbers of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member or Check Box if No SSN

**Please see application's back for list of income sources.**

**B. Child Income**  
 Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here. \$

How often received?				
Weekly	Every 2 Weeks	2x Month	Monthly	Annual
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**STEP 4** Contact information and adult signature. **RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL;** Insert school address here

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name of Adult Signing the Form	Required: Signature of Adult	Today's Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (if available)	City	State    Zip    Phone (optional)    Email (optional)

**Return completed form to your child's school.**

**SOURCES AND EXAMPLES OF INCOME** For additional information on income, please refer to the instructions that accompany this application.

Sources of Income			Examples of Income for Children
<b>Earnings from Work</b> • Salary, wages, cash bonuses, tips, commissions • Net income from self-employment (farm or business) <b>If you are in the U.S. Military:</b> • Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) • Allowances for off-base housing, food, and clothing	<b>Public Assistance/Alimony/Child Support</b> • Unemployment benefits • Workers' compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veterans benefits • Strike benefits	<b>Pensions/Retirement/All other sources of income</b> • Social Security/Disability (including railroad retirement and black lung benefits) • Private Pensions or disability benefits • Income from trusts or estates • Annuities • Investment income • Eamed interest • Rental income • Regular cash payments from outside household	• A child has a regular full or part-time job where they earn a salary or wages • A child is blind or disabled and receives Social Security benefits • A parent is disabled, retired, or deceased, and their child receives Social Security benefits • A friend or extended family member regularly gives a child spending money • A child receives regular income from a private pension fund, annuity, or trust

**OPTIONAL** Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

**Ethnicity (check one):**  Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race)  Not Hispanic or Latino

**Race (check one or more):**  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

Return this completed form to your child's school. **Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.**

**DO NOT FILL OUT** For school use only. If all students listed on this application attend CEP schools, the processing of this application cannot be paid for by the nonprofit school food service account.

**Annual Income Conversion:** Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income  How often?  Weekly  Every 2Weeks  2xMonth  Monthly  Annual

Household size  Categorical Eligibility  Eligibility  Free  Reduced  Denied

Determining Official's Signature  Date  Confirming Official's Signature  Date  Verifying Official's Signature  Date

**Use of Information Statement**

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, Check if no Social Security Number' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

**The contact information below is solely to file a complaint of discrimination**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

\*MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or  
EMAIL: program.intake@usda.gov

**\*Do not mail applications to this address, only complaints of discrimination.**

Return completed form to your child's school.

This institution is an equal opportunity provider.

**CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION**

The Edgar School District must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district and homeless children, regardless of the severity of their disabilities. The school districts have a special education screening program to locate and screen all children with suspected disabilities who have not graduated from high school. Upon request, the school districts will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting your school psychologist: Dr. Zynda- Edgar School District 715-352-3251

Annually, the districts conduct developmental screening of preschool children. The information from screening is used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe 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 has a legal duty to report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. 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.

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 psychological 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 extra-curricular 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 name 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 an 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 Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, 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 appropriate school official] a written request that identifies the records(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 School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, 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 the 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, PL107-110, 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 a 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.

(Wis. Stats. §§ 115.777(1)(a) and (h), 115.777(3)(d), 115.792, 115.80, and Board Policy 2460) (See full notice on the school website.)

### **DIRECTORY DATA AND MILITARY RECRUITERS ACCESS OF STUDENTS/RECORDS**

The Family Educational Rights and Privacy Act (FERPA) also requires the Edgar School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Edgar School District to include this information in certain school publications. Examples could include such items as: a playbill, showing your student's role in a drama production; school yearbook; an honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses and phone numbers to military recruiters upon their request. The law requires a school district to notify a student of his/her right to opt-out by requesting that the school district does not release information to military recruiters. Students have the right to request that private information is not released to military recruiters. Students choosing to withhold private information from military recruiters should contact the high school office for an opt-out form\*\*. The Edgar School District has designated the following information as directory information:

- A student's name;
- Photograph;
- Participation in officially-recognized activities and sports
- Height and/or weight, if a member of an athletic team;
- Date of graduation;
- Degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice. (Wis Stats §118.125(2)(j) and Board Policy 8330)

### **EARLY COLLEGE CREDIT PROGRAM (ECCP)**

The Youth Options statute ([118.55](#)) was renamed the Early College Credit Program (ECCP). The ECCP statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, "institution of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. While technical colleges are not eligible institutions under the new program, pupils that have completed 10th grade will continue to have the option to take courses at technical colleges through a separate statute, [38.12\(14\)](#). School districts should contact the Wisconsin Technical College System listed below for more information on technical college dual credit options. All changes were effective 7/1/2018. (Wis. Stats §§ 118.385(4), 118.55(8), and 118.57, PI 40 WI Admin Code and Board Policy 2271)

### **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

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

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
  - living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
  - living in emergency or transitional shelters
  - abandoned in hospitals
  - living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
  - living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - migratory children who qualify as homeless because the children are living in circumstances described above

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

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

Please contact Lisa Witt, homeless liaison for the School District, at (715) 352-2727 or [lwitt@gapps.edgar.k12.wi.us](mailto:lwitt@gapps.edgar.k12.wi.us) for additional information about the rights and services described above. (McKinney Vento Act and Board Policy 5111.01)

### **EDUCATIONAL OPTIONS**

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

An optional plan to meet the recognized educational needs of a student shall be approved by the District Administrator. The District Administrator shall prepare a plan of educational options for use in meeting special needs.

Such options shall be consistent with Chapter 118 and may include, but not be limited to, tutorial programs, independent study, correspondence courses, work-study or school work training programs, high school equivalency programs, technical college programs, summer school, early college entrance, etc. (Wis Stats §118.57 and Board Policy 8146) (See full notice on school website)

### **EQUAL OPPORTUNITY EMPLOYER**

The Edgar School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices. (Board Policy 1422, 3122, 4122, 3123, 4123)

### **HEALTH SERVICES**

The Board shall directly notify the parents of students of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "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 into the body, but does not include a hearing, vision, or scoliosis screening. (118.25(3)(4), 118.255, Wis. Stats.20 U.S.C. 1232h and Board Policy 5310)

### **HUMAN GROWTH AND DEVELOPMENT INSTRUCTION**

The Edgar School District recognizes the family as a major forum for developmental experiences. In identifying its role, the district serves to reinforce that which is taught at home by providing learning experiences that can be used to make healthy life choices now and in the future. The school will make available upon written request to the principal the topic related to human growth and development. If you have any questions about the Human Growth and Development Curriculum, feel free to contact the counselor or principal at the high school. (Wis. Stats. §§ 118.019(3) and Board Policy 2414)

## **INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN**

The Edgar School District can use a website, student handbook, local newspaper, or other appropriate means to notify students, staff, and the community that the district has an IEQ management plan in place. This annual publication is part of the Edgar School District's communication plan within the IEQ Management plan.

The Edgar 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 203 E Birch Street, Edgar, WI, 54426. (Wis Stats. §118.075(4)(c) and Board Policy 8405)

## **MANAGEMENT OF CONCUSSION IN THE SCHOOL SETTING**

The District is committed to ensuring the safety of students while at school and when participating in any school-sponsored events. The District recognizes that educating key individuals, including students, student-athletes, parents, coaches, school administrators, athletic directors, teachers, athletic trainers, physicians, and other health care providers about prevention and early recognition of concussions remains the most important components of improving the care of students with concussions

The District is aware that head injuries, including concussions, can happen to any student, not just an athlete. The District has developed procedures to address head injuries that occur during the school day, during school sponsored events, and during school sponsored athletic events. Additionally, the District is committed to providing students who have experienced a concussion, a plan to ease back in to school life, "return to learn".

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping. (Wis Stats. §118.293 and Board Policy 5340)

## **MEAL CHARGE POLICY/FOOD SERVICE COLLECTION**

Students of the District may participate in the school lunch program. Lunches shall be served each full school day which meet and/or surpass Federal standards of the National School Lunch Program.

School lunch and milk prices shall be set annually by the Board of Education. Parents/guardians who claim that the financial condition of their families are such that they cannot afford to pay for the cost of their children's meals shall be invited to make application for free or reduced meals in accordance with Federal regulations. Service of free or reduced price meals shall be governed by Federal regulations.

**Applications for free or reduced meals are available in all school offices or by calling the Food Service Office at 715-352-3321 or 715-352-2352 ext. 113.**

Students may bring bag lunches from home. All students eating lunch at school shall be expected to eat in designated areas.

### **Account Balances**

The District uses an automated school lunch accounting system to record food service payments and to monitor food transactions. The system functions as a debit system. Parents/Guardians are expected to maintain their lunch accounts in a positive status.

Pre-payment of school lunches are highly encouraged by the District. Parents choosing the pre-pay option will receive a ten dollar (\$10) discount for pre-paying for a full semester, and a twenty-five dollar (\$25) discount if they pre-pay for a full year. The option is available to families that are required to pay the regular amount for the lunch program.

The Food Service Director shall be responsible for the accurate and timely collection of funds due to the District from food service related transactions. Parents may call the Food Service Office, 715-352-3321 to inquire about the status of their child's lunch account.

### **Insufficient Account Status Notification Process**

- A. Automated calls will be made to parents whose students have accounts with a negative balance.
- B. When a child's bill reaches a balance of negative fifty dollars (\$50), a letter will be sent to inform parents that their child will no longer be allowed to charge breakfast or lunch if the bill is not paid or unless other arrangements for payment are made with the Food Service Office.

Parents who do not meet this deadline will be asked to send a bag lunch with their child(ren) or pay daily. If the parent does not provide lunch for the child, a sandwich, piece of fruit and milk will be provided at a cost of one dollar (\$1.00) to be charged to the student's account.

- C. The Edgar School District may file a claim with small claims court or utilize the service of a collection agency and/or legal counsel to secure collection of unpaid debts not paid within thirty (30) days of the actual restriction of access to food service programs, unless an alternative payment plan has been approved by the District Administrator.
- D. In accordance with the USDA regulations, children receiving free meal benefits cannot be denied a meal for any reason, including failure to maintain their family lunch account in a positive status.

(Board Policy 8500 and 8505)

### **MENINGOCOCCAL DISEASE INFORMATION**

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories. Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students. A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease

#### **About Meningococcal Disease**

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash. Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations. Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

- [www.cdc.gov](http://www.cdc.gov) – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- [http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal\\_42072\\_0504I.pdf](http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_0504I.pdf) - The Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/Meningococcal.htm> - Another Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/LocalHealth/index.htm> - A list of local Wisconsin public health departments and contact information.
- American Academy of Family Physicians, [www.aafp.org](http://www.aafp.org)
- American Academy of Pediatrics, [www.aap.org](http://www.aap.org)
- Meningitis Foundation of America, [www.musa.org](http://www.musa.org)
- National Meningitis Association, [www.nmaus.org](http://www.nmaus.org)

This information is given out in registration letter and on district website by school nurse. (Wis Stats §118.07(3))

### **NONDISCRIMINATION**

It is the policy of the Edgar School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, Career and Technical/Education, extracurricular, pupil service, recreational, or other program or activity because of the persons' sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination under related federal statutes, including Title IX of the Educational Amendments of 1972 (sex), Title II, Title VI and Title VII of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990. This policy also prohibits harassment.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Edgar School District. For complaint procedures see Board Policies 1422, 2260, 2421, 3122, 4122, and 5517.



Any questions concerning s. 118.13, Wis. Stats., of Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Dr. Cari Guden, District Administrator  
Edgar School District  
203 E Birch Street  
PO Box 196  
Edgar, WI 54426  
(715) 352-2351

(PI 9.05 Wisconsin Admin Code and Board Policies 1422, 1623, 1662, 2260, 2260.01, 3122, 3123, 3362, 4122, 4123, 4362, and 5517)

### **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information.

Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited. (Board Policy 1422.02, 3122.02, 4122.02)

### **NONDISCRIMINATION STATEMENT FOR FOOD SERVICE PROGRAM**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.  
(Board Policy 8500)

**NOTICE OF THE STUDENT ACADEMIC STANDARDS  
IN EFFECT FOR THE 2023-2024 SCHOOL YEAR**

The Edgar School District is committed to ensuring academic excellence in every school classroom so that all children perform at high levels and achieve proficiency.

Edgar has a 7 year curriculum mapping plan in place for all subject/content areas. This process involves teachers becoming familiar with the new and updated standards, collaborating with colleagues in their department, aligning resources, identifying assessments as well as the culmination of writing/mapping out their curriculum. Each building office has a copy of the written curriculum.

We believe that children learn in different ways and therefore have made a commitment to offer new and unique learning opportunities to meet the varied needs of our students.

To help you better understand what students are learning in each subject and grade level, we have been developing our curriculum based on selected academic standards.

For the different academic areas, we focus our curriculum development by drawing from many different resources and utilizing the standards as noted:

**Geography and History** – WI Social Studies Standards

**English Language Arts** - Common Core Standards (as previously adopted by the DPI)

**Reading and Writing** - Common Core Standards (as previously adopted by the DPI)

**Mathematics** - Common Core Standards (as previously adopted by the DPI)

**Science** - WI Science Standards

You can access the standards websites via the school district website links below or on the school district website:

[Wisconsin Academic Standards](#)

The Edgar School District also sets high expectations for high school graduates to prepare them for entry into a university, technical college, or the workplace. The following link will direct you to the district website area designated to provide our course description handbook which includes information on graduation requirements.

(Wis Stats § 120.12(13) and Board Policy 0151.2)

[Edgar High School Course Description Book](#)

**PROGRAM OR CURRICULUM MODIFICATIONS**

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461) Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications according to Board Policy 2451. (Wis. Stats § 118.15 and Board Policy 2451)

**PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS**

The parents/guardians of limited English Proficient (English Learner) students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP
- Child's academic achievement level and level of English proficiency (including method of measurement)
- The methods used for language instruction
- How the language program will meet the child's instructional needs
- How the program will help the child to learn English and meet the academic standards for promotion or graduation
- In the case of a child with a disability, how the program meets the child's IEP objectives.
- The exit requirements for the language program
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program (ESEA, Wis. Stats. §115.96(2), and Board Policy 2260.02)

## **SCHOOL PERFORMANCE DATA/ACCOUNTABILITY REPORT**

Under Section 115.38(2) of the state statutes, school boards are required to notify, by January 1 each year, the parent/guardian of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed to those parents/guardians who request it by May 1 each year. District and school data regarding test results, graduation, attendance, other academic indicators, teacher quality, and more can be located on the DPI WISEdash Public Portal. To find information for the Edgar School District or your student's school, go to: <http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp>. If you do not have home web access, contact your school's principal for access to a school computer. For further information or assistance, contact Cari Guden at 715-352-2351, ext. 102. (Wis. Stats. §§115.38(2), 115.385(4) and Board Policy 0174.2, 2605 and 2700.01)

Access to The Wisconsin and School Performance Reports from 2007-present are located on the district website (<http://www.edgar.k12.wi.us/>) under "District".

## **SPECIAL EDUCATION PROCEDURES & SERVICES AND CHILD FIND NOTICE**

Upon request, the Edgar School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

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 has a legal duty to report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. 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.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Jason Haluska, Marathon County Special Education at 715-261-1980, or by writing Jason Haluska, Edgar School District, PO Box 196, Edgar, WI 54426. (Wis Stats 115.777(1m)(a) Wis. Stat 115.777, Wis. Stats 115.7773 (3)(d) & Wis. Stats 115.792)

## **SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP)**

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the "Special Needs Scholarship Program." Under this scholarship program, a child with a disability may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend a private school that is participating in the scholarship program.

A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI.

The 2022-23 eligibility is as follows: A student must be a Wisconsin resident and must either have: (1) an Individualized Education Program (IEP) or services plan that is currently being implemented **or** (2) an IEP or services plan that was developed no earlier than three years prior to September 15 of the school term during which the student applies to the SNSP, **and** have not subsequently been determined to no longer have a disability.

Additional information about the Special Needs Scholarship Program should be available on the website of the Wisconsin Department of Public Instruction: <http://dpi.wi.gov/>. (Wis Stats. §115.7915(5))

## **STUDENT ATTENDANCE**

In accordance with state law, all parents must cause children between 6 and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or parent, or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools, and the community. The parent or guardian of absent students is expected to notify the school on the day the absence occurs. The school shall report a student's unexcused absences to the parent or guardian. Students are allowed and encouraged to make up work missed during excused absences from school. It is the student's responsibility to request assignments and schedule make-up exams. Missing school for unexcused absences will have a negative impact on a student's grade and in some cases contribute to the overall failure of a course. Open-enrollment applicants/students must follow the District's attendance policy and know that there are possible consequences of habitual truancy, which could affect the student's acceptance/continuation in the open enrollment program of the District. The school shall have the authority to initiate action as stated in Board Policy 5200 to secure a student and/or parents or guardians' compliance with compulsory attendance law. (Wis. Stats §§118.15(1) and 118.16(4)(d), Wisconsin Admin Code PI 36.09(2), and Board Policy 5200)

## **STUDENT CODE OF CLASSROOM CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Students in the School District of Edgar shall be expected to act in such fashion that their behavior reflects favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations, and discharge them in accordance with school rules.

Students are expected to abide by the code of conduct and behavior as outlined in the student handbook, as stated in the rules established by building principals for each school, and as outlined in the Board-approved code of classroom conduct.

All employees shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal and the Board. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves. (Wis. Stats 118.16(4)(d) and Board Policy 5500, 5511)

## **STUDENT DRUG PREVENTION**

The School District of Edgar believes that along with parents/guardians and other segments of the community, the school has a role in helping students make responsible decisions. The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. The District wishes to cooperate with the community in making assistance available. (Wis. Stats §§118.24(2)(f) and Board Policies 5500 & 5530)

## **STUDENT HARASSMENT**

The Edgar District is committed to maintaining a learning and working environment for students and employees free from harassment, discrimination, or intimidation.

Harassment refers to the acts of physical, verbal, or psychological behavior based on race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap which would create an intimidating, hostile, or offensive environment.

Students who experience harassment may immediately make it clear that such behavior is offensive. Students are entitled to due process protection and are encouraged to report the incidents to:

Dr. Cari Guden, District Administrator  
Edgar School District  
203 E Birch Street  
PO Box 196  
Edgar, WI 54426  
(715) 352-2351

There shall be no retaliation against students who file complaints in good faith under this policy. A complaint shall be submitted within forty-five (45) working days of the occurrence of the incident being reported. (Board Policy 5517)  
(WI Stats § 118.13, Title IX of the Educational Amendments of 1972 (sex), and PI 9 & PI 41 Wisconsin Admin Code)

## **STUDENT LOCKER SEARCHES**

Every student has the right to the use of the locker which has been assigned to him/her. The lockers remain the property of the school district. This policy does not preclude periodic inspections for the purposes of cleaning lockers, or, for example such actions as recovering library materials and textbooks. School administrators or their designees may search lockers with or without prior notice to the student. The student must use the locker assigned to them by the professional staff to the school. (Wis. Stats. §118.325 and Board Policy 5771)

## **STUDENT PRIVACY – RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations or beliefs of the student or student's parents; or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887. Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Ave, SW  
 Washington, D.C 20202-4605  
 (Federal PPRA law as referenced) (Board Policies 2416 and 9130)

### **STUDENT RECORDS -THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The federal Family Educational Rights and Privacy Act (FERPA) give parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records (34 CFR 99.10) within 45 days of the date the school receives a request for access. The school will notify the parent or the “eligible student” of the time and place where the records may be inspected.
- The right to submit a written request for an amendment of the student’s education records (34 CFR 99.20, 99.21, and 99.22) that the parent or student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records except as specified by law (34 CFR 99.30 and 99.31)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office  
 Department of Education, 400 Maryland Ave, SW Washington, DC 20202- 4605

*These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).*

(Wis Stats §118.125(2)(j) and Board Policy 8330 – Student Records, for more information)

### **STUDENT RELIGIOUS ACCOMMODATIONS**

All students shall be provided reasonable accommodations for sincerely held religious beliefs with regard to examination and academic requirements. See the “Nondiscrimination” notice in this publication for the process for receiving and resolving complaints. (Wis Stats § 115.28(31), Wisconsin Admin Code PI 41.04 (1)(a) and Board Policies 2270 & 2240)

### **SUDDEN CARDIAC ARREST INFORMATION**

Sudden cardiac arrest; youth athletic activities Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal pre-participation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. Athletes should inform the healthcare provider performing their physical examination about their family’s heart history. (Wis. Stat. § 118.2935 and Board Policy 5340)

### **TITLE 1 PARENT & FAMILY ENGAGEMENT AND TITLE 1 PARENTS RIGHT TO KNOW: TITLE 1 SPECIAL NOTICE OF STAFF QUALIFICATIONS**

Since the Edgar School District received federal Title I program funds, the district has developed a parent involvement policy. It is the desire of the District to establish positive partnerships with families and community. Everyone gains if school, home and community work together to promote high achievement for all students. To that end, the District shall provide a variety of opportunities for families and community to become involved in children’s education. (Board Policy 2261.01)

Additionally, parents and/or guardians may request and obtain information regarding: (1) the professional qualifications of their child's teachers including – whether the teachers have met state licensing criteria for the grade level(s) and subject area(s) taught; whether the teacher is teaching under emergency or provisional status through certification or degree held by the teacher, including the field of discipline of the certification or degree; (2) the professional qualifications of paraprofessionals providing instructional-related services to their child. Parents will be notified if their child is assigned to or taught for four or more consecutive weeks by a teacher who is not "highly qualified." This applies to all teachers, not just those who work in Title I programs. Parents will be given information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken. (Board Policy 2261.02)

If you want to see the state qualification for your student's teacher, you may ask personnel at the District office or access the information on the DPI website at: [www.dpi.wi.gov/tepd/lisearch.html](http://www.dpi.wi.gov/tepd/lisearch.html) (ESEA as referenced)

### **TITLE 1 STATE ASSESSMENT OPT-OUT**

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal stating that the parent is opting out of the examination(s). (Board Policy 2623)

### **TITLE IX SEXUAL HARRASSMENT**

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment. (Board Policy 2266)

*The District's Title IX Coordinator(s) is/are:*

Lisa Witt, Elementary Principal  
Edgar School District  
203 East Birch Street  
Edgar, WI 54426  
(715) 352-2352  
[lwitt@gapps.edgar.k12.wi.us](mailto:lwitt@gapps.edgar.k12.wi.us)

Mike Wilhelm, High/Middle School Principal  
Edgar School District  
203 East Birch Street  
Edgar, WI 54426  
(715) 352-2352  
[mwilhelm@gapps.edgar.k12.wi.us](mailto:mwilhelm@gapps.edgar.k12.wi.us)

### **TOBACCO USE ON SCHOOL PREMISES**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events. (120.12(20), Wis. Stats. 111.321, Wis. Stats., 20 U.S.C. 6081 et seq., U.S.D.O.E. Memorandum, 1995, 20 U.S.C. 7182 and Board Policies 7434, 3215, 4215, 5512)

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. (Board Policy 7440.01)

## **WEAPONS**

The Board of Education prohibits staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law. Policies (Wis Stats §120.13 and Board Policies 3217, 4217, 5772, & 7217)

## **WELLNESS POLICY**

School districts participating in federally subsidized child nutrition programs (e.g. National School Lunch Program, School Breakfast Program, Special Milk Program and After-School Snack Program) were required to establish local school wellness policies by the beginning of the 2006/07 school year. The policy was formally adopted by the Board of Education at the May 18, 2016 Board of Education meeting and was recently reviewed by the School Wellness Committee, as required annually by the policy and revised on February 16, 2022. (Board Policy 8510) Edgar School District Local Wellness Policy Triennial Assessment Report Card can be found on the district website under Annual Notices.

## **WIRELESS COMMUNICATION DEVICES/TWO WAY COMMUNICATION DEVICES**

The Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. The District also recognizes that students at different ages should have different privileges with wireless communication devices while on school premises. Therefore, the following applies to students in grades 6-12:

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

The use of wireless communication device in locker rooms is strictly prohibited. Individuals who violate this policy will be subject to school disciplinary action and possible legal referral. (Wis. Stats. § 118.258 and Board Policies 5136 & 9151)

Board Policies can be accessed at [www.neola.com/edgar-wi](http://www.neola.com/edgar-wi).