



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

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AUG 2023

From the Administrator's Desk

by Mr. Kevin Yeske

Welcome Back

As I sit here at the end of July, I am filled with a feeling of satisfaction. Buildings are cleaned, floors are shampooed or waxed, windows are clear, and the grounds are ready for foot traffic and athletic contests. As I reflect upon the last year, I am reminded of the accomplishments made. A building referendum project that started in 2021 was finally completed. A strategic plan was created with input from the community to provide a 5 year map regarding initiatives, buildings, staffing, and a variety of educational areas for the district. We witnessed a new building, dugouts, lights, and batting cages appear on the athletic fields at the high school. We saw our student enrollment numbers increase to the point where we are one of the few schools near us who have an increasing enrollment. We watched a great academic and athletic class graduate after earning many accolades and additional games in the WIAA tournaments. Our band is heading to Hawaii and our archery team traveled to the national tournament in Louisville, KY last spring.

As I look forward to this year, I am reminded of the work that still needs to be done. With the failed referendum in the spring, the district is not replacing some positions due to retirements and resignations. Specifically, the business manager position, custodial positions, full-time substitute teacher position, and an aide position at the elementary school. The good news regarding the budget is that special education funding was increased 4% and our generalized aid is projected to increase 5.44%. This will help offset the increased costs associated with educational supplies, transportation, and salaries/benefits. Although the failed referendum in the spring doesn't allow the district to move to the new \$11,000/student figure approved in the Governor's biennial budget, it appears we will be able to balance this year's budget with the cuts listed above. You should not see any changes to the quality of the staff put in front of our children each day but rather more work will have to be done behind the scenes and after school hours as additional duties are assigned and absorbed by current employees.

The 2023-2024 School Year will begin on September 1st for students. It is my intention to make sure staff are hired, classrooms are occupied, and the school routine is engaged

once again. If you have any questions, comments, or concerns regarding the school system, programs, policies, practices, or procedures, please feel free to contact me at kyeske@aubschools.com or at the district office, 715-652-2117.

Yours in Education,

Kevin Yeske
District Administrator

From the Middle/High School Principal's Desk

by Mr. Steven Van Wyhe, Principal

Greetings Auburndale Community!

As summer ends, it is time to prepare for the upcoming school year. The fall practices have started up, and the teachers are busy preparing for the next group of students. We do have some new teachers joining us this fall, and I am excited to see their impact on our school community.

This school year we are going to continue growing our positive school culture. By recognizing positive achievements of our students, we can show them what is valued. We will be continuing the student of the month program this year, and each month we will be focusing on a character trait as we did last year.

Our open house for this school year will be on Tuesday, August 29th from 2:00-6:00. I encourage you to come in and meet the teachers at the open house. This is especially helpful for those students new to our school building.

Please drive slowly when dropping off and picking up students before and after school. Parents and guardians can drop off their students in front of the school in the thoroughfare. When picking up after school, please park in the parking lot (The buses park in the thoroughfare after school). Once the buses leave you can also pick up in the thoroughfare.

Thank you for all of the community support. I look forward to a great school year. Please feel free to contact me if you ever have any questions.

Go Eagles!

From the Middle/High School Asst. Principal's Desk

by Ms. Courtney Samplawski, Asst. Principal/
Curriculum Director

Hello Auburndale!

I am excited to start my journey in my role as Auburndale Middle/High School Assistant Principal and the District Director of Curriculum.



My name is Courtney Samplawski and I am a current resident of Marshfield. I have taught for the past 4 school years at SPASH as a Family and Consumer Science Teacher. Previous to my position in Stevens Point I taught in the La Crosse School District for 4 years.

I earned my undergraduate degree in Family and Consumer Science Education from UW-Stout. During my time working at SPASH I pursued my masters degree in School Administration where I earned both a Principal License and Director of Curriculum License.

I am excited to serve the staff, students, parents, and community members of Auburndale in my new role. I look forward to meeting new people and building meaningful relationships. I look forward to working together with all of the Auburndale School District staff and contributing to the success of all students.

I look forward to the start of a new school year and being a part of such a welcoming community.

From the Elementary Principal's Desk

by Mr. Andrew Scharenbroch

The calendar is switching over to August and that means another exciting school year is just a few weeks away. We are looking forward to an amazing year of learning and growing. We personalize learning and help each and every student grow every day.

I look forward to meeting everyone at Open House on August 29 (2:00 - 6:00 pm) for all grades 4K-5. On August 30 there will be a few more time slots for 4K and Kindergarten ONLY. More information will be coming out via Infinite Campus for signing up for Open House as well as online registration in early August. Please watch your email.

Please join me in welcoming our new staff members to the Auburndale Elementary family and we are excited to have their talents for our amazing students. Also, don't forget the first day of school is September 1 (Friday) and has an early release of 1:30 pm.

We will have the early drop off program for those families who need to drop off their child(ren) before 7:40. This is a free program starting at 7:15 am. Also remember if you need to walk your child to the school or meet them after school by the flagpole, please park your car in a slot. The loop is for quick pick up and drop off. Do not leave your car unattended in the loop on the east side. We will continue our character word of the month - September - RESPECT. As the weeks continue, please start to get your child(ren) into the school routine of getting to bed earlier and reading every day.

Looking forward to the best year ever!

Soar Eagles Soar!

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.

Free and Reduced Lunch

It is my hope that each of you will read this message knowing that the school lunch and breakfast programs are federally funded programs that are designed to support children, families, communities, and schools who may be struggling to meet their financial and nutritional needs. Another unknown published fact is that schools across Wisconsin are grouped into similar demographics and income levels based upon "reported" free and reduced lunch numbers. For example, all schools reporting 20-25% free lunch are assumed to be similar demographically and therefore should have similar student achievement. If a district has 20% free and reduced students who qualify and all complete the paperwork, they will be compared demographically to another district that may have 80% of the students qualify but only 20% fill out the paperwork. I assure you that demographically, a school district having 20% free and reduced students is much different than a school district having 80% free and reduced lunch but only having 20% enrollment. In order to support families who may be struggling, the School District of Auburndale will be providing free lunch for all those who fill out the paperwork and qualify. All reduced lunch prices will be free lunch this year!

I am asking you to consider completing the paperwork for the benefit of your child, family, our community, and our school. It would be nice to be compared to similar communities like ours when it comes to measuring how our student's perform to others with the same demographic backgrounds. If you have any questions, concerns, or need help filling out the form, please contact Nicole Lutz at nlutz@aubschools.com. Thank you.

Kevin Yeske
District Administrator

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 2023-2024 Budget Hearing and Annual Meeting of said school district will be held in the Auburndale MS/HS Library Media Center located at 10564 School Ave, Auburndale, WI 54412, on the 28th day of August, 2023, at 7:00 p.m.

Dated this 4th day of August, 2023.
Sheila Cherney, School Board Clerk

Student Fees for 2023-2024

Breakfast Prices:	Daily	Weekly
Grades Pre K -5	\$1.00	\$5.00
Grades 6-12	\$1.00	\$5.00
Reduced price	-0-	-0-
Adults	\$2.56	\$10.75

Lunch Prices:	Daily	Weekly
Grades Pre K – 5	\$2.70	\$13.50
Grades 6-12	\$3.05	\$15.25
Additional Entrée (grades 6-12)	\$1.25	\$6.25
Reduced price	-0-	-0-
Adults	\$4.90	\$24.50

Milk Prices:	Per Carton
Milk Break	\$0.35
Lunch Milk	\$0.35

Other Annual/Seasonal Student Fees: Paid at Start of School Year/Class/Season:

Drivers Education	\$380.00
Band Instrument Rental	\$ 60.00
Student Parking Fee	\$ 20.00
Student Passbook	\$ 5.00
Student Locker Padlocks	\$ 5.00
Grades 9-12 Student Fee	\$ 5.00
Sports Participation Fee	\$ 20.00 per sport
	\$ 60.00 max per family

Community Survey Results

In July, a Community Survey link was sent out via Infinite Campus to all parents having a child in the school system as well having it posted on the front page of the District website. The survey was open for almost two weeks and 193 people took the time to answer the 40 statements regarding various topics surrounding the School District of Auburndale. These topics included facilities, academics, behavior, safety, correspondence, class size, technology, and programs. If you want to see the survey statements and subsequent frequency in which the responses fell, you can find them on the Community Survey Summary tab on the District website. The results of this anonymous survey were shared with the Board of Education and administration. They will be shared with staff when they return at the end of August. It is our intention to use this information to strengthen what is good and address concerns identified through the survey. Again, for those that took the time to complete this survey, thank you. For those who didn't, look for the survey again next year as we collect additional data to determine if weaknesses identified this year have been improved upon. It is our hope that you will take the time to complete it when it is sent again next year. If you have any questions or need additional information regarding the survey, statements, or responses, feel free to contact me at kyeske@aubschools.com or 715-652-2117 ext.1545.

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 Health Care Coordinator.

715-652-2812

Homecoming

The Homecoming game is Friday, September 29 against Abbotsford. The Homecoming parade will begin at 5:30 pm at Auburndale High School. On Saturday, September 30 there will be a Family Dance in the Old High School Gym from 6:00 -7:30 pm for elementary students and their families. The high school Homecoming Dance is from 8:00 pm - 12:00 am, with the coronation at 10:00 pm.



2023 PICTURE DAYS

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

Middle/High School	Tuesday, September 19
Elementary School	Wednesday, September 20
4K (Tues/Thurs Class)	Thursday, September 21

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

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.

If your child has Diabetes, please make sure you send in a current "Diabetes Medical Management Plan" for 2023-2024 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 want 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 28, 2023. We look forward to hearing from you.

Rachel Schmuhl MA, Health Care Coordinator
rschmuhl@aubschools.com



Open House

Elementary School and
Middle/High School

Tuesday, August 29, 2023,
2:00 pm - 6:00 pm.

Appointments will be made available
through Sign Up Genius.

Coffee Clubs



Community Connection Coffee Club

The Community Connection Coffee Club is resuming and will be held on the first and third Wednesday of the month. CCCC will be from 8:00- 9:15 am in the New Gym Lobby. The first Community Connection Coffee Clutch will be on Wednesday, September 6.

Veterans Coffee Club

Veterans Coffee Club is resuming the second Tuesday of the month starting September 12 from 8:00 - 9:15 am, meeting in the New Gym Lobby.

Veterans Recognition Night

On Friday, September 15 at the Auburndale vs. Pittsville football game, at Thorpe Field in Auburndale, the Auburndale Student Council and Community Leadership Class will honor our communities' veterans by recognizing them before the game. All veterans and active service members are welcome to attend and will have free admission. If you know of a veteran who would like to participate, please send their name and branch of service to Joren Anderson at janderson@aubschools.com or 715-652-2115 ext 2250 to ensure they are recognized.

Veterans on Main Class of 2024



The Community Leadership class is able to display 29 Veteran banners on Main Street in Auburndale from Memorial Day through Veterans in 2024. To sponsor a banner, it costs \$350 and the sponsor receives the banner, a proof of the banner, along with five Veterans on Main booklets. The proceeds of this program go towards sponsoring our Veterans Duck Trip to Wisconsin Dells, local veterans on the Never Forgotten Honor Flights, and eventually a Veterans Memorial within our school district. If you are interested in sponsoring a Veterans on Main Banner for the Class of 2024, please contact Joren Anderson janderson@aubschools.com or call 715-652-2115 ext. 2250.

Notice to Rescind Photograph Option

If you have ever elected to opt out of having your child's picture taken and printed in school materials (paper or digital form) and would like to change that option, please contact the school office in which your child attends to rescind your previous election.

High School office: 715-652-2115
Elementary School office: 715-652-2812

Youth Girls Basketball Club

We are excited to announce that Auburndale now has a youth girls basketball club! This club will be open to all girls, grade 3-8! New this year is grade 3! Our mission is to empower young girls through the game of basketball. We strive to provide a safe and inclusive environment where players of all skill levels can develop their athletic abilities, build self-confidence, and foster lifelong friendships. Sign ups will be held on Wednesday, September 13th in the elementary school cafeteria, be on the look out for updates once school starts! There will also be a "Girls Basketball Subway Night" at the Auburndale Subway on September 13th as well. Please check out our AYGBA Facebook page for timely updates or email us at auburndaleyouthgirlsbasketball@gmail.com!

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-rats 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.

SCHOOL DISTRICT OF AUBURNDALE
NOTICE OF THE ACADEMIC STANDARDS THAT ARE IN EFFECT
FOR THE 2023-2024 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: Kevin Yeske at kyeske@aubschools.com or 715-652-2117, ext. 1545.

Content Area / Subject	The District's 2023-2024 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 contact Kevin Yeske at kyeske@aubschools.com or 715-652-2117, ext. 1545.

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

Bullying – 443.92

IMPLEMENTATION

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.

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

731.1 Locker Room Privacy

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

347 Student Records

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

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

2023-2024 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.

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2023-24

Dear Parent/Guardian:

Children need healthy meals to learn. The School District of Auburndale offers healthy meals every school day. Breakfast costs \$1.00; lunch costs \$2.70 for Elementary students and \$3.05 for Middle/High school students. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.00 for breakfast and \$0.00 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.
- 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.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2023-2024			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional person:	9,509	793	183

- 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 or e-mail **Jonnie-rae Binder at 715-652-2115 ext. 2123 jbinder@abschools.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: **The School District of Auburndale 10564 School Ave. P.O. Box 139 Auburndale, WI 54412 attn: Nicole Lutz – 715-652-2812 ext.1529 – nlutz@abschools.com**.
- 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 **Nicole Lutz – 715-652-2812 ext.1529 – nlutz@abschools.com** 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 (CEP) SCHOOL? 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 **10/13/23**, 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 household 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: **The School District of Auburndale 10564 School Ave. P.O. Box 139 Auburndale, WI 54412 attn: Nicole Lutz – 715-652-2812 ext.1529 – nlutz@aubschools.com.**
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 715-652-2812 ext. 1529

Sincerely,

Nicole Lutz – School District of Auburndale Food Service Director

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the [Insert School District]**.

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [Insert school/school district contact here; phone and email preferred].

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) [school/school system here].

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 present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.

B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. 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. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.

Step 2: Do any household members currently participate in SNAP, TANF, or FDPIR?

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:

- 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).

A) If no one in your household participates in any of the above listed programs:

- Check “No” in **Step 2** and go to **Step 3**.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, 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: <https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>
- Go to **Step 4**.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled “Sources of Income” & “Examples of Income for Children,” 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 and deductions.
 - Many people think of income as the amount they “take home” 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 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.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. Report income earned by adults

Who should I list here?

- 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:**
 - 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**.

Step 3: List ALL household members and income for each member

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

2) List earnings from work.

List all income 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. Net income is your income after taxes and deductions have been subtracted.

- **What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- **What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B.**

3) List income from public assistance/child support/alimony.

List 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.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List 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.

6) Provide the last four digits of your Social Security Number.

An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

3.B List income earned by children

List all income earned or received by children.

List 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 income if you are applying for them together with the rest of your household.

- **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.

Step 4: Contact information and adult signature

All applications must be signed by an adult member of the household. 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 statements on the back of the application.

A) Provide your contact information. Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."

C) Mail completed application to:
 Insert
 School/District
 address here

Optional

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. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

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

APPLY ONLINE: **RETURN TO (School/District Name):** School District of Auburndale
ADDRESS: 10564 School Ave. P.O. Box 139 Auburndale, WI 54412

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

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

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

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

Check all that apply

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

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

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

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

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

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

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

Name of Adult Household Members (First and Last)	Earnings from Work			Public Assistance, Child Support, Alimony			Pensions, Retirement, Social Security, VA Benefits, All Other		
	Every 2 Weeks	2x/Month	Monthly	Every 2 Weeks	2x/Month	Monthly	Every 2 Weeks	2x/Month	Monthly
	\$			\$			\$		
	\$			\$			\$		
	\$			\$			\$		
	\$			\$			\$		
	\$			\$			\$		

Required: Total Household Members (Children and Adults)

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

B. Child Income

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

Child Income: \$

How often received? Weekly Every 2 Weeks 2x/Month Monthly Annual

Check Box if No SSN

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

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

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

Print Name of Adult Signing the Form

Required: Signature of Adult

Today's Date

Mailing Address (if available)

City State Zip

Phone (optional)

Email (optional)

Return completed form to your child's school.

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income		Examples of Income for Children
<p>Earnings from Work</p> <ul style="list-style-type: none"> Salary, wages, cash bonuses, tips, commissions Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances for off-base housing, food, and clothing 	<p>Public Assistance/Alimony/Child Support</p> <ul style="list-style-type: none"> Unemployment benefits Workers' compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veterans benefits Strike benefits 	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages A child is blind or disabled and receives Social Security benefits A parent is disabled, retired, or deceased, and their child receives Social Security benefits A friend or extended family member regularly gives a child spending money A child receives regular income from a private pension fund, annuity, or trust
<p>Pensions/Retirement/All other sources of income</p> <ul style="list-style-type: none"> Social Security/Disability (including railroad retirement and black lung benefits) Private Pensions or disability benefits Income from trusts or estates Annuities Investment income Earned interest Rental income Regular cash payments from outside household 		

OPTIONAL

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

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

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

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

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

DO NOT FILL OUT

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

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

Total Income

How often? Weekly Every 2 Weeks 2x/Month Monthly Annual

Household size

Categorical Eligibility

Eligibility Free Reduced Denied

Determining Official's Signature Date

Confirming Official's Signature Date

Verifying Official's Signature Date

Use of Information Statement

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

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

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

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

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

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

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

Return completed form to your child's school.

This institution is an equal opportunity provider.

333 - Parents/Guardians Rights in Relation to District Programs/Activities and Student Privacy/

Parents/Guardians may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with state and federal laws. These laws also grant parents/guardians the right to inspect certain materials that are part of the District's curriculum or other activities.

1. The parent/guardian of a student may, upon request, opt their child out of participation in:
 - a. Instruction in human growth and development;
 - b. Instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body);
 - c. Any state-mandated achievement examinations in grades 4, 8 and 10, and in any other grades authorized by the School Board and allowed by the Wisconsin Department of Public Instruction.
2. The District shall provide to the parent/guardian of each affected student advance notice of the District's intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and the parent/guardian shall have, at a minimum, the right to opt their child out of participation in each such activity:
 - a. Any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
 - b. Any non-emergency physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by state law.
 - c. Any survey that contains or reveals information concerning any of the following:
 - political affiliations or beliefs of the student or the student's parent/guardian;
 - mental or psychological problems of the student or the student's family;
 - sex behavior or attitudes;
 - illegal, anti-social, self-incriminating or demeaning behavior;
 - critical appraisals of other individuals with whom students have close family relationships;
 - legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
 - religious practices, affiliations or beliefs of the student or student's parent/ guardian; or
 - income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If the District intends to require students to participate in any survey, analysis or evaluation that would reveal information concerning any of the eight protected information categories

above, and if the activity in question is funded in whole or in part by any program of the U.S. Department of Education, then the District shall first obtain the affirmative, written consent of a parent/guardian for the student's participation (or, for an adult student, the advance, affirmative consent of the adult student).

District staff shall take additional precautions to protect student privacy when engaging in any of the above-mentioned activities in accordance with established procedures.

3. Upon request to the District, the parent/guardian of a student may inspect:
 - a. Any instrument used in the collection of personal information from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
 - b. Any survey the District intends to administer or distribute to students that contains or that would reveal information in any of the eight protected information categories listed within this policy, above.
 - c. Any survey created by a third party (regardless of content) before the survey is administered or distributed by a school to a student.
 - d. Any instructional materials (exclusive of tests or assessments) used as part of the educational curriculum for the student, which shall be interpreted to include, for example, (1) the curriculum and instructional materials used in any human growth and development instructional program; and (2) the instructional materials used in connection with any survey, analysis or evaluation (including any research or experimentation program or project designed to explore new or unproven teaching methods) that is funded in whole or in part by any U.S. Department of Education program.

Parents/Guardians shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or his/her designee. Other parent/guardian requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner.

For purposes of this policy, the terms "survey," "parent/guardian," "invasive physical examination," and "personal information for the purpose of marketing" shall be defined as those terms are defined (including applicable exceptions) in the federal **Protection of Pupil Rights Amendment (PPRA)**.

The District shall inform parents of this policy and related procedures annually at the beginning of each school year. Any changes to this policy shall be made in consultation with parents of students.

*Legal References: Sections 118.01(2)(d)2.c; 118.019 & 118.30(2)(b)3 of Wisconsin Statutes
Federal Laws: Protection of Pupil Rights Provision of General Education Provisions Act; Safe and Drug-Free Schools and Communities Act; and 34 C.F.R. Sections 98.3 and 98.4*

Revised and Adopted: July 16, 2014

443.2 Student Dress Code

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. Tank tops or 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. Pants 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 cannot 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

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.

342.62 – Limited English Proficient Student

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:

1. Test administration decisions regarding LEP students shall be made on an individual basis.
2. Information on both academic and English proficiency data shall be documented.
3. 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.
4. 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, non-school 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.

1. 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.

A. 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

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 the District's Director of Special Education, or by writing 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.

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. Director of Special Education, Devin Damerell, 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.

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.

AUBURNDALE SCHOOL DISTRICT | 2023-2024 SCHOOL YEAR

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28-30 Inservice

29 Open House (2 p.m. - 6 p.m.)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

01 First Day of School
1:30 EARLY RELEASE
Q1 Start

04 Labor Day

25-29 Homecoming Week

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

02 Professional Day

19 PT Conferences 11:00 a.m. - 7:00 p.m.

20 No School

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

03 Q1 End (42 days)

06 Professional Day

22-24 Thanksgiving Break

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25-29 Christmas Break

01 Christmas Break

18 Q2 End (44 days)

19 Teacher Work Day

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29 PT Conferences 11:00 a.m. - 7:00 p.m.

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

01 No School

22 Q3 End (43 days)

28-29 Spring Break

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 Spring Break

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

03 No School

17 Graduation Day

27 Memorial Day

30 Last Day of School

31 Teacher Work Day

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

No School = No Staff or Students

Break/Holiday = No School

Professional Development/PT Conf. = Teacher Contract Days, No Students

BOE Approved 02/15/2023

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

NON PROFIT ORGN.
U.S. POSTAGE
ECRWSS
AUBURNDALE, WI
PERMIT NO. 7

BOXHOLDER
POSTAL CUSTOMER

443 - Student Conduct

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(5)). 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, December 21, 2016

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.