

## **DE SOTO AREA SCHOOL DISTRICT FORMAL NOTIFICATIONS – 2017-18**

### **NOTICE TO PARENTS IN DE SOTO AREA SCHOOL DISTRICT**

Wisconsin legislation requires that each school district provides parent notification on a variety of topics or important information. These notifications are expected to be shared with all families of students in De Soto Area Schools. If you have any questions, please contact the building principal or the superintendent at: 608-648-0102.

### **EQUAL EDUCATIONAL OPPORTUNITIES—NONDISCRIMINATION POLICY**

The De Soto Area School District is committed to providing an equal educational opportunity for all students in the District. The District does not discriminate on the basis on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) in any of its student program and activities.

The district encourages informal resolution of complaints under this policy. If any person believes that De Soto Area School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the administration office at the following address: Compliance Officer, De Soto Area School District, 615 Main Street, De Soto, WI 54624.

### **ANNUAL ASBESTOS NOTIFICATION**

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the De Soto 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 March and September and full re-inspections every three years. For more information please contact the district office at De Soto School District, 615 Main Street, De Soto, WI 54624, phone 648-0102.

### **ADOPTION OF ACADEMIC STANDARDS**

De Soto Area Schools shall use the Wisconsin Model Academic Standards for Math, English Language Arts, Social Studies, High School Science, Career and Technical Education, Physical Education, Art and Music; and Next Generation Science Standards for Elementary and Middle School Science. The guiding standards for Disciplinary Literacy and Information and Technology Education Standards are infused in all curricular areas.

### **ACADEMIC EDUCATIONAL OPTIONS**

The De Soto Area Schools offers the following educational options for resident school aged children:

- Full-time Enrollment Opportunities which include: Core Course Academic Education, Reading Instruction, Vocational Education, Fine Arts Education, Physical and Health Education, Education for Employment Programs, Career Education, Environmental Education, Drug and Alcohol Education, and Programs that meet the needs of Students with Disabilities.
- De Soto Virtual Charter School
- Youth Options (<http://youthoptions.dpi.wi.gov>)
- Course Options (<http://courseoptions.dpi.wi.gov>)
- Transcribed Credit/Dual Credit Courses (select courses earning credit from WTC and UW campuses)
- Advanced Placement (AP) Courses
- Youth Apprenticeship
- Co-Op Work Program
- Online Coursework (WI Virtual School, OdysseyWare, etc.)
- Open Enrollment (<https://oe.dpi.wi.gov/>)
- Part-time Enrollment for Non-public School Children (<https://dpi.wi.gov/sms>)
- Elementary Summer School
- Middle/High School Summer School

### **STUDENT RECORDS**

The school district maintains pupil records, including information from screening and special education referral.

The school district maintains several classes of pupil records.

The Family Educational 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.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information in the student’s education records, except to the extent that FERPA and state law authorize disclosure without 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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

If you do not want De Soto Area Schools to disclose directory information from your child’s education records without prior written consent, you must notify the District in writing prior to the end of the first two weeks of the school year.

### **NOTICE OF CHILD FIND ACTIVITY**

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Caron Malin, Special Education Director, De Soto Area School District, at 608-648-3311, or by writing her at 615 Main Street, De Soto, WI 54624.

### **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 Caron Malin, homeless liaison for the De Soto Area School District, at (608) 648-0107 or [cmalin@desoto.k12.wi.us](mailto:cmalin@desoto.k12.wi.us) for additional information about the rights and services described above.

### **PARENT'S RIGHT TO REVIEW CURRICULUM**

The De Soto Area School District informs parents of their right to inspect, upon request, any instructional materials used as part of the educational curriculum for students. Parents may deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations.

### **ABSENCE / ATTENDANCE / TRUANCY POLICY**

- Parents are reminded that attendance has a direct influence on a student's performance and that a lack of attendance will probably have a negative effect on a student's grades.
- The only legal cause for absence is:
  1. In situations where the student is not in proper physical or mental condition to attend school;
  2. When any child is excused by the School Board in accordance with the School Board's written policy;
  3. Or when instruction approved by the State Superintendent of Public Instruction is being substituted.
- When it is necessary for a student to be absent due to illness or emergency reasons, a parent/guardian is requested to call the high school attendance line (648-0104) before 10:00 a.m. on the day of the absence to indicate the reason for the student's absence so that the school can maintain accurate records.

### **ELECTRONIC DEVICES**

The District acknowledges that the use of student personal communication and electronic devices may support the educational curriculum and enhance learning opportunities for students. Personal communication and electronic devices may be allowed if a project assigned by a teacher requires such devices. Electronic devices include but not limited to: Handheld electronic games, cell phones, Smart Watch, iPods, iPads, tablet, cameras, etc.

- Devices need to be turned off and placed in a location designated by the teacher or may be used for educational purposes as directed by the teacher. Devices may be stored in lockers in silent mode. Disregard of this rule will result in confiscation of the item until the end of the school day.
- The school has the right to turn over the electronic device or cell phone to law enforcement if they have reasonable suspicion that there is something illegal on the device.

### **Prohibited Use**

- **Electronic or personal communication devices that can record video images or take photographs are prohibited from bathrooms and locker rooms.**
- **No students should take a video image or photograph of a student or staff member without their permission.**

#### **High School Electronic and Cell Phone Use**

Students may use their cell phones and electronic devices before and after school, and during lunch time as long as their use meets behavioral expectations. No electronic devices are allowed during class time unless authorized by a teacher. If such items create a distraction or a disruption of the learning and/or school environment, the consequences for inappropriate usage will be enforced.

#### **Middle School Electronic and Cell Phone Use**

Students may use their cell phones and electronic devices **before and after school** as long as their use meets behavioral expectations. If such items create a distraction or a disruption of the learning and/or school environment, the consequences for inappropriate usage will be enforced.

- **No electronic devices are allowed during lunch time or between classes.**

Middle School students are expected to leave all electronic devices, including cell phones, turned off and locked in their lockers during the school day, unless authorized by a teacher for use during a class period.

#### **Security of Personal Electronics**

All students shall be personally and solely responsible for the security of their personal electronic devices. De Soto Area School District shall not assume any responsibility for theft, loss, or damage to any devices including, but not limited to: cell phones, iPods, tablet, cameras and video devices, radios, CD players, handheld electronic games, and other recreational electronic devices, or for unauthorized calls made on a cell phone. Use of cell phones, iPods, tablet, cameras and video devices, are strictly prohibited in locker rooms, restrooms, and shower facilities. Any device used in these locations will be confiscated by staff, submitted to the office, and inspected for rule violations or illegal activity. Consequences for inappropriate usage of a student's personal electronic device(s) may include, but is not limited to, the following:

- 1st offense—verbal warning with the expectation the student ceases using the device.
- 2nd offense—verbal warning with the expectation the student ceases using the device, and lunch detention.
- 3rd offense—student will lose all privileges to use or possess personal electronic devices for the remainder of the school year.

#### **CHILD ABUSE/NEGLECT POLICY**

The District recognizes that the most important role of the school in today's society is to provide students with the best possible opportunities for educational success. The District also recognizes that children who are abused and/or neglected not only are harmed physically and emotionally but also educationally. The District is committed to providing a positive environment within the school and assisting families and community child protection agencies to provide positive environments in the home and community. As a part of that commitment, the School District requires District employees to report any threatened or suspected child abuse or neglect in accordance with state law and established procedures.

## **NO SMOKING ON SCHOOL PROPERTY POLICY**

In compliance with Wisconsin State Law, the De Soto School District prohibits the use of tobacco products in all District buildings and on all District property.

## **WELLNESS PROGRAMS**

De Soto schools recognize and promote the health and well-being of students and staff and support an atmosphere of physical activity and healthy nutritional choices which facilitate a students' ability to learn.

## **HARASSMENT/HAZING/BULLYING**

The school staff is committed to all students in developing a safe and civil educational environment that is free from harassment, intimidation and/or bullying. Our school staff is committed to developing a safe and civil educational environment for all students that is free from harassment, intimidation or bullying. "Harassment, Intimidation or Bullying" (HIB) means the willful, conscious desire to hurt, threaten, upset or frighten anyone by any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by such characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, physical appearance, clothing, socioeconomic status, gender identify, marital status or other distinguishing characteristics:

- physically harms a student or damages the student's property, or
- has the effect of substantially interfering with a student's education, or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment,
- or has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the HIB. HIB can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, gestures, and the use of electronics for cyberbullying. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

### **R.E.A.C.T. Students are encouraged to REACT:**

- R—Recognize that bullying is not normal behavior anywhere
- E—Explain school rules against bullying—No tolerance—No acceptance
- A—Act to report bullying if you or someone you know is a victim
- C—Care for those being bullied and the bully without accepting the bullying behavior
- T—Turn to key adults and friends who also believe that bullying is wrong and get assistance

## **REPORTING HARASSMENT/BULLYING**

All students are encouraged to report incidents of harassment, hazing, intimidation, and/or bullying in accordance with established procedures. All such complaints shall be objectively and discreetly investigated by the administration and proper action to correct the situation shall follow if the investigation concludes that harassment, intimidation, or bullying has occurred. Retaliation, in any form against any student, for complaints or participation in any investigation of alleged harassment, intimidation, or bullying is prohibited.

### **GRADE ADVANCEMENT POLICY**

The philosophy of the De Soto Area School District is for ALL students to achieve optimal learning based on high expectations and considerations of their abilities and needs. The School Board recognizes that students have diverse capabilities and interests and individual patterns for growth and learning. Therefore, the School Board believes it is important that teachers have as much accurate knowledge of each student as is possible through tests and observations of students' ability and achievement, work habits, skills and health.

The promotion of students from the eighth to the ninth grade is affected by State Statutes (ss. 118.33)(6)(A). No student may be promoted from the eighth grade to the ninth grade unless the student satisfies the criteria in this policy. Other district policies relating to the promotion of students apply if they are not inconsistent with this policy. (Reference De Soto MS/HS 2017-2018 Student Handbook).

### **TEACHER CERTIFICATION**

Federal law requires that we share with you, upon request, the certifications of teachers in this school. Please note that all teachers in De Soto Area Schools have at least a bachelor's degree. In addition, all of the teachers in this district are fully licensed for their assignment. If you have any questions regarding any teacher certifications, please contact the building principal and/or the superintendent.

### **ACCOMMODATING A STUDENT'S RELIGIOUS BELIEFS**

The Board of Education recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of students' sincerely held religious beliefs.

### **MENINGOCOCCAL DISEASE: PROTECT YOUR CHILD**

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.

### **LOCKER SEARCH/CANINE SEARCH**

Student lockers are school property and remain at all times under the control of the school, however, students are expected to assume full responsibility for the security of their lockers and the contents within their locker. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. Throughout the school year canines may be brought into the school building and school parking lots to search for illegal drugs and drug paraphernalia. The purpose of the search is to maintain a safe school setting for all students and staff.

### **SURVEILLANCE CAMERAS**

De Soto Area School District has security cameras located throughout the interior of the building and also in certain exterior locations. Security cameras are not constantly monitored, but may be reviewed. They are used to help reduce vandalism, inappropriate behaviors, and other types of misconduct. Security cameras are a tool to enhance safety and provide a video recording to promote a safer learning environment for our students. Cameras are also located on some school buses for the same purpose.

## **DE SOTO AREA SCHOOLS WEAPONS POLICY**

No person shall possess, handle, transmit, use, or offer a threat of a weapon, look-like weapon, bomb, explosive device, incendiary device, or any object that can reasonably be considered a weapon or may be harmful to the physical and mental health, safety, or welfare of any individual.

## **STUDENT ACCIDENT INSURANCE**

The De Soto School District purchases a supplemental accident insurance for the benefit of our student body and their families. Unfortunately accidents do happen while at school and this insurance is intended to assist in the payment of medical bills associated with those accidents.

Unfortunately it is when parents have to use the insurance, they sometimes find that not all costs are covered. This brief article is not intended to explain the benefits or restrictions of the insurance policy. If you have questions, the insurance carrier is the one with the answers. The district purchases the insurance and provides the forms but we are not the agent for the insurance company. Please be advised that the coverage the school district is purchasing is a supplement to your family health insurance. *The insurance carrier also offers 24 hour accident coverage **for an additional fee**. This is **NOT** required to utilize the school coverage.*

The purpose of this posting is to share information with parents/guardians of De Soto District students, in areas that have generated the most questions.

1. This is an accident insurance. It is not a health insurance.
2. You, as a parent, choose what medical care your son or daughter is going to get.
3. If your child has an accident while participating in school-sponsored and school supervised student activities, you **MUST** obtain a claim form from the school office if you are expecting this insurance policy to cover some of the costs of treatment.

## **TESTING**

State assessments are administered to students in grades 6, 7, 8, 9, 10 and 11. Additional assessments are available to students for post-high school career and college readiness.

### **Fall Testing**

- PSAT/NMSQT—Grade 11
- COMPASS—Grades 11 & 12

### **Winter Testing**

- ACCESS Testing Window—Grades 6-12 & English Language Learners
- ASVAB—January—Grades 11 & 12

### **Spring Testing**

- ACT Plus Writing—Grade 11
- ACT WorkKeys—Grade 11
- COMPASS—Grades 11 & 12
- Wisconsin Forward Exam—ELA & Math—Grades 6, 7, & 8
- Wisconsin Forward Exam—Science & Social Studies—Grades 8 & 10
- ACT Aspire—Grades 9 & 10

### **HUMAN GROWTH AND DEVELOPMENT**

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. In the event a student is excused, that student will still receive instruction under Wis. Stat. 118.01(2)(d)2c unless exempted under Wis. Stat. 118.01(2)(d)8.

### **RECRUITER ACCESS TO STUDENTS/RECORDS**

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request; with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

### **LUNCH PROGRAM**

The De Soto School District's lunch program currently uses a computerized system, which gives each student a pin (lunch) number. One deposit is made per student into his/her individual account. All payments will be credited to the student's individual account the same day they are received. PLEASE make sure to identify all payments (i.e. write on check memo or write information on envelope containing a cash payment) by the student's name and/or lunch number. When students go through the lunch line, they key in their four-digit lunch number.

#### **Low Account Balance**

Parents/Guardians are responsible for keeping a positive student account balance. You can check your family account balance by logging into PowerSchool's Parent Access.

### **FREE AND REDUCED MEAL INFORMATION**

Free and reduced price meals are available to all families who apply and qualify. The applications were mailed out with the district Registration mailing and are available at Registration. Applications are also available at each school building throughout the year. A new application must be filled out each year and if there is an income change during the year. Applications should be turned into the District Office as soon as possible. Confidentiality will be respected.

### **MEAL PRICES FOR THE 2017-2018 SCHOOL YEAR**

<b>Breakfast</b>		<b>Lunch</b>	
All Students (Elem/MS/HS)	\$ 1.30	MS/HS	\$ 2.95

Reduced	\$ .30
Adult	\$ 1.75
Extra Milk	\$ .40

Elem	\$ 2.65
Reduced	\$ .40
Adult	\$ 4.05
Extra Milk	\$ .40