



School District of Auburndale DISTRICT MIRROR

Our Mission: To provide a safe environment to encourage the desire for life-long learning and success utilizing resources effectively and efficiently.

www.aubschools.com

VOLUME XXXXIII,

No. 1

AUG 2019

From the Administrator's Desk

by Mr. James Delikowski

Warm Summer Greetings Community of Auburndale School District,

I am so humbled and excited to be sending you my first greeting as your school district's Administrator. As I begin my fifth of many years serving the community of Auburndale I am reminded that this place has become my home. Truly I feel that the roots of my journey, laid down in a farming community not so far from here, continue to grow in the hard working, caring and supportive community of people that the towns, villages and countryside of Auburndale school district are. I am proud to be part of this wonderful district and look forward to serving our young people together with you, thereby ensuring a healthy and prosperous future for all of us and for those that come after us. I am eager to continue our work together in my new role of service to you, our students and our staff and look forward to learning more and more from you as our work together progresses.

We have been very busy at the District Office all summer getting ready for another great school year. We hope you will consider joining us for the District annual meeting on Wednesday, August 21 at 7pm in the District Board room, on the south end of the Elementary building. Please feel encouraged to attend any of the school board meetings, usually held the third Wednesday of each month. I hope you are able to enjoy some pending improvements to your school forest, and look forward to visiting with you over coffee at the Wednesday morning coffee klutch that meets at the high school library foyer. Watch facebook for dates and times.

Please note a few mild improvements to the school calendar posted in this publication of the District Mirror. We learned our lesson last year, and therefore have added three inclement weather make up dates to the Spring semester of 2020. Hopefully we won't need to use them but if we do, everyone will be aware of when and how we are going to make up missed days of school due to weather. After the first snow day (a freebie) the second, third, and fourth inclement weather days will be made up on the "off" days posted in the calendar. Let's hope we don't need to use them, indeed that we don't need even more!

Also note that the senior graduation ceremony will be held on Friday evening, May 15, 2020. After years of hearing that putting graduation in the middle of our first long weekend of the summer caused many families to give up valuable time together

er I pondered why it was there in the first place. I learned that it was moved there in order to regard travel considerations. That made sense, until several of the wise district members reminded me that just about the worst weekend to travel in Wisconsin is during the Memorial Day weekend! The district office surveyed high school families and staff and found that there was strong agreement that Friday of the weekend before would be favored. Hopefully we'll see you all there! Graduation is clearly a celebration of the accomplishments of our students, our teachers and our staff, but it is also a celebration of you and our strong and prosperous community.

I look forward to seeing you soon. I can't wait for students to get back in to fill our halls and classrooms with their joy, their excitement, and their spirit of learning again. There is so much to be proud of in the Auburndale District. Thank you for all you do to support our students, our staff, and our excellent schools!

In gratitude - Mr. Delikowski, District Administrator



**School starts
Tuesday, September 3, 2019.
(notice start time changes)**

Elementary School

8:00 am – 3:05 pm

Middle/Senior High School

7:55 am – 3:15 pm

**Free and Reduced Meal information
enclosed. Please fill out
and return to the District Office to
determine eligibility.**

SCHOOL DISTRICT OF AUBURNDALE
P.O. BOX 139
AUBURNDALE, WI 54412-0139

NON PROFIT ORGN.
U.S. POSTAGE
CAR-RT PD
AUBURNDALE, WI
PERMIT NO. 7

BOXHOLDER
POSTAL CUSTOMER

It's Cool



to be Smart!

Preparing Students for What Comes Next!

Student Conduct Policy - 443

Students enrolled in the School District of Auburndale are expected to conduct themselves in such a manner that their behavior will reflect favorably on themselves and on the school district. Student behavior shall be based on respect and consideration for the rights of others. Each student must recognize their individual responsibilities and obligations and are expected to abide by the behavioral expectations contained in the student handbook and the Board's approved code of student conduct.

Any student who violates the code of student conduct or other school rules governing student behavior shall be subject to removal from the class and/or disciplinary action in accordance with school district policy (See Statement of Principle – Policy 443.1). All employees of the school district are responsible for supervising the behavior of students and seeing that all students meet the standards of the Board approved code of student conduct and the student handbook. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students about their ability to control themselves.

All rules for student conduct and behavior will be administered in a fair and equitable manner. The School District of Auburndale will not discriminate in standards and rules of behavior, including student harassment, on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital, or parental status, color, religion, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures and guidelines as established by federal law.

Legal Ref. Wisconsin State Statutes – Sections 118.13, 118.164 & 120.13(1)
Wisconsin Administrative Code - PI 9.03(1)
Cross Ref. Policy 443.01 Rule (Code of Student Conduct – Statement of Principle)
Adopted: October 27, 2010 Revised: May 15, 2013
Revised: December 21, 2016

Administering of Medications

By Board policy, the employees of the district cannot give prescription medication to a student unless the following has been given to the person responsible for administering the medication: written consent from both the physician and parent/guardian. The consent form will contain the date, name of student, name of medication, dose and time to be given. The consent form must be signed by a physician. Please remember to ask your child's physician for a signed note. Prescription medication must be brought in to school in an appropriately labeled pharmacy container. You may want to ask the pharmacy for a separate school container for the medication.

No medication will be given with verbal consent. A consent form signed by the parent/guardian is also required for non-prescription medications.

All medications, both prescription and non-prescription, must be kept in the office. Students are not allowed to keep medication in their lockers, etc.

If you have any questions, please phone the district's Health Care Coordinator at 652-2115 (Middle/High School) or at 652-2812 (Elementary School).

Substitutes Needed

Teacher Aide, Food Service, and After School Care substitutes are needed. If you are interested in applying, please see our Employment Opportunities on the School District Website at www.aubschools.com for an application or contact Stephanie Durrant at 715-652-2117 for more information.

Looking for Volunteers

The School District is looking for volunteers to help out in elementary classrooms. Volunteers can come any day of the week and help students with math, reading, science, or just listen to young students read to them. We love to have volunteers in the Elementary School. If interested, please contact the Elementary School office at 715-652-2812, ext. 1520.

Elementary School Report

by Mr. Andrew Scharenbroch

I would like to take this opportunity and welcome everyone back for the start of the 2019-20 school year. As we put away the water skis and beach toys, we look forward to another year of asking questions, getting answers, and making friends. There is always something special about the beginning of the school year, and a fresh start with all the excitement.

We have OPEN HOUSE at the elementary school on August 28 from 3:00-6:00 where you will be able to meet your teacher, empty some school supplies out of your backpack, and check out the school. On September 12 we will be having a fun event, our Auburndale Elementary "Family Reading Night" from 6:30-7:30 pm. Come see some magic, learning about the importance of reading, and walk home with a new book! Mark your calendars and watch for more information in the newsletters and on our new website!

Also, we are always looking for volunteers to help in the classroom throughout the day. If you would like to read with a child or work on math we would love to have your talents in the building! Please contact the elementary office 652-2812 if interested. It can be one day a week, 5 days a week or even once a month! Thank you!

We have some new hours of the school year! The elementary school day for 2019-20 will be 8:00 am – 3:05 pm. The early morning drop off with Mr. Nagel and Mrs. Fehrenbach will be 6:35 am. The students will go to their morning grade level meeting spots at 7:40 am (doors open for normal drop off) and be dismissed to classrooms at 7:55 am. Announcements and Pledge of Allegiance will begin at 7:58 am will learning beginning at 8:00 am!

As always, we strive to create an environment where each student feels warm, welcomed, and safe. The student will have "fun" learning while they are here at AES! It is imperative that parents/guardians continue to read with their child every day. The research continues to show how vital this task is to providing students the skills and jump they need to grow and learn. By working and communicating with your child's teacher, and reading every day an amazing journey of learning will occur to your child and the results will be astounding! I look forward to a year of great learning and many stories of positive growth in all areas both academic and social for each and every child.

To 2019-20, a year of learning and fun!

From the High School Principal's Desk

by Mr. Steven Van Wyhe, Principal

Greetings Auburndale Community

I am so excited to be returning to the school district that I graduated from! Having grown up on a farm in the Arpin area, I am well aware of the community and the pride in the schools. Auburndale gave me a great foundation and instilled the importance of a good work ethic, being respectful to others, and giving back to our community. After high school I graduated from UW-Stevens Point, and I have a Masters degree in Educational Leadership from Marian University. After spending the last 16 years in education, including 8 as a principal, I am excited to be returning to Auburndale.

I love children, and I am blessed to have six of my own. My family lives in Marshfield, and we have always lived in central Wisconsin. I believe central Wisconsin is the best place to raise children. I look forward to meeting the children and families of the Auburndale School District! Please feel free to stop and introduce yourself to me. It may take a little while for me to get to know all of the students' names, but I look forward to the challenge. I believe every child is a gift, and we need to work together to provide them with a solid education.

Enjoy the rest of summer, and I look forward to starting an outstanding school year on September 3rd!

Student Fees for 2019-20

Breakfast prices are:	Daily	Weekly
Grades PreK -5	\$1.00	\$5.00
Grades 6-12	\$1.00	\$5.00
Reduced price	-0-	
Adults	\$1.50	

Lunch prices are:	Daily	Weekly
Grades Prek – 5	\$2.70	\$13.50
Grades 6-12	\$3.05	\$15.25
Reduced price	\$.40	\$ 2.00
Adults	\$4.05	

Additional Entrée (grades 6-12) \$1.00

Lunch Milk price - 35 cents per carton

Milk Break price - 35 cents per carton

Drivers Education \$368.00

Band Instrument Rental Fee is \$60.00 for students who rent/use a school owned band instrument. Fee to be paid at the beginning of the year.

Sports Participation Fee is \$20.00 per sport – to be paid at the beginning of each season. \$60 maximum per family.

Student Parking Fee - \$20.00

It's Cool



to be Smart!

Homecoming

The Homecoming game is Friday, October 4 against Mayville. The homecoming parade will begin at 5:00 pm at Auburndale High School. Following the game, the community is invited to attend a bonfire located near the school forest. On Saturday, October 5 there will be a family dance in the Old High School Gym from 6:00 pm -7:30 pm for elementary students and their families. The high school dance is 8:00 pm-12:00 am.

Honoring Veterans

On Friday, September 27 at the Stratford at Auburndale football game, the Auburndale Student Council will be honoring our communities' veterans by recognizing them before the game. All veterans are welcome to attend and will gain free admission. There will be a 50/50 raffle during the game and all proceeds will go towards the "Never Forgotten Honor Flight." If you know of a veteran attending, please send their name and branch of service to Joren Anderson at janderson@aubschools.com or 715-652-2115 ext 2250 to ensure the are recognized.

2019-20 Breakfast/Lunch Program



Both the Elementary School and the Middle/High School will use the Infinite Campus computerized meal system for the upcoming school year. Each student has an individual meal account. Parents/guardians will need to send money or a check for each individual child at their school or send directions as to how your check should be split for your students at a particular school. Infinite Campus allows parents/guardians to access their child's account through the Internet to check balances and purchases.

Each student is assigned a student identification barcode number. As students pass through the lunch line, their ID number is scanned or entered to record purchases of breakfast, lunch or milk.

Students will be reminded of low account balances as they go through the daily lunch line. Notices will be sent when your account is very low or at a negative balance. The school breakfast/lunch program will be managed in a manner to remain financially stable. Students and families owing money to the program will be notified by the school.

When the new school year begins on September 3, 2019, your students will need money placed in their account if they intend to utilize the breakfast and/or lunch program.

You may either pay by the day, by the week, by the month, by multiple months, or for the whole year (170 days). Checks should be made out to Auburndale School District.

Payments can be sent with elementary students to school or mailed to: AUBURNDALE ELEMENTARY SCHOOL, LUNCH PROGRAM, PO BOX 139, AUBURNDALE, WI 54412.

Payments can be sent with middle/high school students to school or mailed to: AUBURNDALE HIGH SCHOOL, LUNCH PROGRAM, PO BOX 139, AUBURNDALE, WI 54412.

All additional milk purchases, such as for cold lunch or an extra carton with a meal, are recorded and deducted from your child's meal account as well as any entrees purchased at the Middle/High School.

If you have any questions, please feel free to call the school offices.

From the Nurse's Desk

Dear Parents/Guardians,

To ensure that your child has a healthy and safe start to next school year, there may be a few things we'll need from you. If your child has been prescribed any emergency medications such as an Epi-Pen (allergies), Rescue Inhaler (asthma), or Diastat (seizures), the following will be needed at their school:

- Emergency medication with the pharmacy label attached
- Medication consent form signed by parent and prescribing doctor
- Applicable "Action Plan" completed and signed by parent and doctor

NEW this year for GRADES 6-12:

The Health Office will provide Tylenol and Ibuprofen for your child. You will still need to sign a medication form with the dosage that your child takes. Your child will not be given this medication unless all parts are filled out. If your child is needing Tylenol or Ibuprofen more than an as needed basis, you will be asked to supply the medication.

****Medication Consent forms may be found on the School District of Auburndale Website under the "Health Tab," Over the counter medicines only need parental signature on consent****

If your child has Diabetes, please make sure you send in a current "Diabetes Medical Management Plan" for 2019-20 school year. This is necessary even if your child self manages. We will be in contact with you to make sure your child has all the necessary supplies needed here at school.

Any medicine brought into the schools whether it be prescribed or over the counter, needs to have a signed consent form on file with their school. All medication must be in the original containers.

If your child has another health condition that may need to be addressed at school, please let us know and we will be in contact with you to see what is needed.

School is only a few weeks away and we wanted to give you enough time to get the appropriate paperwork for the first day of school. Emergency situations arise when least expected, and we want to be as prepared as possible to keep your child safe.

Updated Immunization forms are also needed. Please feel free to email us with any concerns. You may call 715-652-2812 after August 27, 2019. We look forward to hearing from you.

Monica Jewell, RN mjewell@aubschools.com
Kris Peplinski, RN kpeplinski@aubschools.com

Veterans Day Program

The Veterans Day Program will be held on Monday, November 11. There is a program at the Elementary School at 9:00 am and at the High School at 10:15 am. The public is welcome to attend both programs. Veterans are welcome to meet in the Elementary School cafeteria from 8:00-8:45 am for coffee and donuts. Following the High School Veterans Day program, Veterans are invited to have lunch prepared by the FCCLA. If you would like to attend the lunch, please contact Joren Anderson at janderson@aubschools.com or call 715-652-2115 ext. 2250.

Veterans Mailing List

If you know a veteran who would like to be added to our mailing list and receive a couple letters or cards throughout the school year please send their mailing address to Joren Anderson at janderson@aubschools.com or call 715-652-2115 ext. 2250.

Student Dress Code - Policy 443.2

The fundamental purpose of the School District of Auburndale is to provide a safe, orderly school, which minimizes distractions and maximizes the learning environment. Therefore, the development of a policy on dress code is for the protection of the health and safety of the students and to remove any disruptions from the daily educational process. District students should always be neat and clean in their dress and appearance. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, the student will be required to change or cover up inappropriate clothing before returning to class. The administration has the final authority on all matters relating to the dress code.

All students (elementary and high school), male and female, will be required to observe student dress code guidelines as approved by the Board of Education. Staff and administrators are instructed to equally apply and enforce this policy in all grades and with all students regardless of gender. Acceptable guidelines are defined as follows:

1. Responsibility for the personal appearance of students enrolled in the District shall normally rest with the students themselves and their parents/guardians. Student dress and grooming should be in good taste and appropriate for the occasion and not: (a) affecting the health or safety of students, or (b) disrupting to the learning process within the classroom or school. The main torso (stomach, side, front, shoulders, or back) of the body should not be visible. Therefore, the wearing of mesh shirts would be inappropriate without an appropriate shirt worn under the mesh shirt. Tops with spaghetti straps are inappropriate. Waistbands shall be worn at or above the hips. Undergarments shall not be visible. Pants must be appropriately sized for width and hemmed to a safe length, not hindering a student's ability to move about easily and safely. Jeans should be free of holes above a three inch inseam.

2. No student shall be permitted to wear, possess or display any gang insignia or identifiers that are normally associated with a gang or gang-related activities such as, for example, gang-related colors, clothing, accessories, headwear, tattoos, medallions, and jewelry.

3. No student shall be permitted to wear clothing or accessories that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references or symbols, profanity and/or illegal drugs.

4. Hats, coats and headwear (other than headbands) are to be placed in lockers before school and taken out only when leaving the building. Hats are to be removed when school is in session. The wearing of outer garments and headwear will be permitted in school vehicles and school activities when appropriate.

5. Any article of clothing or accessories that display profanity, violence, discriminatory messages, or sexually suggestive phrases are not to be worn at school activities. Accessories such as jewelry with spikes, dog collars, wallet chains, chains worn as belts, that may cause injury to another student may not be worn to school or school functions.

6. Shoes must be worn at all times. Shoes with laces should be laced and tied at all times. Safety standards will dictate the type of footwear/clothing/accessories to be worn in the classroom. Students in Tech. Ed. and Phy. Ed. are reminded that the personal safety of all students demands that appropriate footwear be worn.

7. Purses, handbags, and backpacks should be left in lockers and not brought into classrooms.

This policy is in force during the school day, in school vehicles, and at all school activities.

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the

educational process or presents a safety risk can not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Does my clothing contain obscene, profane, drug-related, or inflammatory messages?
- Is my clothing appropriate for the weather?

If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing, the principal or other school administrator will use his/her discretion to make the appropriate decision regarding the student's dress.

LEGAL REFERENCE: Section 120.13(1) Wisconsin Statutes
Adopted: July 19, 2000

Revised: August 20, 2008, December 21, 2016, and July 26, 2018

2019-20 School Year Asbestos Notification

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Auburndale School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, Auburndale School District shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling asbestos located within its buildings safely and responsibly.

Furthermore, Auburndale School District has completed its 3-Year Reinspection required by AHERA. Auburndale School District buildings, where asbestos-containing materials were found, is under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also the law requires for all buildings to be re-inspected three years after a management plan is in effect. This will be accomplished under contract by MacNeil Environmental, Inc.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Auburndale School District has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 20 cents per page. Questions related to the plan should be directed to your Account Manager under contract with MacNeil Environmental, Inc. Grand Rapids, MN, at 800-642-6730.

Limited English Proficient Student – Policy 342.62

The School District of Auburndale will comply with state rules governing limited English proficient (LEP) students, PI 13 of the Wisconsin Administrative Code and all policy requirements. Each school board whose student population includes one or more LEP students is now required to adopt a policy regarding the following:

1. the identification, language assessment, classification and reclassification of LEP students;
2. the design of the educational program and support for LEP students;
3. support services; and
4. academic achievement and assessment of LEP students, including parental notification of testing.

The assessment policy must include all of the following assurances:

- a.) Test administration decisions regarding LEP students shall be made on an individual basis.
- b.) Information on both academic and English proficiency data shall be documented.
- c.) Test results may not be used as the sole criterion in re-classifying an LEP student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.
- d.) Exemption of an LEP student from taking a test may not be used as the sole criterion in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.

State law defines an LEP student as a student whose ability to use the English language is limited because of the use of a non-English language in his/her family or in his/her daily, nonschool surroundings, and who has difficulty with reading, writing, speaking or comprehending in English within the academic classroom setting.

PROCEDURES FOR TESTING LIMITED-ENGLISH PROFICIENT STUDENTS

The following procedures are based on current state rules relating to the testing of limited-English proficient students (PI 13 of the Wisconsin Administrative Code) and may need to be revised as changes are made to such state rules.

A. Assessing English Proficiency

1. On or before March 1 each year, District staff shall conduct a count of all limited English-proficient students enrolled in District schools, assess the language proficiency of such students and classify such students by language group, grade level, age and English language proficiency.
2. LEP students shall be assessed to determine their English language proficiency using a Department of Public Instruction-approved English proficiency assessment instrument. The assessment shall be administered by designated school staff. The District may also use information such as the following when assessing a student's English proficiency: prior academic records from within or outside the United States, information on everyday classroom performance, and course grades which, in relation to the student's grade level, indicate that lack of progress is due to limited English language skills.
3. LEP students assessed shall be classified according to their English proficiency level as outlined in state rules and described below.

Level 1 – Beginning Preproduction if the student does not understand or speak English with the exception of a few isolated words or expressions.

Level 2 – Beginning Production if all of the following criteria are met: (a) the student understands and speaks conversational English with hesitancy and difficulty, (b) the student understands parts of lessons and simple directions, and (c) the student is at a pre-emergent or emergent level of reading and writing English, significantly below grade level.

Level 3 – Intermediate if all of the following criteria are met: (a) the student understands and speaks conversational and academic English with decreasing hesitancy and difficulty, (b) the student is post-emergent, developing reading comprehension and writing skills in English, and (c) the student's English literacy skills allow the student to demonstrate academic knowledge in content areas with assistance.

Level 4 – Advanced Intermediate if all of the following are met: (a) the student understands and speaks conversational English without apparent difficulty, but understands and speaks academic English with some hesitancy, and (b) the student continues to acquire reading and writing skills in content areas needed to achieve grade level expectations with assistance.

Level 5 – Advanced if all of the following conditions are met: (a) the student understands and speaks conversational and academic English well, (b) the student is near proficient in reading, writing and content area skills needed to meet grade level expectations, and (c) the student requires occasional support.

Level 6 – Formerly LEP Now Fully English Proficient if all of the following criteria are met: (a) the student was formerly limited-English proficient and is now fully English proficient, and (b) the student reads, writes, speaks and comprehends English within the academic classroom setting.

4. Student English proficiency assessment records shall be maintained by the District in accordance with state and federal laws and District student records policies and procedures. Reports regarding LEP students shall be made to the DPI as legally required.

B. Assessing Academic Achievement

1. Decisions regarding academic performance assessment shall be made and documented on an individual basis for each LEP student. Assessment decisions shall be made by (identify position(s) involved in making student testing decisions - e.g., classroom teacher and building principal, English as a second language teacher) and communicated to the student's parent(s)/guardian. All communications to parents/guardians of LEP students shall be given in such manner as to provide understanding of the information. They should be provided in English, the parent/guardian's native language or any other means to convey the required information.

2. An LEP student may not be exempted from academic assessments based on their LEP status. The District shall administer a state-required test to an LEP student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. If an LEP student is exempted from taking a state-required test, he/she shall be administered a DPI-approved alternative assessment.

a. Except as specified below, students at English proficiency levels 1 or 2 as outlined above shall participate in an alternative assessment even if they participate in a state-required test.

(1) Students at English proficiency levels 1 or 2 who have attended school in the first grade or any higher grade in the United States, not including Puerto Rico, for three or more full consecutive school years shall participate in academic assessment of reading or English language arts using tests written in English.

(2) The District may continue, for no more than two additional consecutive school years, to assess a

student described in (1) above with an alternate assessment, rather than the state-required tests, if the District determines that the student has not reached a level of English language proficiency sufficient for the tests written in English to yield valid and reliable information about what the student knows and can do. This determination shall be made on a case-by-case basis.

b. Students at English proficiency levels 3 through 5 as outlined above shall participate in a state-required test but may also participate in an alternative assessment.

c. If an LEP student participates in a state-required test, the District shall provide testing accommodations for the student if they are needed. Any accommodations made shall maintain the validity of the test. Testing accommodations may include, but are not limited to the following: providing the assistance of a qualified translator to translate instructions or read items from tests that do not assess English language competency; providing small group or individual testing opportunities; providing more practice tests or examples before the actual test is administered; allowing LEP students to use dictionaries or other educational aids while taking the test unless this use would invalidate the test; and allowing LEP students as much time as necessary to complete the test.

3. Student test/alternative assessment results shall be communicated to the student's parent/guardian and to the DPI as required by law.

4. LEP student test results shall be used consistent with District policies when making instructional, promotion and graduation decisions. Test results shall not be used as the sole criterion in exiting LEP students from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities. Exemption of an LEP student from taking a state-required test may also not be used as the sole criterion for making such determinations.

An LEP student will be provided educational program assistance and/or services as appropriate and necessary to help the student improve his/her English language skills and academic performance.

PROGRAMS AND SERVICES FOR ENGLISH LANGUAGE LEARNERS

The Board recognizes that within the district there may be students whose primary language is not English. With that in mind, the Board shall provide appropriate services for district students who possess limited or no command of the English language. The purpose of these services will be to help students acquire English language skills that will enable them to function successfully in an all English classroom and to meet established academic standards.

Limited English proficient (LEP) students shall be identified as part of the school enrollment process. Once LEP students are identified, their English proficiency shall be assessed, they shall be classified according to their English proficiency level and placed in an appropriate educational program.

Specialized instructional materials and techniques designed to teach English to speakers of other languages shall be used in the district. An LEP student or a small group of students may work with a qualified tutor to develop their English language skills. The degree of curricular and instructional modification, type of support services and their duration shall be determined individually and be based on student need. If a sufficient number of the LEP students identified are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by state law.

The District shall assess the English proficiency and academic progress of LEP students in accordance with legal requirements and established District procedures. Decisions regarding the administration of state-required tests to LEP students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer state-required tests to an LEP student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any LEP student exempted from taking a state-required test shall be administered an alternative assessment approved by the Department of Public Instruction. The results of both state-required tests and alternate assessments shall be used consistent with District policies in making instructional, promotion and graduation decisions. Test results may not be used as the sole criterion in re-classifying an LEP student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education opportunities. Exemption of an LEP student from taking a state-required test may also not be used as the sole criterion for making such determinations.

Parents/guardians of LEP students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. These notifications shall be made consistent with legal requirements and in such manner as to ensure that the student's parent/guardian understands them.

LEGAL REF.: Sections 115.96, Wisconsin Statutes: 115.97, 118.13, 118.30

PI 8.01(2)(r), Wisconsin Administrative Code, PI 13
No Child Left Behind Act of 2001

CROSS REF.: Procedures for Testing Limited-English Proficient Students, Equal Educational Opportunity Policy, School Admissions Policy, Testing Program Policy, Student Promotion Policy, High School Graduation Policy, Parent Involvement Policy

Adopted: January 26, 2005

Revised: June 15, 2016

Title I Notice

The School District of Auburndale receives Title I Funds through the Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind Act of 2001. This federal law also gives parents the right to request information from the district about the qualifications of their children's teachers and paraprofessionals.

Parents have the right to request information on

- whether the teacher has met state qualifications and has a license for the grade level(s) and subject(s) he

or she teaches

- whether the teacher has an emergency or provisional license

- what degree the teacher holds and the field of discipline of his or her certification or degree

- the qualifications of any paraprofessionals serving their children

In addition, Title I schools must notify parents of the following in a timely manner:

- the child's level of achievement on state assessments

- when the child has been taught for 20 consecutive days by a teacher who does not meet the requirements of being highly qualified

For more information, please contact ESEA Coordinator Andrew Scharenbroch at 715-652-2812.

Helping Hands Learning Center

AFTER SCHOOL HOURS — 3:00 pm - 5:30 pm

Helping Hands provides a safe, well-supervised environment with plenty of activities for your child to enjoy. Cost of childcare is \$3.50 per hour. If more than one child from the same family is attending the Learning Center the cost will be \$3.50 per hour for the first child, \$3.00 per hour for the second child and \$2.50 per hour for the third child. Snacks are included in the cost. You will be charged only for the times your child attends the Center.

The staff at the Helping Hands Learning Center are looking forward to taking care of you and your child's needs. For more information please call the Elementary School at 715-652-2812.

Locker Room Privacy-Policy 731.1

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

Cell phones, cameras, video recorders or other devices that can be used to record or transfer images are not allowed in the locker room at any time.

No person may use a cell phone, camera, video recorder, or other device to capture, record, or transfer a representation of a nude or partially nude person in the locker room, a rest room, or any other location on school premises or at a school sanctioned function.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

Legal Reference: 2007 Wisconsin Act 118
Wisconsin State Statutes 175.22; 942.09; 995.50
Adopted: September 24, 2008
Revised: May 17, 2017

2019-20 Annual Athletic Passes

Annual athletic passes will be available again this year. Passes will be sold in the high school office. The High School office is open daily from 7:30 a.m.-3:30 p.m. For more information, call the High School at 715-652-2115. Prices are:

- ❖ Student - \$20.00
- ❖ Individual - \$40.00
- ❖ Family - \$85.00
- ❖ Senior Citizen (62+) - Free



2019 PICTURE DAYS

Today's MOMENTS Are Tomorrow's MEMORIES
Time to capture those nice smiles of our students.

Middle/High School	Tuesday, September 24
Elementary School	Wednesday, September 25
4K (Tues/Thurs Class)	Thursday, September 26

Open House

The Elementary School and the High School will be hosting an Open House on **Wednesday, August 28, 2019, 3:00 pm - 6:00 pm.**

This is a good time for students and parents to meet teachers, drop off back packs, find lockers, take care of school fees, fund lunch accounts, etc.

Hope to see you there!!!

Attendance Call Reminder



Just a reminder for parents/guardians to please call the school, 652-2115 MS/HS, or 652-2812 ES, if your child will not be attending school on any given day. Please tell the administrative assistant or administrator the student's name(s) and the reason why s/he is absent. This allows the School District to meet its obligations regarding the attendance laws that we must operate under. Your call is important to us as we account for every student's attendance on a daily basis. If you have any questions, please call the office at the number listed above.

Section 504 Policy Statement

The School District of Auburndale does not discriminate on the basis of handicap. It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. Assistant Director of Special Education, Wendy Cartledge, is the coordinator of Section 504 activities.

Nondiscrimination of the Basis of Handicap

No otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives benefits from federal financial assistance. For purposes of this policy, a qualified handicapped person shall be one who satisfies the definition set forth in the Rehabilitation Act of 1973 and its implementing regulations. Refer any complaints under this policy to the 504 Coordinator or the District Administrator.



Student Records - Policy 347

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District.

The Board recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval.

Building Principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District guidelines.

Student record notices shall be published annually in accordance with state and federal law.

Legal References: Sections 19.65; 48.396; 118.125; 118.126; 118.127; 118.51(8); 118.52(10); 146.82; 146.83; 252.15; 767.41(7); 938.396; and 950.08(2w) of Wisconsin State Statutes and Federal Law - Family Educational Rights and Privacy Act; 34 C.F.R. part 99 and 300; Elementary and Secondary Education Act; and National School Lunch Program

Adopted: January 26, 2005

Revised: January 15, 2014

Non-Discrimination/ Affirmative Action

The School District of Auburndale, in compliance with the executive order 11246; Title IX of the Educational Amendment of 1976; Title VI of the Civil Rights Act of 1964, as amended by Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Wisconsin Statute 118.13; and the Wisconsin Fair Employment Standards and all other Federal, State, and School rules, laws, regulations and policies, hereby affirms that the School District of Auburndale shall not deny admission to any student to participate in, or enjoy the benefits of, any program or activity on the basis of sex, race, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in the educational programs, and shall not discriminate against any person in employment on the basis of sex, race, color, national origin, age, handicap, or membership in the military forces in the educational programs or activities which it operates.

All students shall have an equal opportunity to participate in, and benefit from, all academics and co-curricular activities and services. Grievance procedures for Title IX, Section 504, Title VI, and SS118.13 have been established for students, their parents and employees who feel they may have been discriminated against within the confines of the School District of Auburndale.

The district encourages informal resolution of complaints under this policy, but formal complaints of alleged discrimination under Title IX (sex), Section 504 (handicap), and Title VI (race, color, or national origin) should be referred to: The District Administrator, Civil Rights Coordinator, School District of Auburndale, P.O. Box 139, 10564 School Avenue, Auburndale, WI 54412 or by telephoning (715) 652-2117.

Join the Auburndale Athletic Booster Club

The Auburndale Athletic Booster Club (AABC) is now recruiting new members for the 2019-2020 season and would like to extend an invitation personally to you and to any members of your family who may wish to join the club.

The club has contributed to our school and its athletes in a variety of ways through the years. We have helped to fund new scoreboards, bleachers, a new press box and equipment for our athletic programs, but our core foundations have always been that the club is here to serve its school and athletes to provide them not only with the finest facilities in the district but also support the coaches and athletes themselves with our scholarship programs and volunteer opportunities.

Please consider joining the Auburndale Athletic Booster Club. We look forward to welcoming you and your input into the club. The AABC meets the first Wednesday of every month at 6:00pm in the high school cafeteria. If you have any questions or require additional information, please do not hesitate to contact one of the club officers. You can find us on the Community page of school website under AABC.

Our next meeting is September 4, 2019 6pm in the high school cafeteria. Hope to see you there!!!!

Children At Risk Program Plan

Consistent with the District philosophy to provide an appropriate education for all students, the Board has established a program to serve children in the District who are identified as "at risk".

"Children at risk" include potential dropouts, truants, school-age parents, and students who have been adjudicated delinquent who are one or more years behind their age group in the number of credits attained or in the basic skill levels.

All programs developed for children at risk shall be designed to:

- A. Improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., remedial instruction);
- B. Provide alternative courses or program modifications, which satisfactorily meet the school district graduation requirements;
- C. Encourage parental/guardian involvement; and
- D. Encourage cooperation with community support service agencies.

Students shall be identified and referred to these programs in accordance with state regulations and guidelines established by the administration.

Should you expect your child would qualify for and benefit from any of the above modifications, a referral may be made to the building principal, school counselor, or District Special Education Director.

Annual FERPA, Child Find (IDEA and 504) Notices

Student Records Notice (state and federal law): The Federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parents/guardians rights regarding student records; the existence of the Student Records' Policy (347) and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians/adult students have the legal right to request a review and/or copy of the contents of the permanent school records of their children. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a review and/or request for an amendment must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost. If the District decides not to amend the record, the district will notify the parent, guardian or adult student of the decision and the right to a hearing regarding their request. Additional information regarding the hearing procedure will be provided in the event of a hearing request.

Directory Data Notification: If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the School District of Auburndale must notify parents, legal guardians or guardian ad litem of the categories of information, which the Board has designated as directory data, which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

School District defines directory data as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance.

Upon request, the School District of Auburndale may release a student's name, address, and school grade of attendance to requesting agencies (such as State technical colleges, State colleges and universities, alumni reunion committees, the United States Military Services [seniors and students who drop out of school], photographers for senior pictures, driver's education facilities, publications sponsored by the School District of Auburndale, etc.

Upon request, student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the School District of Auburndale, area newspapers, and appropriate private and public sponsored magazines.

Parents or guardians of minor children and adult students have the right to consent to the disclosure of personally identifiable information contained in their student records, except as allowed by state and federal law.

In accordance with the law, the School District of Auburndale forwards upon request student records to another school without consent for purposes related to the student's enrollment or transfer.

Student records shall be made available to School District of Auburndale employees who are required by the state to hold a teacher's license and to other school district officials only if they have a legitimate educational or safety interest in the records. Employees and district officials have a legitimate educational or safety interest in the record if the individual needs to review an education record in order to provide educational service or to fulfill some aspect of his or her professional responsibilities.

Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student.

IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE SCHOOL IN WRITING WITHIN 14 DAYS OF THIS NOTICE BEING PROVIDED. Directory data shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parent(s) or adult students refuse the release in writing by notifying their respective school principal. Forms for this purpose will be available at each school.

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.

Recruiter Access to Students/Records: Districts receiving federal education funds are required to notify parents of secondary school students:

1. that a secondary school student or the parent/guardian of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and
2. that the district must comply with such request. School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has

been restricted by the secondary school student or the student's parents/guardians as outlined above. Federal guidelines issued to implement this requirement state that if a school district does not designate student names, addresses and/or telephone listings as directory data it must still provide all three items to military recruiters and institutions of higher education upon request.

Child Find Obligation and Student Services: Under the state and federal laws governing students "at risk" or with disabilities under IDEA and/or Sec. 504 of the Rehabilitation Act, districts must undertake activities to "find" children with disabilities eligible for federally funded services, and must advise of the alternative educational programming opportunities. The following is an appropriate notice for annual publication in the first class notice section of the district's official newspaper:

CHILD FIND AND STUDENT SERVICES: The School District of Auburndale 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 School District of Auburndale and who have not graduated from high school. Upon request, the School District of Auburndale will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting Wendy Cartledge, Assistant Director of Special Education, or by writing to PO Box 139, Auburndale, WI 54412-0139.

Children, ages three to twenty-one, suspected of having a disability should be referred to the Director of Pupil Services, who in turn will see that all necessary evaluations are conducted. Evaluations will be completed by the IEP (Individual Education Program) team members after parental permission has been secured. The IEP team will determine if the child has a disability and is in need of special education services. An appropriate placement will be made by the IEP team including parent(s)/guardian(s) and appropriate required school personnel. All procedures followed in the identification and provision of service to children with a disability will be conducted in accordance with state and federal laws and regulations.

Programs have been designed to improve and expand educational opportunities for students including homebound instruction, gifted and talented enhanced opportunities, and children at risk, following compulsory school attendance guidelines as stated in Wis. Stat. §118.15. Parents/guardians may request, in writing, program or curriculum modifications to a child's current academic program, a school work training or work study program, enrollment in an alternative public school or program or in any nonsectarian private school or program located in the School District of Auburndale which complies with certain federal requirements, and enrollment in any public educational program located outside the District pursuant to a contractual agreement between the school districts in accordance with state and federal laws and regulations. Requests shall be directed to the school principal. A written decision of a request will be provided within 90 days, except a decision will be rendered within 30 days if a child has been evaluated and determined to be a child with a disability. A child's parent/guardian may request the school board to review any decision made.

Access to Patient Health Care Records

(Section 146.83, Wisconsin Statutes)

Wisconsin law requires a health care provider to provide each patient with a statement of access rights to patient health care records. The statement must be provided either upon admission to an in-patient health care facility or upon the first provision of services by the health care provider. The law provides that if the patient or other person submits a statement consenting to the disclosure of information from patient health records, the patient or person may:

- after providing reasonable notice, inspect the health care records of a health care provider relating to that patient at any time during regular business hours.
- after payment of reasonable costs, receive a copy of the patient's health care records.
- after payment of reasonable costs, receive a copy of the health care provider's X-ray reports or have the X-rays referred to another health care provider of the patient's choice.

The statement consenting to the disclosure of information from patient health care records must be written and include all of the following: the name of the patient whose record is being disclosed; the type of information to be disclosed; the types of health care providers making the disclosure; the party to whom disclosure may be made; the signature of the patient or person authorized by the patient; and if signed by a person authorized by the patient, the relationship of that person to the patient or the authority of the person.

The health care provider must note the time and date of each request by a patient or person authorized by the patient to inspect the patient's health care records. Also the health care provider must note the name of the inspecting person, the time and date of inspection, and the records released for inspection.

A parent who has been denied periods of physical placement by a court in an action relating to annulment, divorce, or legal separation does not have the rights of a parent or guardian with respect to access of that child's patient health care records.

No person may do any of the following:

- Intentionally falsify a patient health care record.
- Conceal or withhold a patient health care record with intent to prevent its release to the patient, to his or her guardian, or to a person with the informed written consent of the patient, or obstruct an investigation or prosecution.
- Intentionally destroy or damage records in order to prevent or obstruct an investigation or prosecution.

2nd Annual Wisconsin Dells Ducks Trip

The Community Leadership Class is planning on the 2nd Annual Wisconsin Dells Ducks Trip in early/mid October. If you know a veteran who would be interested in attending this day trip, please contact Joren Anderson at janderson@aubschools.com or call 715-652-2115 ext. 2250 to have their name placed on the list.

Preparing Students for What Comes Next!

Bullying – 443.92

The intent of this anti-bullying policy is to ensure that pupils learn in a supportive, caring, and safe environment without fear of being bullied at school or school related activities. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased, contracted or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Bullying is defined as unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time.

The three main types of bullying are:

- Physical - Physical bullying involves harmful actions against a person's body. Some examples are hitting, pinching, kicking, tripping, spitting, touching inappropriately. It also involves interfering with another person's property and stealing
- Verbal - Verbal bullying is speaking to a person or about a person in a way that is unkind and hurtful to that person e.g. teasing, name calling, insulting, threatening, spreading rumors, and making racist remarks
- Non verbal - Non verbal bullying refers to the types of behaviors that upset, exclude or embarrass another person e.g. leaving a person out of a game or activity on purpose, making rude gestures such as poking out tongue, writing hate notes about a person that will be upsetting to that person, using technology in a hurtful manner, cyber bullying, etc.

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying. Cyber bullying is unacceptable and a violation of the district's technology acceptable use policy and procedures.

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences, or clinging to adults. There may be evidence of changes in work patterns, lack of concentration, or truancy from school. Students must be encouraged to report bullying in schools. There shall be no retaliation against the complainant. Any person who engages in retaliatory conduct against a complainant shall be disciplined.

Teaching and support staff must be alert to and aware of the signs of bullying and act promptly and firmly against it in accordance with this policy. If bullying is suspected or reported, staff will deal with the incident immediately.

REPORTING

Victims of alleged bullying, observers of bullying, and parents or guardians of students who have allegedly been bullied are encouraged to report incidents of bullying to the building principal, a school counselor or other school employee. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

IMPLEMENTATION

SCHOOLS - The following steps will be taken as appropriate when dealing with incidents:

- A clear account of the incident will be recorded and given to the principal
- The principal will interview all concerned and will record the incident
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation with all parties concerned

STUDENTS - Students who have been bullied will be supported by:

- Being offered an immediate opportunity to discuss the experience with a school counselor/school social worker or other staff of their choice
- Offering ongoing support with the goal of restoring self-esteem and confidence

Students who have bullied will be helped by:

- Being offered an immediate opportunity to discuss the experience with a school counselor or other staff of their choice
- Discovering why the student became involved
- Identifying the bullying behavior and the need to change
- Developing a plan to make amends for the incident
- Informing parents or guardians to help change the attitude/behavior of the student

The following disciplinary steps may be taken as appropriate:

- Official warnings to cease the offending behavior
- Detention
- Exclusion from certain areas of school premises
- Loss of recess or privileges
- Short-term in-school suspension
- Out-of-school suspension
- Expulsion

STAFF - All adults involved with the school, including bus drivers, administrators, custodians, teachers, coaches, office personnel, paraprofessionals, and food service staff need to help in the prevention of bullying. Any adult witnessing any form of bullying must fill out an incident report and give it to the building principal. If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to and including discharge.

DISCLOSURE AND PUBLIC REPORTING - The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. It will be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Adopted: January 24, 2007

Revised: February 18, 2009; June 16, 2010; February 20, 2013; December 21, 2016

Family Reading Night

Family Reading Night at Auburndale Elementary School will take place on Thursday, September 12, 2019, at 6:30 p.m. in the Elementary School gymnasium. Amazing magician Rick Allen will be returning to perform some new and old tricks in his popular program "The Magic of Books II!" Following the presentation, each child in attendance will receive a free book. A parent or guardian must accompany children. Family Reading Night is a yearly event to promote literacy and the importance of families reading together sponsored by the Auburndale PTO and the Auburndale School District.

PUBLIC NOTICE TO ELECTORS OF THE SCHOOL DISTRICT OF AUBURNDALE

NOTICE OF ANNUAL MEETING (S.120.08)(1)

Notice is hereby given to the qualified electors of the School District of Auburndale, Villages of Auburndale and Arpin, Towns of Arpin, Auburndale, Hansen, Milladore, Richfield, Sherry, Wood County, and Towns of Day and Green Valley, Marathon County and Towns of Carson and Eau Pleine, Portage County, Wisconsin, that the 2019-20 Budget Hearing and Annual Meeting of said school district will be held in the District Office Meeting Room, 10564 School Avenue, Auburndale, Wisconsin, on the 21st day of August, 2019, at 7:00 p.m.

Dated this 13th day of August, 2019.
Marleen Knutson, School Board Clerk

Track Overview

The HS track team began the season with the indoor schedule in March competing at UWSP, Ripon and Rosholt indoor meets where the teams gained good experience. In April the outdoor schedule began which started with Bangor and continued through May ending with the Marawood Conference meet and the WIAA tournament series. All athletes competed hard with many earning all conference and qualifying for sectionals. Boys qualified 6 individuals and 2 relay teams and the girls qualified 7 individuals and 4 relay teams. At the sectionals the boys failed to qualify anyone to the state meet ending their season.

Where: May 31 and June 1 - WIAA State Track Meet in La Crosse

The Auburndale High School Girls Track Team performed nothing short of phenomenal at the State Track Meet this year. The team brought their 4x200 meter relay, 4x400 meter relay, 4x800 meter relay, two runners in the 800 meter run, and a runner in the 400 meter dash to compete at Veterans Memorial Stadium in Lacrosse, WI. Starting off the meet on Friday, the 4x200 meter team consisting of Paityn Hamus, Macie Schmeiser, Annalise Jewell, and Isabelle Hilber were seeded fourth in heat two of preliminaries with a time of 1:47.96 and came out with a time of 1:49.51 just missing the finals the following day by less than one second. Isabella Jewell, the lone senior, seeded seventh in the 400 meter dash with a time of 1:01.10 in heat two of preliminaries qualified for finals on Saturday and placed ninth in Division 3 with a time of 1:00.97. She was also part of the 4x400 team consisting of Paityn Hamus, Macie Schmeiser, and Isabelle Hilber that was seeded fourth in heat two of the preliminaries with a time of 4:11.55 and shaved off four seconds in finals to earn them a third place spot on the podium. Erricka Zenner and Vanessa Mitchell also competed on Friday, with both runners being from the same team, Erricka and Vanessa would be competing side by side in the 800 meter run. Seeded hundredths of seconds away from each other in heat two of preliminaries; these two came out placing twelfth and fourteenth overall in Division 3. The 4x800 team consisting of Macie Schmeiser, Erricka Zenner, Jordyn Karl,

and Vanessa Mitchell seeded first in heat two of preliminaries came into the state meet with the fastest time in Division 3 and left the Auburndale fans shocked. These athletes crushed their previous time of 10:01.58 by nearly ten seconds with a time of 9:51.18 earning them the title of state champions and a place on the Auburndale High School Track Record Board breaking the old record from 2012 of 10:00.57. The team performed great which earned the team a tie for 15th place out of over 60 teams. The coaching staff would like to thank the whole boys and girls track team for their hard work and dedication this season. We would also like to thank the parents, faculty, staff and anyone else that helped us throughout the season.

Keeping your child home from school.

Many times it is hard to decide when to keep your child at home from school. But making the right decision is easier when following these simple steps.

Keep your child home if:

- Fever (greater than 100 degrees)
- Lethargic (tired and run down)
- Difficultly breathing
- Influenza
- Diarrhea
- Vomiting

Your child may return to school after 24 hours when:

- Fever free without the use of fever reducing medication
- No longer vomiting
- No longer have diarrhea
- Initial dose of antibiotics given

Any questions or concerns please call and ask for the school nurse.

715-652-2812

Free and Reduced Price Lunches

Information for qualifying for free and reduced meals can be found in this issue of the District Mirror. An application is also enclosed. To get free or reduced meals for your children, you must complete an application and return it to school. We cannot approve an application that is not complete or missing any information. Please remember to include all household members and all income; include the last four digits of your social security number; and sign the form. All information is kept strictly confidential. Completed applications may be mailed to the AUBURNDALE SCHOOL DISTRICT, ATTN: FREE/REDUCED LUNCH PROGRAM, PO BOX 139, AUBURNDALE, WI 54412 or brought into the school offices.

If your family was receiving free or reduced lunches during the 2018-19 school year, those benefits will continue until October 14, 2019. Any family that does not reapply, will automatically begin to pay the full price for school meals on October 15th.

If you have any questions about free and reduced prices for school meals, please call the high school office at 652-2115, ext. 2101.

HIGH HONORS 3.7 -4.0

SENIORS: WATT FOWLER, ADAM HAINES, MASON HILL, MORGAN JENSEN, ISABELLA JEWELL, MEGAN KARL, ANNA KOLLROSS, JULIANNA KOLLROSS, BETH NINNEMAN, ALLIE PELOT, KATELYN PEPLINSKI, MARISSA PONSHOCK, MACKENZIE RAAB, JORDYNN RICHARDSON, AUTUMN SALZWEDEL, JOHNATHON SEBOLD, ALEXIS SOPPE, MARISSA SPATZ, CHEYANNE SPECHT, TYLER UTPADEL, ALEXANDRA WOLF, SKYLER WOLFF, COLTON WRIGHT

JUNIORS: NATALIE AUE, ANNA BEIHOFFER, KORTNEY BRUNTON, YOBANY GONZALEZ-MORELAS, BRIONNA HAASL, SARAH KARL, PAUL KOLLROSS, ABIGAIL KOOPMAN, LOGAN LOVELAND, VANESSA MITCHELL, NATASHA NEVE, LILLIAN ONSAGER, JUSTIN PEPLINSKI, EMMALEE RICHARDSON, MACIE SCHMEISER, HANNAH SCHULTE, ALYSON SEBOLD, TAYLOR STANTON, CODY TROWBRIDGE, COOPER WEINFURTER, CARLY WILLFAHRT, KENDRA ZIEHER

SOPHOMORES: JORDAN ANDERSON, BREANNA BRANDL, ASHLEY ESSER, HAILEY GRIMM, LEVI GROSSKOPF, FAITH HAFFERMANN, PAITYN HAMUS, VICTORIA HASENOHRL, LILY KLOOS, KAITLYN KUNDINGER, CARL LUNDGREN, LINDSEY MEYER, LAURYN OLSEN, ELIZABETH PEPLINSKI, LAUREN PEPLINSKI, KAITLYN RUCINSKI, SARA SNORTHEIM, ERRICA ZENNER

FRESHMAN: JESSE FOWLER, MASON GRASSL, SAMUEL KARL, NICOLE MARTH, AUSTIN QUINLAN, ELAINE REES, GAVIN WHITE EAGLE, MCKENNA ZIEHER

HONORS 3.0 – 3.6

SENIORS: ABIGAIL ANDERSON, DAKOTA BAIRD, TRAVIS GOTZ, ISAIAH HASENOHRL, MORGYN HAUMSCHILD, SETH HELMINIAK, PATRICK LAFERNIER, TERYN LAU, WILLIAM LOW, AARON MARTH, TAYLOR NEUKIRCHEN, EMILY PANKRATZ, JOSEPHINE RENNHACK, JULIA RENNHACK, ANDREW SCHERTZ, CIERRA SJOMAN, JENNA SNORTHEIM, TYLER UTPADEL, TRAYTON WEISTER, CARTER WILCOTT

JUNIORS: DYLAN BAIRD, MEGAN BAXTER, JESSICA BREDL, MORGAN GRASSEL, ISABELLE HILBER, DUSTIN KLOOS, IAN LANG, SETH LOW, KITTANA NAGEL, TREVOR PATTERSON, MADISON QUINLAN, FLETCHER RAAB, GABRIEL SPAULDING, TANNER SWENSON, MAGGIE WILLFAHRT

SOPHOMORES: JARED ANDERSON, BROOKE AUE, PAIGE BROCK, LIBBY DORSHORST, ELLY HAINES, NICHOLAS HARDINGER, JESSIE HORN, KASSIDY HUBER, ANNALISE JEWELL, MCKAYLA KEUFFER, MORGAN KORBAL, MADISON KRINGS, ANIVAL MARTINEZ, JAYDEN PANKRATZ, ALEXANDER PONSHOCK, CAMERON REMUS, RYAN SCHAFFER, LANEY SCHMITT, GEORGI SCHMUTZER, KALE SCHNEIDER, HUNTER WRIGHT

FRESHMAN: BRANDI BERG, REESE BROCK, TERRANCE COTTRELL-ROBERSON, ARIC CZAIKOWSKI, PARKER EMPEY, PHOENIX GROSSKOPF, ALIAH HAMUS, KATELYN JONES, JORDYN KARL, JONATHAN LINZMEIER, SHERRILL LUECK, NATHAN MAUER, JAMES PANKRATZ, MADELYN PETERSEN, MORGAN RAAB, AUTUMN RICHARDSON

ACADEMIC LETTER AWARDS

The following students received their Academic Letter Award, 2017-2018 school year by earning a 3.6 GPA for 2 semesters:

SENIORS: WATT FOWLER, ADAM HAINES, MORGYN HAUMSCHILD, MASON HILL, ISABELLA JEWELL, MEGAN

KARL, JULIANNA KOLLROSS, AARON MARTH, BETH NINNEMAN, KATELYN PEPLINSKI, MARISSA PONSHOCK, MACKENZIE RAAB, JORDYNN RICHARDSON, AUTUMN SALZWEDEL, JOHNATHON SEBOLD, JENNA SNORTHEIM, ALEXIS SOPPE, CHEYANNE SPECHT, TYLER UTPADEL, ALEXANDRA WOLFE, SKYLER WOLFF, COLTON WRIGHT

JUNIORS: NATALIE AUE, ANNA BEIHOFFER, BRIONNA HAASL, KATHLEEN HELMINIAK, SARAH KARL, PAUL KOLLROSS, ABIGAIL KOOPMAN, VANESSA MITCHELL, NATASHA NEVE, JUSTIN PEPLINSKI, EMMALEE RICHARDSON, MACIE SCHMEISER, HANNAH SCHULTE, ALYSON SEBOLD, TAYLOR STANTON, CODY TROWBRIDGE, COOPER WEINFURTER, CARLY WILLFAHRT, KENDRA ZIEHER

SOPHOMORES: JORDAN ANDERSON, BREANNA BRANDL, LIBBY DORSHORST, ASHLEY ESSER, HAILEY GRIMM, LEVI GROSSKOPF, FAITH HAERMANN, PAITYN HAMUS, VICTORIA HASENOHRL, LILY KLOOS, KAITLYN KUNDINGER, CARL LUNDGREN, LINDSEY MEYER, LAURYN OLSEN, JAYDEN PANKRATZ, ELIZABETH PEPLINSKI, LAUREN PEPLINSKI, ALEXANDER PONSHOCK, KAITLYN RUCINSKI, SARA SNORTHEIM, ERRICA ZENNER

FRESHMAN: JESSE FOWLER, MASON GRASSL, SAMUEL KARL, ZOE LINGFORD, NICOLE MARTH, ELAINE REES, GAVIN WHITE EAGLE, MCKENNA ZIEHER

The following received their Captain's status by earning their fourth Academic Letter Award:

WYATT FOWLER, MORGYN HAUMSCHILD, ISABELLA JEWELL, MEGAN KARL, KATELYN PEPLINSKI, LINDSEY PETERSEN, JORDYN RICHARDSON, JENNA SNORTHEIM, MARISSA SPATZ, ALEXANDRA WOLF, SKYLAR WOLFF

FFA receives Grants for Growing funding

The Auburndale FFA chapter has been awarded \$5,000.00 as part of the Grants for Growing program. The nationwide program, sponsored by Tractor Supply Company, provides grant funds to local FFA chapters to support the development or improvement of agricultural education projects that enhance the classroom experiences for students through chapter engagement activities.

Auburndale FFA plans to, with the help of community partners, AAA booster club, additional grant funds, and memorial funds, install a multipurpose improved trail through the Auburndale School Forest. This trail will be a hub for activities both on and off the trail including handicapped accessibility to the forest, cross country trails, Frisbee disc golf course and fitness stations. The 40-acre Auburndale school forest is located north of the Auburndale Park and has been a key component of outdoor education and vocational training through the construction of our Marlene Knutson School Forest Learning Center. This Forest is open to the public and welcomes you to the wonders of the outdoors. The trail will be completed by the spring of 2020.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2019-20

Dear Parent/Guardian:

Children need healthy meals to learn. The Auburndale School District offers healthy meals every school day. Breakfast costs \$1.00; lunch costs \$2.70 (PreK-5th Grade) and \$3.06 (6th-12th Grade). Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.00 for breakfast and \$0.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR)), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2019-2020			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	23,107	1,926	445
2	31,284	2,607	602
3	39,461	3,289	759
4	47,638	3,970	917
5	55,815	4,652	1,074
6	63,992	5,333	1,231
7	72,169	6,015	1,388
8	80,346	6,696	1,546
Each additional person:	8,177	682	158

Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.

2. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call Mr. James Delikowski at 715-652-2117, ext. 1545 or email at jdellikowski@aubschools.com.
3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Auburndale School District, Attn: Free/Reduced Lunch Program, PO Box 139, Auburndale, WI 54412.
4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?** Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact the Auburndale School District, PO Box 139, Auburndale WI 54412, 715-652-2115 immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
5. **DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)?** If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.
6. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year, through **October 14, 2019**, or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
8. **MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS?** Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on household income and income size. Please submit an application to determine if your household qualifies.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
10. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
11. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: MARLEEN KNUTSON, SCHOOL BOARD CLERK, PO BOX 139, AUBURNDALE, WI 54412.
12. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
13. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
14. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
15. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.
16. **WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper and attach it to your application.
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 715-652-2115.

Sincerely,

Mr. James Delikowski
District Administrator
School District of Auburndale

SCHOOL DISTRICT OF AUBURNDALE
NOTICE OF THE ACADEMIC STANDARDS THAT ARE IN EFFECT
FOR THE 2019-20 SCHOOL YEAR

State law requires the District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography, and history that have been adopted by the School Board and that will be in effect during each school year. Accordingly, the District academic standards that will be in effect in these specific content areas for this school year are listed below. Electronic links to the detailed version of the applicable standards are provided when available. To the extent a parent or guardian would like to review a copy of any of the standards in an alternative format, please contact: James Delikowski at jdelikowski@abschools.com or 715-652-2117, ext. 1545.

Content Area / Subject	The District's 2019-20 Student Academic Standards
English Language Arts - includes reading and writing	<p>The District has adopted the Common Core State Standards for English Language Arts, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction (through the 2014-15 school year). These District standards include:</p> <ul style="list-style-type: none"> • Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects in grades K–5; • Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects in grades 6–12; • Standards for Literacy in All Subjects for grades K-5; and • Standards for Literacy in All Subjects for grades 6-12 <p>A complete copy of these standards can be located and reviewed at this Internet address: http://dpi.wi.gov/sites/default/files/imce/standards/pdf/ela-stds-app-a-revision.pdf</p>
Mathematics	<p>The District has adopted the Common Core State Standards for Mathematics, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction (through the 2014-15 school year). These District standards include:</p> <ul style="list-style-type: none"> • Standards for mathematical content • Standards for mathematical practice <p>A complete copy of these standards can be located and reviewed at this Internet address: http://dpi.wi.gov/sites/default/files/imce/standards/pdf/common-core-math-standards.pdf</p>
Science	<p>The District has adopted the Wisconsin Model Academic Standards for Science. The standards are grouped into eight areas (A through H) and include both content standards and performance standards.</p> <p>A complete copy of these standards can be located and reviewed at this Internet address: http://dpi.wi.gov/science/standards</p>
Social Studies - includes geography and history	<p>The District has adopted the Wisconsin Model Academic Standards for Social Studies. The five strands of the social studies standards encompass history, geography, behavioral science, economics, and political science. The model standards include both content standards and performance standards.</p> <p>A complete copy of these standards can be located and reviewed at this Internet address: http://dpi.wi.gov/social-studies/standards</p>

If you have any questions about this notice, please James Delikowski at jdelikowski@abschools.com or 715-652-2117, ext. 1545.

This notice is issued pursuant to section 120.12(13) of the state statutes.

Adopted: July 17, 2019

INSTRUCTIONS Source of Income

Sources of Income for Children

Sources of Child Income	Example(s)
- Gross earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability payments - Survivor's benefits	- 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
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Gross salary, wages, cash bonuses - Net income from self-employment (farm or business); FARM —refer to line 18 of Schedule 1 or line 34 from Schedule F; BUSINESS —refer to line 12 of Schedule 1 or line 31 from Schedule C. If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State - Investment income - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

OPTIONAL Children's Racial and Ethnic Identities

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 Not Hispanic or Latino
 Race *Check one or more* American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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 conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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, 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:

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

This institution is an equal opportunity provider.

The above address is for discrimination complaint purposes only. Return this complete application to your school, not to USDA.

Do not fill out For School Use Only

Annual Income Conversion: Weekly x 52, Bi-weekly (Every 2 Weeks) x 26, Twice a Month x 24, Monthly x 12

Total Income

Weekly	Bi-Weekly	2x Month	Monthly	Yearly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Household Size

Eligibility

Free	Reduced	Denied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Categorical Eligibility

Date Denied Mo./Day/Yr.

Reason for Denial or Withdrawal

Determining Official's Signature

Date Mo./Day/Yr.

Confirming Official's Signature

Date Mo./Day/Yr.

Verifying Official's Signature

Date Mo./Day/Yr.

Required for Verification process only

Required for Verification process only

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS for 2019-20 School Year

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Auburndale School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact the Auburndale School District at 715-652-2115.

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

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12			
<p>Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.</p> <p>Who should I list here? When filling out this section, please include ALL members in your household who are:</p> <ul style="list-style-type: none"> • Children grades 12 or under AND are supported with the household's income; and • In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program. 			
<p>A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children in household than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p>B) Enter the grade and the name of the school the child attends or mark n/a if not in school.</p>	<p>C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the children's names. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p>	<p>D) Are any children homeless, migrant, runaway or enrolled in a Head Start program? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway or Head Start" box next to the child's name and complete all steps of the application.</p>
STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPiR?			
<p>If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:</p> <ul style="list-style-type: none"> • The Supplemental Nutrition Assistance Program (SNAP) or FoodShare. • Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits. • The Food Distribution Program on Indian Reservations (FDPiR). 			
<p>A) If no one in your household participates in any of the above listed programs:</p> <ul style="list-style-type: none"> • Leave STEP 2 blank or check "No" and go to STEP 3. 	<p>B) If anyone in your household participates in any of the above assistance programs:</p> <ul style="list-style-type: none"> • Write a case number and name of the assistance program you or any member of the household participates for FoodShare, W-2 Cash Benefits, or FDPiR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free or reduced price meals. • Go to STEP 4. 		
STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS			
<p>How do I report my income?</p> <ul style="list-style-type: none"> • Use the charts titled "Sources of Income for Children" and "Sources of Income for Adults," printed on the back side of the application form, to determine if your household has income to report. • Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes. Many people think of income as the amount they "take home" (listed as "net pay" on paycheck stub) and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay. • Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are 			

<p>certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.</p> <ul style="list-style-type: none"> Mark how often each type of income is received using the boxes to the right of each field. 			
<p>3.A. REPORT INCOME EARNED BY CHILDREN</p> <p>A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's personal income if you are applying for them together with the rest of your household.</p> <p>What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.</p>			
<p>3.B. REPORT INCOME EARNED BY ADULTS</p> <p>List adult household members' names.</p> <ul style="list-style-type: none"> Print the name of each household member in the boxes marked "Name of Adult Household Members (First and Last)." When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own. Do NOT include: <ul style="list-style-type: none"> People who live with you but are not supported by your household's income AND do not contribute income to your household. Infants, children and students already listed in STEP 1. 			
<p>C) Report earnings from work. Report all total gross income (before taxes) from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.</p> <p>What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.</p> <p>F) Fluctuating Income. For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.</p>	<p>D) Report income from public assistance/child support/alimony/SSI/VA benefits. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.</p> <p>G) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.</p>	<p>E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ Social Security/All Other Income" field on the application.</p> <p>H) Provide the last four digits of your Social Security Number (SSN). An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled "Check box if no SSN."</p>	<p>D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.</p>
<p>STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE</p> <p>An adult member of the household must sign the application. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.</p>			
<p>A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p>B) Print or sign your name. The adult filling out the application must print or sign their name in the signature box.</p>	<p>C) Return completed form to: [Auburndale School District, Attn. Free/Reduced Lunch Program, PO Box 139, Auburndale, WI 54412</p>	<p>D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.</p>

