



# 2018-2019 ANNUAL NOTICES OF THE EAST TROY COMMUNITY SCHOOL DISTRICT



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### Non-Discrimination Policy

The East Troy Community School District is committed to equal educational opportunity for all students in the district.

It is the policy of the East Troy Community School District, pursuant to s. 118.13, Wis. Statutes and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the East Troy Community School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s. 118.13, Wis. Statutes. PI 9, Wis. Admin. Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. To resolve complaints alleging violation of these laws, and assure compliance with s. 118.13, Wis. Statutes. Contact: Ms. Katherine Harder, Director of Pupil Services, 2131 Townline Rd., East Troy, Wisconsin, 53120.

### Student Records

The school district maintains student records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality.



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, written, printed or drawn material, computer storage media, video and audiotape, film, microfilm and microfiche. Records maintained for personal use by a teacher or other certified personnel and not available to others and psychological treatment records necessary for and available only to persons involved in the psychological treatment of the student are not considered pupil records. The district maintains the following types of student records:

Progress Records – grades, courses, attendance, immunization, extra curricular activities. These records are maintained for five years after the child ceases to be enrolled.

Behavioral Records – psychological tests, personality evaluations, records of conversations, written statements related to a pupil's behavior, achievement and ability tests, and physical health records, other than immunization records or lead screening records, certain law enforcement officers' records, and any other pupil records that are not progress records. Law enforcement records are maintained separately from other pupil records. Behavioral records are maintained for one year after the child graduates or ceases to be enrolled.

Pupil Physical Health Records – basic health information that includes the immunization card, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, health screening tests and other basic health information as determined by the state superintendent.

Directory Data – includes the student's name, address, telephone listing, date and place of birth, 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 attended. This information may be disclosed to any person, except that parents/guardians or adult students may refuse the release of all or any part of the directory data without prior consent if they inform the school district of their refusal to release such information without prior consent by writing within fourteen days from the publication of this notice to: District Administrator, 2040 Beulah Avenue, East Troy, WI 53120, 262-642-6710 (see policy 347 and administrative rule 347). Districts are required by law to provide military recruiters access to secondary students' names, addresses, and telephone listings unless access to such information has been restricted by the parental/guardian request or adult student by requesting that directory data not be disclosed without prior written consent to anyone, including military recruiters; or by restricting the disclosure of directory data without prior written consent specifically to military recruiters, using the procedure in this section. The district shall comply with the request.

#### Student Records - Student and Parent/Guardian Rights

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

- The right to inspect and review the student's education records within 45 days of a written request that identifies the record(s) they wish to inspect and obtain a copy, consistent with the board's student records policy and procedures.
- The right to request the amendment of the student's education records that the parent/guardian or adult student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights consistent with the Board's student records policy and procedures.
- 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 including disclosure without consent to school officials determined to have legitimate educational interests in the records, including safety interests, agents of the school district, another school when written notice is received from the parent/guardian or adult student that the student intends to enroll in another school or school district, and when requested by educational agencies or institutions of postsecondary education where the student seeks or intends to enroll.



- The right to file a complaint with the Family Policy compliance Office of the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.
- To inspect, review, or obtain a copy of the student's education record, or to request the amendment of a record, contact the building level principal of the school which your child attends.
- Parents have a right to inspect any third party surveys or evaluations prior to their administration by the School District.

Parents must provide prior written consent for the administration of, and may inspect or request a copy of any survey, analysis, or evaluation by the school district containing one or more of the eight protected areas listed below when funded in whole or in part by the U.S. Dept. of Education:

- mental or psychological problems of the student or student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents 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 parents/guardians;
- income other than that required by law to determine financial assistance in federal program.

#### Transfer or Release of Student Records

Upon request, the district in accordance with state law (118.125 (4)), shall transfer to another school district all student records relating to a specific student if it has received written notice from one of the following:

- an adult student, or the parent(s) or guardian(s) of a minor student, that the student intends to enroll in the other school;
- the other school district that the student has enrolled; or
- a court that legal custody of the student has been placed in a juvenile correctional facility or secured child caring institution.

In addition, parents/guardians have the right to inspect, upon request, any instructional material used as part of the educational curriculum for students. Parents should contact the principal of the school their child attends to obtain the requested materials

Copies of the Board's student records policy and procedures are available upon request at the District Office, 2040 Beulah Avenue, East Troy, WI 53120. Complaints regarding non-compliance of the Family, Education Rights and Privacy Act (FERPA) may be made to the Family Policy Compliance Office of the U.S. Department of Education.

#### **Student Bullying/Harassment/Hazing**

The East Troy Community School District Board strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and school buses and vehicles, and at school-sponsored activities so that students can benefit to the fullest from the educational opportunities offered. The East Troy Community School District Board will not tolerate any form of bullying, harassment, or hazing, such as the use of verbal comments, written comments, graphic materials, cyber bullying, or indirect behaviors.

Definitions:

**Bullying:** 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; color; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.



Harassment: Harassment is behavior towards students based in whole or part on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homeless status or handicap, physical, mental, emotional, or learning disability which substantially interferes with a students' school performance or creates an intimidating, hostile or offensive school environment.

Hazing: Hazing is intentionally or recklessly engaging in acts which endanger physical health or safety of a student for the purpose of initiation or admission into affiliation with any organization or group.

Bullying, harassment and hazing behavior can be:

- Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior, unwelcomed physical contact)
- Verbal (e.g., verbal, written or graphic materials that include: threatening or intimidating language, teasing or name-calling, notes, racist remarks, sexually suggestive comments, unwelcomed sexual flirtations or advances, offensive language or jokes of a sexual nature)
- Indirect/Emotional (e.g., spreading cruel rumors, intimidation through gestures, social exclusion or sending explicit messages or pictures via cellular phone or the internet – also known as cyber bullying)

It is the responsibility of administration, staff members, and all students to help promote a school culture that ensures the prevention of bullying, harassment, and hazing from occurring. Individuals found to have violated this policy shall be subject to discipline.

#### Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying, harassment or hazing are required to report these acts to the principal/designee.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is strongly encouraged to report the conduct to the principal/designee.

Reports of bullying, harassment, or hazing can be made verbally or in writing and can be made anonymously, at the option of the person submitting the report. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident, including a written record of the report with all pertinent details, will be documented by the principal/designee.

The school official receiving a report of bullying, harassment, or hazing shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: school principals, dean of students or designee.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

#### Procedure for investigating reports of bullying, harassment, or hazing

Student harassment complaints shall be processed in accordance with the following established procedures.

The person assigned by the district to conduct an investigation of the bullying, harassment, or hazing report shall, within twenty-four hours, begin the process of interviewing the person(s) involved and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying, harassment, or hazing will be notified during the course of the investigation. The district shall maintain confidentiality of the report and any related pupil records to the extent required by law.

#### Sanctions and Supports



If it is determined that students participated in bullying, harassment, or hazing behavior or retaliated against anyone due to the reporting of bullying, harassment or hazing behavior, the school district administration and school board may take disciplinary action, including, but not limited to: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff may provide resources for the persons involved, as appropriate.

If the subject of the report is the person designated to receive the report, the individual may file the report with the next higher authority in the complaint procedure.

#### Training and Education

The school district will annually provide information and any applicable training to school district staff and bus drivers regarding this policy.

The school district annually will provide education and information to students regarding bullying, harassment, and hazing including information regarding this school district policy prohibiting bullying, harassment, and hazing; the harmful effects of bullying, harassment, and hazing; and other applicable initiatives to prevent and intervene in bullying, harassment, and hazing situations.

The administration of the school district will implement programs and other initiatives to prevent bullying, harassment, and hazing; to respond to bullying, harassment, and hazing in a manner that does not stigmatize the victim; and to make resources or referrals to resources available to those involved in the bullying, harassment, or hazing.

#### Disclosure and Public Reporting

The school district will annually notify all students enrolled in the school district, their parents and/or guardians and employees of the policy (412). It will also 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, harassment, or hazing policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying, harassment or hazing behaviors and recommendations on how to further reduce bullying, harassment and hazing. The annual report will be available to the public.

#### **Pupil Academic Standards**

The mission of the East Troy Community School District is to ensure and provide 21st-century education through: empowered and engaged student learning, quality teaching, strong leadership, rigorous coursework, and community service opportunities while demonstrating efficiency and effectiveness for the betterment of both students and the community.

2015 Wisconsin Act 55 under section 120.12(13) requires local school districts to notify parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. All content areas in the East Troy Community School District are aligned to the Wisconsin Model Academic Standards and the Next Generation Science Standards in support of preparing all students for college and or career readiness.

The curriculum is the work of the district and is developed through the collaboration of staff, administrators, and the board of education. A continual focus on personalized learning focuses on instructional practices that create a highly empowering, engaging, student-centered learning environment. In the East Troy Community School District, personalized learning drives the development of essential understandings, learning targets, assessments, activities, and resources to build a curriculum that meets the needs of all learners. Please visit <http://www.easttroy.k12.wi.us/district/course-overviews.cfm> to learn more about our course overviews.



## Notice of Educational Options

As required under Wis. Stat. 115.385 created in 2015 Wisconsin Act 55 -

The East Troy Community School District 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 12th grade, 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 who are at least 3 years old but not yet school-age)
- Special education for students with disabilities
- Gifted and talented education
- English language learner education
- Career and Technical Education (CTE) programs
- Individualized program and curriculum modifications
- Alternative education program(s)
- At-risk education (e.g., students identified as being at-risk of not graduating from high school)
- Summer school programming

Educational option for students who are enrolled in the ETCSD that involve part-time attendance at an educational institution other than a school of the ETCSD include the following:

- Part-Time Open Enrollment (policy 426) , which
  - provides opportunities to apply for approval of no more than 2 courses at another pk – 12 educational institution;
  - is subject to state and local eligibility requirements, including the limitation that the courses must satisfy a high school graduation requirement; and
- The Early College Credit Program (policy 343.3), which
  - provides opportunities to apply for approval to take courses at certain institutions of higher education; and
  - is available only to students who are enrolled in the 9<sup>th</sup> through 12th grade.
- Start College Now (policy 343.3), which
  - provides opportunities to apply for approval to take courses at a technical college; and
  - is available only to students that have completed 10<sup>th</sup> grade.

Additional educational options for children who reside 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 School District of East Troy include the following:

- High school students meeting certain age and other eligibility requirements may be permitted to attend a technical college or certain other programs for the purpose of completing a program leading to the student's high school graduation or to a high school equivalency diploma.
- Full-time Open Enrollment involving physical attendance in a public school of a nonresident school district or attendance through a virtual charter school that is associated with a nonresident school district.
- Beginning in the 2016-2017 school year, a child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
- Enrollment in a private school of the family's choosing (at the family's own cost, as applicable).
- Enrollment in a home-based private educational program as provided under state law.

Educational options for children who reside in the School District of East Troy but who are enrolled in and attending a private school or home-based private educational program include the following:



- Such students have the opportunity to attend summer school classes/programs offered in the District.
- Private school students in the high school grades have the opportunity to apply for approval to take up to two course per semester in a District school, pursuant to section 118.145(4) of the state statutes.
- Students who are enrolled in a home-based private educational program have the opportunity to:
  - Apply for approval to take up to two courses per semester in public schools as provided under section 118.53.
  - Participate in District interscholastic athletics and other District extracurricular activities as provided under section 118.33.

For more information about any of the educational options listed in this notice, please contact Building Level Administration, District Offices or the Wisconsin Department of Public Instruction.

The District's schools, and each school's most recent state-assigned performance category (if available), are listed below: Based upon 16-17 school year data:

- East Troy Community School District – Meets Expectations
- East Troy High School – Meets Expectations
- East Troy Middle School – Meets Expectations
- Prairie View Elementary School – Exceeds Expectations
- Little Prairie Primary School – Do not participate in state assessment - Forward Exam

As a district, we are always focused on continuous improvement by focusing on multiple data sources and data points toward ensuring proper student achievement and learning growth. We will continue updating our curriculum, programming, resources, structures, and practices that support **personalized learning environments** to ensure creativity, critical thinking, collaboration, communication, and essential content, ultimately improving **student empowerment, engagement and student achievement**. Thus representing an authentic learning process! Please view the following link to learn more: <http://www.eastroy.k12.wi.us/district/learning.cfm>

That said, the 2016-2017 School Accountability Reports are available (see results above). The full version of the District's most recent school and school district accountability report, as issued by the WI Department of Public Instruction under section 115.385 of the state statutes, can be accessed via the following link: <https://apps2.dpi.wi.gov/reportcards/>

### **Educational Student Religious Accommodations**

The District provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. State law permits children to be released from school for religious instruction. The Board neither recommends nor discourages student participation in such instruction. Students in the East Troy Community School District will be released for religious instruction outside the school grounds under the following conditions:

- The student must have written permission from his parent or guardian.
- Not more than one hour per day and three hours per week of school time be granted for religious instruction.
- The School Board may deny the privilege of released time to students who requested religious instruction but were absent from the instruction.

The School Board assumes no responsibility for transporting students to religious instruction and shall be released from all liability for a pupil who is absent from school in accordance with the rules set forth above. The process for receiving and resolving complaints about the accommodation of religious beliefs is described above in the Non-Discrimination Policy section.



## **Student Attendance**

The East Troy Board of Education encourages a strong partnership between the home, school and community. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular school attendance.

The East Troy Board of Education, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. In addition, Wisconsin Statutes requires every child between six and 18 years of age to be in school attendance unless he/she:

- A. Is excused temporarily for physical or mental reasons, or other reasons defined by the Board of Education
- B. Has graduated
- C. Has been authorized to attend an alternative educational program
- D. Has been excused by his/her parent/guardian prior to an absence in accordance with state law

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age. Any child who is 16 or 17 years of age may be excused from regular school attendance by the school board to a two or four-year college or technical college through the Youth Options Program. A student may also attend an adult high school diploma program at a technical college in lieu of high school if the student falls under the definition to be considered to be a *Child at Risk*. Further modifications may include:

- A. Modification within the child's current academic program
  - a. Abbreviated day
  - b. Modified curriculum
- B. At school work-training program
  - a. Gateway HSED
  - b. Supervised school work-training program for credit
  - c. Second Chance Programming
- C. Enrollment in an alternative public school, technical school program
- D. Enrollment in correspondence or Internet courses approved by the school

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (unexcused).

It is the intent of the East Troy Community School District Student Attendance policy (431) to provide consistency throughout our district that meets all attendance provisions per Wisconsin Statutes, and to assist and intervene in a positive manner with the parents and or student to correct any attendance issues before issuance of "habitual truancy."

## **Indoor Environmental Quality Management Plan**

In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the School District has taken appropriate steps to provide and maintain safe and healthful facilities. The East Troy Community School District will keep school buildings in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment.

As required in WI Stat. 118.075 (3) and (4), the School District maintains indoor environmental quality (IEQ) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.



The district IEQ Plan administrator is the Director of Buildings and Grounds and can be reached at 262-642-6710 x1400.

### **Student Locker Searches**

The East Troy Community School Board recognizes the responsibility of providing for the health, welfare, and safety of young people who attend the district's schools. The Board retains ownership and possessing control of all student lockers and authorizes any school district administration to arrange for and/or conduct locker searches (policy 446.1).

### **Privacy in Locker Rooms**

The East Troy Community School Board recognizes the East Troy Community School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms and restrooms (policy 443.5). 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 into 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.
- District staff and students shall both respect and protect the privacy interests of all individuals who use any District locker room and restroom facilities.
- Cameras, cell phones, video recorders or other devices that can be used to record or transfer images and or sound are prohibited from being seen or used in locker rooms and restrooms, except with advanced permission of building level / district level administration.

Students violating this policy shall be subject to school disciplinary action, including suspension and up to expulsion with possible legal referral,

### **Canine Searches and Breathlyzers**

The East Troy Community School Board recognizes the responsibility of providing for the health, welfare, and safety of young people who attend the district's schools. The Board recognizes and encourages the use of canine searches within the school buildings and grounds. Furthermore, The Board of Education recognizes the request of breathalyzers when there is reasonable suspicion that persons may be under the influence of alcohol or a controlled substance while participating or attending school functions (policy – 446.1).

### **Early College Credit Program and Start College Now Program (policy 343.3)**

Any 9<sup>th</sup> – 12<sup>th</sup> grade pupil attending East Troy High School may apply to attend a University of Wisconsin Institution of Higher Learning under the Early College Credit Program. In order to participate, the student must notify their counselor of their intentions prior to March 1 for the fall semester and October 1 for the spring semester. The Board must notify the pupil if any of the requested post-secondary course work will be approved for high school credit and how much credit will be awarded, whether the course is comparable and whether it meets graduation credit requirements. Any pupil that has completed 10<sup>th</sup> grade attending East Troy High School may apply to attend a technical college under the Start College Now program. In order to participate, the student must notify their counselor of their intention prior to March 1 for the fall semester and October 1 for the spring semester. The Board must notify the pupil if any of the requested post-secondary course work will be approved for high school credit and how much credit will be awarded, whether the course is comparable and whether it meets graduation credit requirements. For more information on this program contact the high school guidance office at 262-642-6760 x5228.

### **Student Use of Information Technology and Communication Resources**

The East Troy Community School District provides student access to electronic resources, including but not limited to, computers, networks, hardware, software, and access to the Internet, as a part of the District's instructional program to enhance teaching and learning. All use of electronic resources must be



for educational and research purposes consistent with the educational objectives of the District. The District reserves the right to monitor and access all use of or content on district-owned and personally-owned electronic resources while used on school premises. No student has an expectation of personal privacy in connection with their use of or content stored in, created, received or transmitted over any District or personally-owned electronic resource (Policy 443.8), unless such right is guaranteed by statute or other law.

The District believes that allowing students to use electronic devices for educational purposes at East Troy High School will expand and broaden student learning opportunities. Finally, East Troy Community School District will continue to monitor and review this policy and new practice as implementation moves forward. Should you have any questions, please contact Mr. Kevin Kitslaar or Ms. Stacey Kuehn (High School Principal) or Mr. Justin Modrak (District Technology Coordinator).

### **Child Nutrition Programs**

The East Troy Community School District participates in USDA child nutrition programs for breakfast, lunch and milk programs. Applications and information on eligibility requirements for free or reduced price meals/milk is provided at registration, can be found on the district website or may be mailed to parents by contacting the food service director at 262-642-6760 x5302.

### **Food Service Meal Charging Policy for Delinquent Accounts**

Timely payments must be made to the food service department to avoid delinquent accounts. The policy of the East Troy Community School District is that when a family account drops below negative \$20, the child(ren) in the family will be served an alternate lunch at a charge determined by food service operations. Your child(ren) will continue to receive the alternate lunch until your account balance is above negative \$20. (policy – 761) Should negative balances continue to increase upon alternative meal use, any of the following may occur at the discretion of the principal and/or food service director:

- Alternative lunches may be discontinued. Notice to the family would occur, however any students still attempting to enter the line may be removed by the principal.
- Delinquent accounts may be sent to a collection agency.
- A different alternative meal may be provided at no cost.
- Any economic assistance accounts temporarily available to relieve debt or fund a lunch account may be utilized.

### **Homeless Children**

McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as: Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up); living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, please contact the local district home liaison officer for homeless children, at 262-642-6760 x5242.

### **Human Growth and Development Instruction**

Parents may receive an outline of the human growth and development curriculum for their child's grade level and preview the instructional materials. Please request information by contacting the Director of Curriculum and Instruction 262-642-6710 x1227 or the elementary and / or middle school principals.



### **Meningococcal Disease Information**

According to section 118.07(3) of the state statutes, each school district must provide the parents/guardians of students enrolled in grades 6 – 12 with information about meningococcal disease (commonly known as bacterial meningitis).

- Meningococcal bacteria can potentially be transmitted through close contact with an infected person through direct contact with respiratory and/or oral secretions from an infected person (for example, through sharing drinking containers or kissing)
- Meningococcal disease can be misdiagnosed as something less serious, because of early symptoms like high fever, severe headache, nausea, vomiting and stiff neck
- The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11 – 12 year olds be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest.

For more information about meningococcal disease and immunization, please feel free to contact our school nurse at 262-642-6740 (4200) or visit the following websites to learn more about meningococcal disease, vaccine information, and public health resources:

- A Centers for Disease Control and Prevention (CDC) Meningitis Fact Sheet
- Centers for Disease Control and Prevention (CDC)
- Wisconsin Department of Health Services

### **Special Education Screening and Referrals**

The Walworth County Children with Disabilities Education Board and each of the school districts within Walworth County have an ongoing special education screening program to locate and screen all children who are residents of the county and who have not graduated from high school.

As part of the special education screening program the East Troy Community School District has policies and procedures for locating and screening each of the following groups: children below school-entry age; children entering school for the first time; children currently enrolled in public and private schools; all transfer students; school-age children who are eligible to attend school but who are not attending school and who are residents of the district.

If you have reason to believe that your child needs to be screened for special education, please contact our Special Education / Pupil Service Director at 262-642-6720 x3223.

### **Special Education Services**

East Troy Community School District has a full range of special educational services available to students with disabilities. The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities.

Annually the district conducts developmental screening of preschool children.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes that a child was brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides.

The school district maintains pupil records, including information from screening and special education. East Troy Community School District has pre-kindergarten -12<sup>th</sup> grade programs available either at one of the public schools or other educational institutions coordinated by the Walworth County Children with Disabilities Education Board. Special educational services are available for children with the following disability conditions:

- Learning Disability
- Emotional Behavioral Disability



- Speech or Language Impairments
- Traumatic Brain Injury
- Autism
- Visual Impairment
- Hearing Impairment
- Cognitive disabilities
- Orthopedic Impairments
- Other Health Impairments

Also available to qualified students with identified disabilities under section 504 of the Rehabilitation Act of 1973 are reasonable accommodations. A qualified child with a disability under 504 is any person who; 1) has a physical or mental impairment which substantially limits one or more major life activities, 2) has a record of such impairment, and 3) is regarded as having such an impairment. Major life activities include caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

If you suspect your child may be eligible as a child with a disability under either special education or Section 504, please contact the District’s Special Education / Pupil Service Director and Section 504 Coordinator, 2040 Beulah Avenue, East Troy, WI 53120 at 262-642-6720 x3223.

**Registration**

If you have recently moved into the area and have school age children, please contact the East Troy Community School District as soon as possible.

Grades PreK-2	262-642-6730 x2221	Little Prairie Primary School
Grades 3-5	262-642-6720 x3221	Prairie View Elementary School
Grades 6-8	262-642-6740 x4221	East Troy Middle School
Grades 9-12	262-642-6760 x5224	East Troy High School

If unable to reach school personnel, please call the district registrar at 262-642-6720 x3225.

The East Troy Community School District will require online registration via Family Access from August 1-8 while also conducting In-House Registration at Prairie View Elementary School on August 8<sup>th</sup> from 12 to 7 p.m. We look forward to the continuing use of online registration and having in-house registration at one site, on one day, toward improving the registration process for the betterment of families.

**Parent Notification**

Under Every Student Succeeds Act, any parent or guardian may request and receive information in a timely manner regarding the professional qualifications (licensure) of the student’s classroom teachers including:

- Whether the teacher has met state license requirements and is certified to teach the grade or subject.
- Whether the teacher is teaching under an emergency or provisional status through which the state licensing criteria has been waived.
- The undergraduate degree major of the teacher and any graduate certification or degree(s) held by the teacher and the field of discipline of the certification or degree.
- The professional qualifications of any paraprofessional who assists in instruction of the student.

The school district shall provide each individual parent timely notice, if a teacher who is not highly qualified has taught their child for four or more consecutive weeks.

Parents will be provided with academic state assessment results upon district receipt of scores.



Parents who wish to become involved in the East Troy Schools Title 1 program should contact the Title 1 Coordinator at 262-642-6720.

To obtain information on any of the areas above, contact: Dr. Christopher G. Hibner, District Administrator, 262-642-6710 x1222.