

ANNUAL NOTICES REQUIRED BY STATE LAW

Student Nondiscrimination:

The Wisconsin Administrative code (PI 9.05) requires school districts to provide an annual notice in regards to student nondiscrimination policies. The Brodhead School District policy, (JBA) outlines the procedures for filing a discrimination complaint. A written complaint shall be signed and delivered to the District Superintendent. If the Superintendent is the subject of the complaint, it shall be delivered to the Board president. This complaint can be delivered to the District Office at 2501 W. 5th Ave. Brodhead WI. If a complainant wishes to appeal a negative determination, he/she must file a written appeal to the Board within 20 days. If still not satisfied, the complainant can appeal to the State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster St., PO Box 7841, Madison, WI, 53707.

Under the nondiscrimination law, Districts are also required to give notice that all career and technical opportunities will be offered on a nondiscriminatory basis. This is also notice that the District will provide reasonable accommodations of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

Annual Student Directory Information Notice, Recruiter Access:

The Brodhead School District has designated the following student information as "Directory Data" under Wisconsin Statutes 118.125(1) (b) and 118.125(2) (j) : 1) name; 2) weights and heights for athletic teams; 3) parent names; 4) dates of attendance; 5) participation in officially recognized activities and sports; 6) photographs; 7) degrees; 8) honors; 9) awards; and 10) fields of study or classroom assignment/projects. Student addresses, phone numbers, and date and place of birth will be available to other educational institutions with the express written approval of the building principal. Under a recent change in federal law, this information must also be available to military recruiters upon request, unless the student or parent files a written request that this information not be released. Student addresses, phone numbers and date and place of birth will not be released to other than educational institutions or military recruiters. Any parent or legal guardian of a student who does not wish the schools to release any or all of the information must provide the school with a statement as to what information should not be released. Until this statement is received by the schools the above information will be considered public record, and subject to release.

Student Records, Privacy:

The School District maintains a variety of pupil records. 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, and other pupil records that are not "progress 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 should be maintained for a longer period of time. The School District informs parents when pupil records are no longer needed to provide special education.
- "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 previously 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, 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.

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. 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.
- 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 Brodhead 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. Three common exceptions parents should be aware of: (1) 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. (2) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (3) The District discloses "directory data" without consent, unless the parent notifies the District that it may not be released without prior parental consent. (See Annual Student Directory Information Notice).

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

School Performance Report:

The Department of Public Instruction (DPI) will release a School Report Card for every public school in Wisconsin. This report card will be available to the public on the DPI website (<http://reportcards.dpi.wi.gov/>). School Districts are required to notify parents of their right to request a school and school district report card.

Each school will earn a “score” called an accountability index score, from 0 to 100. This score is displayed on the report card. The accountability index score that each school receives is based on the school’s performance in four priority areas:

Student Achievement measures the level of knowledge and skills among students in the school compared to state and national standards in reading and mathematics.

Student Growth describes how much student knowledge of reading and mathematics in the school changes from year to year.

Closing Gaps shows how the performance of student groups experiencing statewide gaps in achievement and graduation is improving in the school.

On-track/Postsecondary Readiness indicates the success of students in the school in achieving educational milestones that predict postsecondary success that include graduation/attendance rates, third grade reading achievement, eighth grade mathematics achievement, and ACT participation and performance.

Also, the School Report Card displays the school’s performance on three areas of student engagement:

Test Participation Rate in reading and mathematics state tests

Absenteeism Rate measuring chronic absenteeism

Dropout Rate measuring the number of students dropping out of school

A school is placed into one of the following ratings: *Significantly Exceeds Expectations*, *Exceeds Expectations*, *Meets Expectations*, *Meets Few Expectations* or *Fails to Meet Expectations* based on the performance in the above areas.

Title I Programs:

The Brodhead School District receives Federal Title I program funds. Under this program the District is required to give annual notice of parental involvement/volunteer policies. This policy, (IJOC), explains the requirements for a person who may wish to volunteer for the District. Also, parents have the right to request information regarding their child’s classroom teacher’s qualifications and well as any paraprofessionals that may be working with their child. The District is also responsible for reporting to the parent if a school has been designated as a “School in need of improvement”.

Annual Notice of Special Education Referral and Evaluation Procedures:

Upon request, the Brodhead 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 refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child’s parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason the person believes the child is a child with a disability. A referral may be made by contacting Director of Special Education, Brodhead School District at 608-897-2141, or by writing her at 2501 W. Fifth Avenue, Brodhead, WI 53520.

Student Academic Standards:

The Brodhead School District’s grade level and subject area curriculum is aligned to the Wisconsin Model of Academic Standards and the Common Core State Standards. Wisconsin Academic Standards identify what students should know and be able to do in the classroom for each content area, by the end of grade 4, 8, and 12. The Common Core State Standards outline what students need to know and be able to do in English/Language Arts (K-5 and 6-12), Mathematics (K-12), Literacy in History/Social Studies (6-12), Literacy in Science (6-12), and Literacy in Technical Subjects (6-12). Standards are used as the foundation for teaching and learning. Educators identify and communicate specific goals for daily instruction. These goals are learning targets that highlight essential skills and concepts.

School boards are required by section 120.12(13) of the State Statutes to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year.

School Accountability Report:

The Brodhead School District is required by section 115.385(4) of the State Statutes to provide a copy of the school’s accountability report that is published by the Wisconsin Department of Public Instruction (DPI) to the parent/guardian of each student enrolled in or attending the school.

Academic and Career Planning Services for Students:

School districts are required by [PI 26.03\(1\)\(b\)1](#) of the Wisconsin Administrative Code to inform parents each school year about what academic and career planning services their child receives. Districts must also provide parents multiple opportunities during each school year to participate in their child’s academic and career planning and update parents throughout the school year on the progress of their child’s planning. Academic and career planning services are required to be provided to students enrolled in grades 6 to 12 beginning in the 2017-18 school year. A school district’s academic and career planning services must provide each student with (1) individualized support to assist the student with completing and annually updating his/her academic and career plan; (2) access to an academic and career planning software tool; and (3) a means for connecting each student to school staff for assistance with the development and implementation of the student’s personal plan. If the student is a student with a disability, the school must ensure that the student’s personal academic and career plan is made available to the student’s individualized education program team (e.g., to assist with planning transition services).

Educational Options:

The Brodhead School District is required by section 118.57 of the State Statutes to annually publish, prior to January 31, a description of the educational options available to the children residing in the District.

- Students have the right to enroll in any public, private, parental choice program, charter school, virtual school as described by Wisconsin Statutes.
- **Early College Credit Program**
Early College Credit Program (ECCP) will govern traditional dual enrollment for college credit, under which a public high school pupil may enroll in an Institution of Higher Education (IHE) for the purposes of taking one or more nonsectarian courses, including during summer semester or session. A pupil in high school could participate in the ECCP program for pupils in the 11th and 12th grades. Eligible IHEs include UW System (UWS) institutions, tribally-controlled colleges, and private, nonprofit IHEs located in the State. [NOTE: technical colleges are not included in the ECCP, but fall under Technical College System]. Request approval from School Board by March 1-Fall Courses, Oct 1-Spring courses.
- **Start College Now (Technical College)**
Upon the pupil's request and with the written approval of the pupil's parent or guardian, any public school pupil who satisfies the following criteria may apply to attend a technical college for the purpose of taking one or more courses: The pupil has completed the 10th grade. The pupil is in good academic standing. The pupil notifies the school board of the school district in which the pupil resides of his or her intent to attend a technical college under this subsection by March 1 if the pupil intends to enroll in the fall semester and by October 1 if the pupil intends to enroll in the spring semester. The pupil is not a child at risk. The pupil is not ineligible to participate in the program for failure to reimburse the district for a technical college or Early College Credit Program [ECCP] that the student failed to complete or received a failing grade. The pupil/parent consents for disclosure of any disciplinary information that may make him or her ineligible to participate.
- **Open Enrollment of Full-Time Students**
Any student who resides in the State of Wisconsin may apply for full-time enrollment in/out of the Brodhead School District under the open enrollment program in accordance with State Statute 118.51-52 and established District procedures.
- **Part-Time Open Enrollment**
Wisconsin public high school pupils may apply to attend one or two courses in nonresident school districts, while remaining enrolled in their district of attendance for the majority of their class. Parents and pupils may obtain application forms from any school district, from the Department of Public Instruction or from the open enrollment website at <https://dpi.wi.gov/oe>. The pupil must apply to the nonresident school district (the district in which the pupil wishes to take the course) no later than six weeks before the scheduled start of the course. The application form must be received in the nonresident school district by that date – a postmark is not sufficient. Late applications will not be accepted. It is the responsibility of the parent and pupil to find out the starting date for the course.

Special Needs Scholarship Program:

The Brodhead School District is required by section 115.7915(5) of the State Statutes to annually notify the parents/guardians of each child with a disability enrolled in the school district of the new Special Needs Scholarship Program (private school voucher program), which began in the 2016-17 school year and is available to students with an individualized education program (IEP) who meet specified conditions outlined in State law.

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 Brodhead 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 Sarah Wadsworth, homeless liaison for the Brodhead School District, at (608) 897-2141 or swadsworth@brodhead.k12.wi.us for additional information about the rights and services described above.