

The following are annual notices related to students and school programs that Wisconsin school districts are required by law to provide. Questions may be directed to the District Office at (608) 764-5431 or the specific contact where noted.

School Board policies are located on the district website: [www.deerfield.k12.wi.us](http://www.deerfield.k12.wi.us)

### Table of Contents

|  |          |
|--|----------|
| <b>Student Privacy .....</b>                                     | <b>1</b> |
| <b>Family Educational Rights and Privacy Act (FERPA).....</b>    | <b>2</b> |
| <b>Student Non-Discrimination .....</b>                          | <b>3</b> |
| <b>Human Growth &amp; Development Curriculum .....</b>           | <b>3</b> |
| <b>Student Attendance .....</b>                                  | <b>3</b> |
| <b>School Performance Report.....</b>                            | <b>3</b> |
| <b>Asbestos Management Plan .....</b>                            | <b>3</b> |
| <b>Special Education Child Find .....</b>                        | <b>4</b> |
| <b>Education of Homeless Children and Youth .....</b>            | <b>5</b> |
| <b>Meningitis .....</b>  | <b>5</b> |
| <b>Directory Information.....</b>                                | <b>5</b> |
| <b>Title I .....</b>   | <b>6</b> |
| <b>Special Needs Scholarship Program .....</b>                   | <b>6</b> |
| <b>Section 504 of the Rehabilitation Act of 1973 .....</b>       | <b>6</b> |
| <b>Early College Credit and Start College Now Programs .....</b> | <b>7</b> |
| <b>Program and Curricular Modifications .....</b>                | <b>7</b> |
| <b>School Wellness Policy .....</b>                              | <b>7</b> |

## Student Privacy (cont.)

The District will administer the Dane County Youth Risk Assessment in the Fall of 2020. Parents/Guardians will be notified prior to the survey. Private information as it pertains to this policy includes but is not limited to: religious beliefs or practices; political beliefs and affiliations; physical characteristics that may embarrass the student or family; sexual behavior or attitudes; critical appraisals of individuals with whom the student has close family relationships; legally recognized privileged or analogous relationships, including those with lawyers, physicians, or members of the clergy; income. Notification to parents will also occur in the following situations:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose)
2. Any nonemergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student or other students.



## Student Privacy

Except for immediate threats to health and safety, surveys, analyses and/or evaluation of district students, directly or indirectly through curricula, that may reveal private information regarding those students or family members may be conducted only after receipt of written consent of the student, if the student is an adult or an emancipated minor, or the student's parent/guardian, if the student is an unemancipated minor.

## Family Educational Rights and Privacy Act (FERPA)

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 record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) 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 record(s).
- **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 Deerfield Community 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 authorizes 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 20202-4605.

## **Student Non-Discrimination**

It is the policy of the Deerfield Community 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, extracurricular, pupil service, recreational, or other program or activity because of the person's 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 as denied by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color and national origin), and Section 504 of the Rehabilitation Act of 1973. The district will provide reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements per PI 41.04(1)(a). For more information, or to file a complaint, contact the Director of Pupil Services, Deerfield Community School District, 300 Simonson Blvd., Deerfield, WI 53531.

## **Human Growth & Development**

In accordance with Wis. State Statutes 118.019(3), the Deerfield Community School District provides a Human Growth and Development curriculum to students K-12. Curriculum outlines will be provided to parents via the classroom teacher. Parents wishing to review the curriculum for a particular grade level may contact the Director of Pupil Services at (608) 764-5431.

## **Student Attendance**

A copy of the school attendance procedures are printed in the Student/Parent Handbook and a complete attendance policy is located on the district website under Board Policies. Parents/Guardians of students with excessive absences may request a meeting with school personnel to consider modifications and program changes. Students needing such modifications may be referred to the alternative education program designed for at-risk students. Decisions regarding modification or curriculum changes will be shared with the parents/guardians in writing.

## **School Performance Report**

A link to the School Performance Report for Deerfield Community School District can be found on the district homepage. Parents/Guardians may request a copy of this report by contacting Angie Haag, District Secretary, or visit the district website. This data and more detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and much more can be found on the DPI WINSS website. To access the DPI School District Performance Report, visit <https://apps2.dpi.wi.gov/sdpr/spr.action> and select Deerfield Community School District.

## **Asbestos Management Plan**

On October 22, 1986, former President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This act requires all school districts, public and private, K-12, to inspect each of their school buildings for asbestos-containing materials. Management plans are then to be developed which outline how the asbestos situation will be handled in each of the school buildings. Copies of the inspection reports and management plans are available for review at each school office, as well as at the main district office. All visitors to any school building, including parents, mechanical contractors, etc., shall report to the school's main office immediately upon entering. The Local Education Agency (LEA) has assigned a designated person to see that all district responsibilities are properly carried out. You may contact the Building and Grounds Supervisor, at (608) 764-5431 to learn more about AHERA, as well as scheduled response actions within each school.

## Special Education Child Find

This is a free screening service to help answer questions or concerns about a child's development. Children must be between the ages of 3 and 5 and live within the Deerfield Community School District. Contact the Director of Pupil Services at (608) 764-5431 for more information. The local educational agency identifies, locates, and evaluates all children with disabilities, regardless of the severity of their disability, who are in need of special education and related services, including children attending private schools, children who are made a ward of the state, county, or child welfare agency under chapter 54 or 880, children who are not yet three years of age, highly mobile children such as migrant and homeless children, and children who are suspected of being a child with a disability even though they are advancing from grade to grade. 34 CFR § 300.111; Wisc. Stat. § 115.77(1m)(a).

Deerfield Community School District is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year during the spring "Round-Up". This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed. The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records 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 extracurricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the 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, 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.

## Education of Homeless Children and Youth

The McKinney-Vento Homeless Assistance Act provides certain rights and protections for families experiencing homelessness. According to McKinney-Vento, anyone who lacks a fixed, regular and adequate night-time residence is homeless.

Homeless includes anyone:

- Living in an emergency shelter or transitional housing.
- Abandoned in hospitals or awaiting foster care.
- Living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- “Doubled up” living with friends or family due to the loss of housing, economic hardship or a similar reason.
- An “unaccompanied youth”, under the age of 18, living without a parent or guardian.
- Migratory children living in these conditions.

Homeless children have the right to:

- Attend school, no matter where they live or how long they have lived there. You do not need a permanent address to enroll in school.
- Not be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Enroll and attend classes in the parents’ school of choice even while the school and parents seek to resolve a dispute over enrollment.
- Continue in the school they attended before they became homeless, if that is the parents’ choice and is feasible.
- Receive transportation to and from the school the child last attended prior to becoming homeless, if the parent/guardian requests it.
- Attend a school and participate in school programs with children who are not homeless.
- Participate in extracurricular activities and all federal, state or local programs for which he/she is eligible.

For assistance, please contact the Director of Pupil Services at (608) 764-5431.

## Meningitis

Meningitis is an inflammation of the membranes (meninges) surrounding your brain and spinal cord. Bacteria that enter the bloodstream and travel to the brain and spinal cord cause acute bacterial meningitis. But it can also occur when bacteria directly invade the meninges. Common bacteria or viruses that can cause meningitis can spread through coughing, sneezing, kissing, or sharing eating utensils or a toothbrush. Early meningitis symptoms may mimic the flu (influenza). Possible signs and symptoms include sudden high fever, stiff neck, severe headache, headache with nausea or vomiting, confusion, seizure, sleepiness, sensitivity to light, no appetite or thirst, skin rash. The Center for Disease Control recommends the meningococcal vaccine for all preteens and teens. Talk with your child’s healthcare professional for more information.

## Directory Information

Parents may request to have their child’s name withheld from various publications and address requests. This request should be completed online through your child’s Skyward Family Access account prior to the beginning of the school year. If you wish to change this designation you should contact your building principal.

**Military Use:** You will only see this option if the student is in grade 9-12. The No Child Left Behind Act requires secondary schools to provide student names, addresses and telephone numbers to military recruiters upon request. If you do not want your child’s information released, choose ‘NO’.

**Higher Ed Use:** You will only see this option if the student is in grade 9-12. The No Child Left Behind Act requires secondary schools to provide student names, addresses and telephone numbers to institutions of higher education upon request. If you do not want your child’s information released, choose ‘NO’.

**Public Use:** Each student will have this option. Public Use includes yearbook, website, and all forms of media including the Deerfield Independent newspaper. This is an ‘all or nothing’ choice, so please be aware that if you choose ‘NO’, your child’s picture will not be included in the school yearbook. If you have questions please contact the Director of Pupil Services at (608) 764-5431.

## Title I

Deerfield Community School District receives Title I federal funds to assist children in early literacy skills. Parents may contact the elementary school principal at (608) 764-5442, to learn more about this program and the Title I Parent Involvement policy.

Public schools that receive Title I funds are, upon request, required to provide parents and guardians with information about the professional qualifications of the classroom teacher(s) who instruct their children. Parents and guardians may request the following information about their child's teacher(s):

1. Is my child's teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he or she teaches?
2. Is my child's teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he or she teaches with an emergency license or permit?
3. Does the Wisconsin Department of Public Instruction consider my child's teacher "highly qualified" under the No Child Left Behind Act?
4. What was my child's teacher's college major and has the teacher earned any advanced degrees, and if they have, what is the subject of the degree(s)?
5. If a teaching assistant provides instruction for my child, what are the teaching assistant's qualifications and experience?

Parents and guardians may obtain the above listed information about their child's teachers by contacting the Director of Pupil Services at (608) 764-5431.

## Special Needs Scholarship Program

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. Application and eligibility requirements may be found on the Department of Public Instruction's website: [dpi.wi.gov](http://dpi.wi.gov).

## Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act which prohibits discrimination against person with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (including caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Deerfield Community School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against a person with a handicap will knowingly be permitted in any of the programs and practices in the school system. For more information or to file a grievance, please contact the Director of Pupil Services at (608) 764-5431.

## Early College Credit and Start College Now Programs

The Early College Credit and Start College Now Programs (formerly Youth Options) allow public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, non-profit institutions of higher education.

The program opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation.

The policy allows students a maximum of 18 credits through the Early College Credit and Start College Now programs and students may only take courses which are not already being offered at Deerfield High School. The credits can/will be applied to high school graduation requirements.

Student/parent responsibilities include turning in a PI-8700A form (to the guidance office) no later than March 1 for the course(s) to be taken in the fall semester, and no later than October 1 for the course(s) to be taken in the spring semester.

Contact the high school guidance office at (608) 764-5431 for a list of additional student/parent responsibilities or if there are other questions regarding the program.

## Program and Curricular Modifications

It is the right of every child to be provided a free appropriate public education. Deerfield Community School District has established and implemented special education requirements through its Special Education Policies and Procedures, which is accessible on our website at [deerfield.k12.wi.us](http://deerfield.k12.wi.us)>Pupil Services/Special Education>Special Education Policy. You may contact the Director of Pupil Services at (608) 764-5431 for more information.

## School Wellness Policy

Deerfield Community School District, in compliance with the USDA, has created and implemented Policy 458 – District Wellness. The nature of this policy is to encourage healthy eating behaviors and regular physical activity. Administrative Rule 458-ADM provides guidelines and specific information regarding the district's initiative on wellness for its students and staff. The policy and administrative rule are accessible on the district website at [deerfield.k12.wi.us](http://deerfield.k12.wi.us)>Board of Education>Policies>Series 400 – Students. You may contact the Director of Pupil Services at (608) 764-5431 for more information.

