



2025-2026 Annual Notices

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2025 - 2026 Marshfield School District Calendar

August 26	First Day of School
September 1	NO SCHOOL, Labor Day
October 13	NO SCHOOL, Staff Development
October 24	End of Quarter 1
November 3	NO SCHOOL, Staff Development
November 26-28	NO SCHOOL, Thanksgiving Break
December 24-Jan 2	NO SCHOOL, Winter Break
January 5	Classes Resume
January 12	End of Quarter 2
January 19	NO SCHOOL, Staff Development
February 16	NO SCHOOL
March 6	NO SCHOOL, Staff Development
March 16-20	NO SCHOOL, Spring Break
March 25	End of Quarter 3
April 3	NO SCHOOL, Staff Development
May 1	NO SCHOOL, Staff Development
May 25	NO SCHOOL, Memorial Day
May 29	End of Quarter 4; Last day of school

Academic Standards

The school district must notify parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. The Marshfield School District follows the state standards as adopted by the State of Wisconsin Department of Public Instruction as an outline of base expectations for its students. The related accountability and testing is conformed to as appropriate to be in compliance with all state and federal laws.

Where appropriate, classroom materials have been aligned to the Common Core Standards. The Common Core Standards, being only an outline of base expectations, are exceeded in almost all areas of school course offerings. The academic standards in effect for the 2025-2026 school year are posted on the district website at [Academic Standards & Curriculum - School District of Marshfield](#)

Accountability Report

The Department of Public Instruction (DPI) generates a School Report Card and District Report Card for every publicly funded school and district in the state. These public report cards can be found online at: <http://dpi.wi.gov/accountability/report-cards>. The Report Cards are intended to help schools and districts use performance data to target improvement efforts that ensure students are ready for their next educational step – including the next grade level, graduation, college, and careers.

Full school and school district accountability reports for the Unified School District of Marshfield for 2023-2024 are available on the district's Internet site at [2023-24 Accountability Report Card Results | Default Board Post Page \(DBPP\)](#)

Grant Elementary School (K4-6)
Exceeds Expectations

Lincoln Elementary School (K4-6)
Meets Expectations

Madison Elementary School (K4-6)
Meets Expectations

Nasonville Elementary School (KG-6)
Exceeds Expectations

Washington Elementary School (K4-6)
Exceeds Expectations

Marshfield Middle School (7-8)
Meets Expectations

Marshfield High School (9-12)
Meets Expectations

Private Schools Participating in a Parental Choice Program are:
Saint John the Baptist Primary
Our Lady of Peace Intermediate School
Columbus Catholic Middle School
Columbus Catholic High School

Bullying

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Complaint Procedures

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Complaints against a Board member shall be filed with the Superintendent, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or Superintendent.

Reports of bullying may be made verbally or in writing and may be made confidentially. Forms are available on the district website. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume

responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, the exclusion for parents, guests, volunteers, and contractors, and removal from any official position, and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by the State or Federal law).

Retaliation against any person who reports is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

This represents a portion of Policy 5517.01. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Child Find Notice

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, regardless of the severity of their disabilities. The school district has a special education screening process to locate and screen all children with suspected disabilities who have not graduated from high school. A request for a referral may be made by contacting Tracey Kelz, Director of Student Services, Unified School District of Marshfield at 715-387-1101, or by writing her at 1010 E. 4th Street, Marshfield, WI 54449.

Early Childhood Specific Child Find Activities

A developmental child find is a brief overview of a child's development that alerts us to possible needs or difficulties in learning, specifically in fine motor, gross motor, communication, and general knowledge. The screening is for families who live within the Marshfield School District with Children between the ages of 2 years, 9 months through 5 years of age. If your child is in 4K, they will automatically be screened. This screening helps the district determine if a child may qualify for more intensive early intervention that could significantly influence a child's learning, future abilities, and mental potential.

Continually, as needed or upon request, the district conducts developmental screening of preschool children using the Ages and Stages Questionnaire, Third Edition or ASQ-3. A major obstacle to the timely delivery of early intervention services is the early and accurate identification of young children who have developmental delays or disorders. The first step in obtaining needed services for infants and young children and their families is the establishment of comprehensive, first-level screening programs. The goal of a comprehensive Child- Find process is to identify the few infants and young children who require more extensive evaluation from the children who do not. In most cases, these questionnaires can identify young children who are in need of further evaluation to determine whether they are eligible for early intervention services. Each questionnaire contains 30 developmental items that are written in simple, straightforward language. The items are divided into five areas: communication, gross motor, fine motor, problem solving, and personal-social.

The school district will be sending out the ASQ3 to all parents who have children in a 4K program. If your child is not in a 4K program and you would like to have them screened, please contact Dawn Armbruster , Administrative Assistant to the Director of Student Services @ 715-387-1101 X1107 to request an ASQ3 be sent to you. After completing the ASQ-3, return it to the school district. After the district reviews the information, someone from the district will contact you about the results.

All Other Child Find Activities

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has the right to refer the child for a special education evaluation to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child. A referral request may be sent to Unified School District of Marshfield; attention: Tracey Kelz, Director of Student Services, 1010 E. Fourth Street, Marshfield, WI 54449.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.

- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the Marshfield School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also, the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Civil Rights Policy Statement of Compliance with Federal Law

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

This represents a portion of Policy 2260.01. A complete copy of this policy and policy 1623 is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Directory Information

Each year the Superintendent shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data." The Board designates as student "directory data": a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory data shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extra-curricular activities.

Whenever the consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory data," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory data," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

This represents a portion of Policy 8330. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Educational Options for Children who Reside in the Unified School District of Marshfield

The Unified School District of Marshfield offers students a variety of educational options to children who reside in the District. The District's primary educational pathway and instructional program for students involves a progression from 4-year-old Kindergarten through grade 12, leading to a high school diploma.

Some of the specific education programs offered to eligible students who are enrolled in and attending the District's schools include the following:

- Early childhood special education (for students at least three years of age, but not yet school-age)
- Special education for students with disabilities
- English Learner Services
- Gifted and Talented education
- Career and Technical Education (CTE) programs
- Individualized program and curriculum modifications
- Alternative education program
- At-risk education (for students identified as being at-risk of not graduating from high school)
- Summer school programming
- Driver Education
- Four-year old Kindergarten
- Rural Virtual Academy
- Youth Apprenticeship Program
- Work-based learning

Educational Options for students who are enrolled in the Unified School District of Marshfield that involve part-time attendance at an educational institution other than a school of the Unified School District of Marshfield:

1. Early College Credit Program (ECCP)
 - provides opportunities to apply for approval to take courses at an approved institution of higher learning in Wisconsin.
2. Start College Now Program
 - provides opportunities to apply for approval to take courses at a technical college in the Wisconsin Technical College System.

Part-time Open Enrollment

- Beginning in the 2018-19 school year, a pupil enrolled in a public school in the high school grades may attend public school in a nonresident school district for the purpose of taking a course offered by the nonresident school district. A pupil may attend no more than two courses at any time in nonresident school districts. Wis. Stat. 118.52

Additional educational options for Unified School District of Marshfield students residing in the District that involve full-time enrollment/attendance at a school, program or other educational institution that is not a school or instrumentality of the District include:

- Full-time open enrollment involving physical attendance in a public school of a nonresident school district.

Participation in the State's Special Needs Scholarship Program by students with a disability who meet the program's specific eligibility requirements.

- Enrollment in a private school of the family's choosing (at the family's own cost or through the Parental Choice Program as applicable).
- Enrollment in a home-based private educational program as provided under state law.

Educational options for students who reside in the Unified School District of Marshfield but who are enrolled in and attending a private school or home-based private educational program include:

- The opportunity to attend summer school classes/programs offered in the District.
- The opportunity for private school students in the high school grades to apply for approval to take up to two courses per semester in a District school, pursuant to section 118.145(4) of the state statutes.

The opportunity for home-based private educational program students to apply for approval to take up to two courses per semester in a District school, pursuant to section 118.53 and participate in District interscholastic athletics and other District extra-curricular activities as provided under section 118.133.

For more information about any of the educational options listed in this notice, please contact the District's administrative office at (715) 387-1101 or the Wisconsin Department of Public Instruction.

Food Service

Deposits to student meal accounts may be made electronically through the RevTrak system or by dropping payment off at the individual school offices. Please write the check payable to *School District of Marshfield*. Free and Reduced information and applications are available online at [Food Service - School District of Marshfield](#). Applications may also be picked up and returned to the school or district office. A new application must be completed each school year to qualify.

BREAKFAST

DAILY MEAL PRICE

Elementary Student.....	\$1.85
MS/HS Student.....	\$2.10
Adult/Seconds	\$3.50
Milk.....	\$0.50

LUNCH

DAILY MEAL PRICE

Elementary Student.....	\$3.20
Middle School Student.....	\$3.30
High School Student	\$3.50
Second Entrees.....	\$2.60
Adult.....	\$5.00
Milk	\$0.50

Homeless Children and Youth

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- share the housing of other persons due to loss of housing, economic hardship, or similar reason
- live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- live in emergency or transitional shelters
- are abandoned in hospitals
- have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Homeless Students and Family Rights:

- A free and appropriate public education
- Immediate enrollment in school
- Choice to continue in school or origin (the school attended when permanently housed) or local school
- Transportation to and from school of origin, if requested
- Assistance with school fees and referrals to other community resources
- Free meals at school
- Educational services comparable to other students
- Dispute eligibility placement, and enrollment decision by contact a School Social Worker

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Any questions regarding homeless children attending the Marshfield School District should be directed to: Tracey Kelz, Director of Student Services, 1010 E 4th Street, Marshfield, WI 54449 or 715-387-1101 or kelz@marshfieldschools.org.

This represents a portion of Policy 5111.01. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Nondiscrimination and Access to Equal Educational Opportunity

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs including curricular, co-curricular and extra-curricular activities and in its employment policies and practices as they relate to students.

The Board designates the following individuals to serve as the District's Compliance Officers:

Nicole Laber
Director of Human Resources
1010 East Fourth Street
Marshfield, WI 54449
715-387-1101
labern@marshfieldschools.org

Tracey Kelz
Director of Student Services
1010 East Fourth Street
Marshfield, WI 54449
715-387-1101
kelz@marshfieldschools.org

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the

CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Superintendent prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one (1) of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent or Board President, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding the complaint or request further investigation. A copy of the Superintendent's final decision will be delivered to the Complainant. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a Grievance utilizing the District's grievance procedure as outlined in Policy 3430 or Policy 4430.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

This represents a portion of Policy 2260, Nondiscrimination and Access to Equal Educational Opportunity. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Program and Curricular Modifications

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with their religious beliefs or value system, the school will honor a written request for their child to be excused from specific sessions for specified reasons. The student, however, will not be excused from participating in and completing the courses or activities mandated by the State and will be provided alternative learning activities during these times of parent requested absences.

This represents a portion of Policy 2240. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Review of Instructional Materials

The Superintendent shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection.

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific instructional materials.

Concerns about specific textbooks or other classroom materials should be raised first with the classroom teacher and then the Principal if necessary, in an effort to resolve the matter informally. Concerns about specific library materials should be raised first with the library media specialist, then with the Principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any instructional materials, including library materials, shall be submitted in writing to the Director of Teaching and Learning.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director of Teaching and Learning, in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not age-appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.
- B. Upon receipt of the information, the Director of Teaching and Learning may, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee, which shall comply with the open meetings law, consisting of two (2) or more professional staff members including a building principal and one (1) or more lay persons knowledgeable in the area.

- C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review and implementation of the curriculum. (See Policy 2414 - Human Growth and Development).
- D. The Committee, in evaluating the questioned material, shall be guided by the following criteria:
 - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 - 2. the accuracy of the material
 - 3. the objectivity of the material
 - 4. the use being made of the material
- E. The material being reviewed based on a request under this policy shall remain available during the review process unless the Superintendent determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.
- F. The Committee's recommendation shall be reported to the Superintendent in writing within seven (7) business days following the first meeting of the Committee. The Superintendent will advise the individual(s), in writing, of the committee's recommendation and the Superintendent's decision. The Superintendent shall also advise the Board of the Committee's recommendation and the Superintendent's decision.
- G. The individual(s) may submit an appeal of the Superintendent's decision in writing to the Board President within thirty (30) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- H. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the Committee.
- I. The decision of the Board is final.

Decisions on reconsidered materials will stand for 3 years before new requests for reconsideration of those items will be entertained.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

This represents a portion of Policy 9130. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Religion in the Curriculum

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibits students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

The Board acknowledges the degree to which religion often is incorporated into certain aspects of the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools sometimes contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may contain such references, or may concern such issues, shall not, by itself, bar their use by the District. Materials, activities, decorations, or assembly programs may not, however, promote religion.

The Board directs that professional staff members employing such materials be neutral in their approach.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent requested absence.

For the privacy of students whose parents request that they not take part in the particular class periods for specified reasons, prior arrangements will be made for the student(s) to go to a

supervised location where under the supervision of a staff member the student(s) will be provided with the alternate learning activities during the requested absence.

The District's instructional materials shall not be designed to influence students to accept or reject a particular religious belief or point of view.

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130.

School Wellness

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the students of the Unified School District of Marshfield (hereto referred to as the District). Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

This represents a portion of Policy 8510. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

School Wellness information along with the Local Wellness Policy Triennial Assessment Report Card can be found online at [School Wellness](#). Please contact Brad Dolezal at dolezalb@marshfieldschools.org with any wellness related questions or concerns.

Special Education Referral and Evaluation Procedures

Upon request, the Unified School District of Marshfield is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency, who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

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

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Tracey Kelz, Director of Student Services, Unified School District of Marshfield, at 715-387-1101, or by writing her at 1010 East Fourth Street, Marshfield, WI 54449.

Unified School District of Marshfield
Tracey Kelz, Director of Student Services
1010 East Fourth Street
Marshfield, WI 54449

Special Needs Scholarship Program for 2025-2026

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. SNSP schools may accept SNSP applications from July 1st to June 30th of each school year for that school year. For more information, including a parent brochure and frequently asked questions, please visit the Department of Public Instruction website at <https://dpi.wi.gov/sms/special-needs-scholarship>.

Student Nondiscrimination in Relation to Career and Technical Education

Health Career Connections

Summary - Health Career Connections offers unpaid internships during the school day designed to familiarize students with the various careers in the medical profession. Students are scheduled at various health care facilities to learn more about different areas of the health care field, skills needed to work in health care, career pathways of medical professionals, and more. Nursing Assistant certification is highly recommended between junior and senior year through the technical college system (tuition and books are paid for by the school district).

Admission Criteria - Students intending to enroll in Health Career Connections should register for Dual Credit (DC) Medical Terminology (793), Medical Professionalism (797), and Dual Credit (DC) Anatomy and Physiology (113 or 114) in their junior year. To apply for Health Career Connections students must complete a program application and interview with program partners in the Fall of junior year. Applications are available from the school counseling office, CTE Coordinator, or [Career and Technical Education - Marshfield High School](#).

Future Teacher Internship

Summary - Students will have the opportunity to volunteer with a teacher(s) in various classroom settings to investigate career options in the Education and Training Career Cluster – Teaching/Training Pathway. In addition to hands-on experience in an assigned classroom, students will attend seminars on tutoring, applying to the university, collaborating with other future teacher interns, learning about professional organizations and professional learning communities, interacting with students, collaborating with mentor teacher(s), and meeting program learning targets.

Admission Criteria - Students intending to enroll in Future Teacher Internship must have senior standing and completing Careers with Kids (790) prior to enrollment is highly encouraged.

Work-Based Learning I and II

Summary - Work-Based Learning courses (online or face-to-face) emphasize training and development of employability skills deemed critical by employers in our community. These courses are an elective option for seniors who are on pace for graduation to earn elective credit through employment. In addition to online or face-to-face instruction, students must work 10 hours per week.

Admission Criteria - Students enrolling in Work-Based Learning courses must have earned 20+ credits, have senior standing, have a satisfactory discipline and attendance record and have (or will have) paid employment (verified in September/January).

Sports Medicine Internship

Summary - Complete Canvas online modules and volunteer as an Athletic Training Student Aide at athletic games and practices. During your volunteer hours, you will be assisting the Licensed Athletic Trainer (LAT) in caring for injured athletes, monitoring rehabilitation

exercises as directed by the LAT, preparing medical kits, and reviewing/maintaining medical records.

Admission Criteria - Open to students in grades 10-12.

Youth Apprenticeship

Summary – Youth Apprenticeship (YA) integrates school-based and work-based learning to instruct students in employability and occupational skills defined by Wisconsin industries. Local programs provide training based on statewide youth apprenticeship curriculum guidelines, endorsed by business and industry. Junior / Senior students are instructed by qualified teachers and skilled worksite mentors for exposure to multiple aspects of an industry. Upon successful program completion, students are eligible to earn a state-issued skill certificate.

Admission Criteria - Applications (available on the MHS CTE webpage and in the school counseling office) for this competitive program are required and accepted from Sophomore year through 1st quarter of Senior year. To be considered for YA, applicants should maintain a 2.5 GPA and a satisfactory discipline and attendance record. Students will collaborate with CTE Coordinator for paid work experience at a local business that is YA eligible and enroll in related classroom instruction for junior and/or senior year.

Pathway Partners Mentoring Program

Summary – The mission of the Pathway Partners Mentoring Program is "to expose high school students to nurturing relationships with caring adults and to the diversity of opportunities and experiences in our community. These experiences, having guided academic and personal development, will enhance students' life skills and enable them to make successful transitions to post high school education and employment." The purpose of Pathway Partners is to help the students expand their horizons, explore their interests, and expose them to a larger world.

Admission Criteria – Pathway Partners Mentoring Program is open to all students in grades 9-12. Students must complete an application (available on the MHS CTE webpage and in the school counseling office) to the Pathway Partners Mentoring Program Coordinator for parent/guardian permission to be involved in the program and to help staff learn about the student's interests. No academic credit is given for participation.

Youth Service Learning

Summary – Students who complete 100 hours or more of community service receive special recognition each year. It will be noted on their transcripts, and the President's Student Service Award will be presented to students who serve 100 hours or more their senior year.

Admission Criteria – Youth Service Learning (YSL) is available to all Marshfield High School students on a voluntary basis. Hours logs are due to the Youth Service Learning Coordinator. No academic credit is given for participation.

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer (CO) at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers

A Compliance Officer will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Nicole Laber
Director of Human Resources
715-387-1101
labern@marshfieldschools.org

Tracey Kelz
Director of Student Services
715-387-1101
kelz@marshfieldschools.org

Complaint Procedure

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational

opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Superintendent prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

This represents a portion of Policy 2260. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Student Privacy and Parental Access to Information

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 – Confidentiality and Policy 8330 – Student Records.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the

student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

This represents a portion of Policy 2416. A complete copy of this policy is available on the district website at [Policies - School District of Marshfield](#), or calling the district office at 715-387-1101.

Student Records

The Unified School District of Marshfield maintains student records for each student attending school in the District. These records include:

Progress records are student records that include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's attendance record, any lead screening records required under 254.162, Wis. Stats. and records of the student's extra-curricular activities.

Behavioral records include student records other than progress records and directory data. Examples include: standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than the student's immunization records, and law enforcement records.

Student physical health records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision, or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

A complete copy of the Board's policy 8330 - Student Records is available on the district website at www.marshfieldschools.org, or calling the district office at 715-387-1101. "Directory Data" includes those student records that identify a student's:

- a student's name
- photograph
- participation in officially-recognized activities and sports
- height and weight, if a member of an athletic team
- dates of attendance
- date of graduation
- awards received.

Only "directory information" regarding a student shall be released to any person or party, other than the student or their parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

Information regarding the definitions of "school official" and "legitimate educational interest" are included in Board Policy 8330. Parents/Eligible students have the right to:

- inspect and review the student's education records within 45 days after the submission of a signed and dated written request for access. This request should be given to the school principal.
- request an amendment to the student's education records if the parent or eligible student believes the information to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- limit the disclosure of personally identifiable information defined as directory information within Policy 8330 or to such other disclosures not required by law;
- request a hearing, if the District refuses to amend records believed by the parent or eligible student to be misleading or inaccurate and to file a complaint with the United States Department of Education if the parent or eligible student is dissatisfied with the results of the hearing.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without the prior consent of the parent(s)/eligible student.

All student records relating to a specific student shall be transferred to another school or school district without consent in accordance with state law.

Title IX

The Board of the Marshfield School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator(s) are:

Nicole Laber
Director of Human Resources
1010 East Fourth Street, Marshfield, WI
labern@marshfieldschools.org
715-387-1101

Tracey Kelz
Director of Student Services
1010 East Fourth Street, Marshfield, WI
kelz@marshfieldschools.org
715-387-1101

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: [Policies - School District of Marshfield](#). The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.