



Walworth Joint School District #1

2023-2024 Annual Notices

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[Academic and Career Planning Services for Students](#)

The Wisconsin Department of Public Instruction in the PI26 legislation requires public school Districts to provide academic and career planning services to students in grades 6 through 12 beginning in the 2017-2018 school year. Academic and Career Planning, or ACP, is a student-driven, adult supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. Walworth Joint School District #1's [ACP Planning Guide is available for viewing \(click here\)](#).

Academic Standards

Walworth Joint School District # 1's curriculum follows a scope and sequence of skills based on the following standards (linked below) as well as incorporating [Common Core Standards in English Language Arts/Literacy and Mathematics](#). Standards help to define clear and specific learning goals or targets and help teachers to develop curriculum units.

Wisconsin Model of Early Learning Standards	English Language Arts (ELA)	Mathematics
Social Studies	Science	Health
Music	Art	Guidance
Physical Education	Technology	

Asbestos Notification

The Asbestos Hazard Emergency Response Act (AHERA) is part of federal regulations which require school Districts to inspect each school building for asbestos-containing building materials and to maintain an asbestos management plan.

As a result of the federal law AHERA (Asbestos Hazard Emergency Response Act) all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to notify all parents, guardians and staff members, as well as organizations representing them, of activities and events with the asbestos containing building materials annually. Asbestos has been used in many building materials due to its outstanding insulating and strengthening properties. When asbestos is undisturbed or intact, it poses little hazard to human health. It is only when damage has or may occur that the quality of the school's management program becomes an issue.

The first asbestos management plan for Walworth Joint School District #1 was completed and filed with the state in 1999. Required three-year re-inspections have been conducted since then by the District's asbestos consultant. Copies of the management plan are available upon request. The most recent

inspection of all buildings, records, and management plans was conducted July 2015 and was found to be in compliance with all EPA and AHERA guidelines.

The buildings in the District are maintained according to all federal and state guidelines.

In keeping with AHERA regulations, you are being notified of this information. If you have questions concerning asbestos in our school Districts, please feel free to contact Mr. Eric Netzband, Buildings and Grounds Supervisor at 262-275-6896 extension 1214.

School Attendance

Attendance Rules

(Prearranged Family Trips, Special Requests, etc.)

1. Early dismissal requests, during the school day, should be in writing and turned into the main office prior to the start of each school day. Phone calls to the office are sometimes necessary but not preferred.
2. Special dismissal requests, for dental or doctor appointments, should also be in writing and turned into the main office prior to the start of the school day. Again, phone calls to the office are sometimes necessary but not preferred. Please make sure to note the time of the dismissal, the time of the appointment, and the time that the student should be expected to return to school following the appointment. Returning students must report to the office prior to returning to their classes.
3. Extended absences for family vacations, etc. lasting more than three (3) days should be arranged ONLY in writing using the required school form with the Principal a minimum of one week in advance of the trip. Such absences do not require a written excuse upon re-admittance. Families may request homework in advance for these absences, but this homework must be completed prior to the students' return to school.
4. The reason for all absences and/or tardies must be written on the excuse in order for the excuse to be accepted by the school. Any excuses not explained or unacceptable will be considered unexcused by the Principal.
5. No child is ever dismissed during the school day without a written request from the parents to the office or a confirmed verbal request via the telephone.
6. Students must remain in the office and parents should make arrangements to pick up their child at the main doors of the building for safety reasons (by the bell and flag).

Vacations

All family vacations LONGER THAN THREE (3) DAYS must be filed FIVE (5) days in advance using a district form. If homework is being requested in advance of the absence, then the homework provided must be completed and returned to the teacher(s) on the student's first day

of attendance following the absence(s) if at all possible. Make-up work may be requested, a minimum of three days in advance, for all planned absences. The work, if requested, must be completed in a timely manner. Students are given the same number of days they were absent to complete their make-up work. For example, if a student is absent five days, s/he has five school days to complete make-up assignments. If this is not possible, other arrangements may be made with the teacher. Parents must recognize that not all lessons taught in school can be made up at home or assigned weeks in advance and that make-up work cannot replace actual attendance at school. Lastly, the key to the successful implementation of this policy is that parent(s)/guardian(s) agree to supervise their child's successful completion of all homework assignment(s); either during the absence or upon the return to school.

Leaving School Grounds

In order to guarantee the safety of each child in our care, we ask that children do not leave the school grounds during school hours unless they are accompanied by a parent or have written permission of their parent(s) or guardian(s).

Early Dismissals

In the event that it becomes necessary to dismiss your child[ren] before the regular 3:20 PM dismissal time, it is vital for us to know exactly where your children are expected to go. Some parents do not have phones or are unable to be contacted during the day. Therefore, a plan for your children in the event of an early dismissal is necessary. Please discuss with your child where you want them to go in the case of an early dismissal. At the fall student registration, parents will be asked to complete a form indicating your wishes. The information you have listed on the form will be reviewed with your child in all cases requiring an early dismissal. This form is also necessary since we will not always be able to directly phone parents of elementary students (grades JK-4) when an early dismissal is warranted.

Board of Education Policies

The Walworth Joint School District #1 is governed by Wisconsin State Statutes and Board Policies. All [Board Policies](#) are available on the District's website or mobile app.

Bullying Policy 5517.07

5517.01 - **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 or 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.

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a 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."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;

3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on websites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including 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. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student who believes s/he has been or is the victim of bullying should immediately report the situation to the Building Principal or Assistant Principal, or the District Administrator. 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 District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice

President, 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 the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. 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 or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the Board attorney who shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

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, 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 State or Federal law).

Retaliation/False Reports

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, s/he should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and any related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally,

the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

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

An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and any accompanying administrative guidelines. All training regarding the Board's policy and any administrative guidelines on bullying will be age and content appropriate.

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[LINK TO POLICY](#)

Child Nutrition Program

The District participates in the USDA child nutrition programs for breakfast, lunch, and milk programs and receives commodities donated by the United States Department of Agriculture.

The Board of Education shall make a determination regarding continued participation in the program in August of each year by approval of the School Lunch Agreement.

The District conforms to all requirements of the USDA child nutrition programs with respect to determining the eligibility of children for free and reduced meals. Students served free or reduced meals shall be treated the same as students who are paying full price for the meals.

No person is denied admission to the District or denied participation in, any curricular, co-curricular, pupil services, recreational or other program or activity because of the person's gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The District encourages informal resolution of complaints under this policy. However, if any person believes that the District or any part of the school organization has failed to follow the law and rules of Wis. Stats.118.13 and PI 9, Wis. Admin. Code, or in some way discriminates against persons on the bases listed above, he/she may bring or send a written complaint to the following address: Mr. Phill Klamm, District Administrator 121 Beloit Street Walworth WI 53184

Curricular Modifications

Annually, parents must be given notice of their right to ask for curriculum modifications and the decision-making process used to respond to such requests. Reference: [Walworth Board Policy 2451](#)

Data Directory

Pursuant to Wisconsin Statute 118.125(2)(j), Walworth Joint School District #1 declares the following as “Directory Information” as provided in said statute, and that information relating to students may be made public information in any of the following categories: pupil’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 (including video tapes and other reproductions), awards received, and the name of the school most recently previously attended by the pupil. This annual public notice is required by law before such information can be placed in yearbooks or student directories.

Any parent, guardian, or guardian ad litem of any student in the district may notify the principal in writing informing that none of the above information be released without the parent’s, guardian’s or guardian ad litem’s consent, provided that such notification is given within fourteen (14) days of the publication of this notice to the district.

Please be aware that students are occasionally videotaped, photographed, or their names are placed in various publications, including postings on internet web pages. The resulting photo, videotape or student’s published name may be used in a variety of ways: to promote the school district, individual school, or specific programs to the community, to instruct students or staff members, or, to orient new parents, staff and students. The final product could also take a variety of forms: photo displays, slide/Power Point presentations, newspaper articles, pamphlets, video programs, or internet web pages. On occasion there is media coverage or perchance recordings of school events and activities by outside journalists, students, parents, or other non-district personnel beyond the control of the school or school district. Media coverage may involve, but is not necessarily limited to: voice recordings, still photographs, videotaping or public disclosure of directory data such as the student’s name and date of birth. Even with the consent of the parent/guardian, media coverage of events, activities or issues in school or on school property is allowed only with the permission of the building principal and only if it does not disrupt or hinder student instruction or other activities.

Emergency School Closings

The District Administrator shall have the authority to close the school in the event of hazardous weather conditions, or any other emergencies that threaten the health or safety of students and staff.

When closing the school due to hazardous weather conditions, the District Administrator will cooperate with and coordinate closing with the other members of the Big Foot Area Schools Association according to do the following:

1. Annually, the area school administrators will select one administrator to serve as the liaison between the transportation company, the local police, and the county sheriff's department.
2. When hazardous weather conditions prevail, the decision to close schools will be the responsibility of the transportation company, in consultation with the police, road crews and all of the administrators of the area schools.
3. Once a decision has been made to close the schools, delay the opening, or affect an early dismissal, all administrators in the Big Foot Area Schools Association will notify local and regional media stations according to a predetermined listing. Parents will be alerted utilizing the district's instant messaging system.
4. An attempt will be made to render all school closing decisions in a timely fashion.

In cases of early dismissal due to weather or other hazardous conditions, the above procedures will also be followed. With regard to dismissal of students on these cases, the district will follow the wishes expressed by the parent on the Family's Early Dismissal Form that is completed by all parents during the back-to-school registration time. Parents shall be notified annually of the procedures to be followed when it becomes necessary to close school due to pending or existing hazardous conditions.

Education of Homeless Children and Youths

Children of homeless individuals and unaccompanied homeless youth (youth not in physical custody of parent/guardian) residing in the Walworth Joint School District No. 1 shall have equal access to the same free, appropriate public education as provided to other children and youths that reside in the District. They shall be provided services comparable to services offered other children attending Walworth Joint No. 1 Schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs, and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

If you are homeless or know of any student that is, please contact Mrs. Jennifer Ott-Wilson, Walworth Joint School District No 1 Homeless Liaison at 262-275-6896. More information can be found at this website <https://dpi.wi.gov/homeless>

Educational Options

Pursuant to Wisconsin State Statute 115.28 (54m), notice must be provided regarding the educational options available to all students who are at least three years old, but not yet 18 years old. The mission of Walworth Joint School District No.1 is to provide the *Best Education for All Students*. To that end, the District offers 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 Junior Kindergarten through 8th grade. The District's most recent state-assigned category is Meets Expectations. Some of the specific programs offered to our students include: 1) early childhood special education, 2) special education for students with disabilities, 3) English language learners, 4) gifted and talented, 5) remedial math and reading, 6) after school academic support, 7) summer school, 8) individualized and accelerated programs, and 9) curriculum modifications.

The full version of the District's most recent school and school District accountability report, as issued by the Wisconsin Department of Public Instruction under section 115.385 of the state statutes, can be accessed on the DPI website: <https://apps2.dpi.wi.gov/reportcards/>

Educational options for students who are enrolled in the Walworth Joint School District No.1 include course options programming allowing students who meet state and local eligibility requirements to attend up to 2 courses at another educational institution.

Additional educational options for students 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 District include the following: 1) full-time open enrollment involving physical attendance in a public school of a nonresident school District, 2) beginning in 2016-17, a student with a disability who meets the program's specific eligibility program awarded through the state's "Special Needs Scholarship Program", as established under section 115.7915 of the state statutes, 3) enrollment in a private school of the family's choosing at the expense of the family as applicable, and 4) enrollment in a home-based school as provided under state law.

Educational options for children who reside in the District but who are enrolled in and attending a private or home-based school may have the opportunity to attend summer school classes offered in the District and other programs and classes as described under Board Policy. Home-based schooled students may apply for approval to take up to two courses per semester in public schools as provided under section 118.53 and may participate in District interscholastic athletics and other District co-curricular activities as provided by section 118.133 and Board Policy.

Electronic Device Use by Students

Reference [Walworth Board Policy 7540.03 Student Technology Acceptable Use and Safety](#)

English Language Learners

The District provides programs for students with limited English proficiency. Students with limited English proficiency can be identified for the program by parents or teachers. Parents of students with limited English proficiency will be notified of any identification. Parents need to give consent for their child to participate in the program. Contact District Administrator, Mr. Phill Klammer at 262 275-6896 X 1205

El distrito escolar provee de los programas para los estudiantes habilidad inglesa limitada. Los estudiantes con habilidad inglesa limitada pueden ser identificados para el programa por los padres o los profesores. Notificarán a los padres de estudiantes con habilidad inglesa limitada de cualquier identificación. Los padres necesitarán dar el consentimiento para que su niño participe en el programa. Póngase en contacto con el director del edificio, Sr. Phill Klammer al 262 275-6896 X 1205

Reference: [Walworth Board Policy 2260.02 English Language Proficiency](#)

Equal Educational Opportunities and Student Discrimination Complaint Procedure

It is the policy of the Walworth Joint School District #1 that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by s. 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Civil Rights Act of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and Americans with Disabilities Act of 1990 (disability).

Walworth School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of this policy.

STUDENT RELIGIOUS ACCOMMODATIONS

All students shall be provided reasonable accommodations for sincerely held religious beliefs with regard to examination and academic requirements. See the "Nondiscrimination" notice above for the process for receiving and resolving complaints. (Wisconsin Admin. Code PI 41.04 (1)(A))

COMPLAINT PROCEDURE

If any person believes that the Walworth District personnel have failed to follow the law and rules of s. 118, Wisconsin Statutes, or in some way discriminated against pupils on the basis of sex, race, color, national origin, handicap, religion, ancestry, creed, pregnancy, marital or parental status, sexual

orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the District Administrator.

Federal discrimination complaints may be filed with the Office for Civil Rights, Chicago Office, U.S. Department of Education, 111 Canal Street, Suite 1053, Chicago, Illinois 60606-7204.

Step 1: Any student, parent, or resident complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.

a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures.

b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g. EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

Step 2: The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review the facts comprising the alleged discrimination with appropriate building personnel, determine the action to be taken, if any, and report in writing the receipt of the complaint within 45 days.

Step 3: If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the School Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 90 days of receipt of the initial complaint, unless the parties agree to an extension of time. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

Step 4: The complainant shall be notified of the right to appeal a negative determination by the Board to the State Department of Public Instruction and the procedures for making the appeal. The complainant must file this appeal within 30 days of the Board's decision. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Phill Klamm, District Administrator, Walworth Elementary School
Reference [Walworth Board Policies](#)

Food Services (Policy 8500)

8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Dietary Modifications

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b.

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within five (5) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Kitchen Supervisor. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Service Agent. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred and after the District Administrator determines that sufficient reasonable effort and approaches to collecting the debt have been made. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any

student that has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring his/her account current.

A student who has exceeded the permissible negative balance amount in his/her account and does not have cash on hand sufficient to purchase a meal will be treated respectfully.

The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.

If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the District website.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Home-based Private Educational Program (Home School)

Please visit this following site to review information on the requirements associated with enrollment into a Home-based Private Educational Program: <https://dpi.wi.gov/sms/home-based>

Indoor Environmental Quality Management Plan

The Walworth Joint School District has developed an [Indoor Environmental Quality Management Plan](#). The Plan is posted on our website under “Documents”. If you have questions or concerns, regarding indoor environmental quality, please contact the District IEQ Coordinator:

Eric Netzband Buildings and Grounds Supervisor	262-275-6896 Extension 1214
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Health and Wellness Policy

Walworth Joint District #1 promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

- A. **Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** Our entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student’s understanding, beliefs and habits as they relate to good nutrition and regular physical activity. We believe that a healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs.
- B. **Support and promote proper dietary habits contributing to student’s health status and academic performance.** All foods provided by the district school-sponsored activities during the instructional day should meet or exceed USDA Nutrition Standards. Emphasis will be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals.
- C. **Encourage students to be engaged in regular physical activity.** A quality physical education program is an essential component for all students to learn about and participate in regular physical activity. Physical activity should be included in our school’s daily education program from grades Kindergarten through 8. Physical activity should include regular instructional physical education, co-curricular activities and recess. Substituting any one of these components for the others is not appropriate.

- D. **Our district is committed to improving academic performance in high-risk groups so that no child is left behind.** Educators, administrators, parents, health practitioners and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure student's basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn will be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of our district's population should be considered to ensure that all students' needs are being met.

DISTRICT NUTRITION STANDARDS

Walworth Joint District #1 strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following Nutrition Standards governing the sale of food, beverages, and candy on school grounds.

Food:

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" LDL cholesterol and maintain "good" HDL cholesterol.
- It is recognized that there may be rare special occasions when the school's District Administrator may allow a school group to deviate from these guidelines.
- Milk, water, and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day.

Candy

- Vending sales of candy will not be permitted on school grounds.
- Non-vending sales of candy will be permitted at the conclusion of the instructional day, with special permission of the Administrator.
- Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose, syrup) listed as one of the first two ingredients.

Soda/Energy Drinks

- Students are not permitted to bring soda/energy drinks to school.

- Vending sales of soda to students will not be permitted on school grounds.
- Non-vending sales of soda will be permitted at the conclusion of the instructional day, with special permission of the Administrator.

STUDENT NUTRITION PROCEDURES

Walworth Joint District #1 promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of our total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our district contributes to the basic health status of our Walworth children. We believe that improved health optimizes student performance potential.

School Breakfast/Lunch Program:

- The full meal program will continue to follow the U. S. Government's Nutrition Standards.
- Additional portion availability will be offered on a limited basis.

Middle School Nutrition Break:

- It is encouraged that the nutritional break will include food that is healthy and follows the District Nutrition Standards.
- A Fruit/Vegetable will be available each day.
- Students that bring their own nutritional break item must adhere to the District Nutrition Standards.

Lunchroom Climate:

- It is encouraged that the lunchroom environment be a place where students have:
 - adequate space to eat and pleasant surroundings
 - adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated)
 - convenient access to hand washing facilities before meals

Fundraising:

- All fundraising projects are encouraged to follow the District Nutrition Standards.
- All fundraising projects for sale and consumption within and prior to the instructional day will be expected to make every effort to follow the District Nutrition Standards when determining the items being sold.
 - items being sold that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e., limit quantity sold to an individual student)
 - items being sold that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis

Teacher-to-Student Incentive:

Strong consideration should be given to non-food items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Student Nutrition Education:

Walworth Joint District #1 has a comprehensive curriculum approach to nutrition in Junior Kindergarten through eighth grade. All instructional staff will be encouraged to integrate nutritional themes into lessons when appropriate. Annually, the physical education staff will integrate nutrition concepts into the “Jump Rope for Heart” unit at all grade levels.

The health benefits of good nutrition should be emphasized. These nutritional themes include, but are not limited to:

* knowledge of “My Plate”	* healthy diet
* healthy heart choices	* food labels
* sources and variety of foods	* major nutrients
* guide to a healthy diet	* multicultural influences
* diet and disease	* serving sizes
* understanding calories	* proper sanitation
* healthy snacks	* identify and limit junk food
* healthy breakfast	

The district nutrition policy reinforces nutrition education to help students practice these themes in a supportive school environment.

Parent Nutrition Education

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle school level.
- Nutrition education may be provided in the form of handouts, postings on the district website, or presentations that focus on nutritional value and healthy lifestyles.

District Health & Wellness Committee:

It is recommended that the District’s Health & Wellness Committee meet regularly with the purposes of monitoring the implementation of the district’s policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as necessary. The committee will meet on an annual basis with committee membership as follows:

- District Food Service Supervisor
- Parent Representatives
- Student Representatives
- Staff Member Representatives
- Administrative Representative
- Physical Education and Health Program Leaders
- Board of Education Representative

The District Health and Wellness Committee will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the District's health and wellness goals. The annual report will be distributed to District households and families through the District's website and newsletter.

The District Health and Wellness Committee will update or modify the wellness policy based on the results of the annual progress reports, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued.

This policy will be assessed and updated as indicated at least every three years.

Human Growth and Development Instruction

The Walworth Joint School District provides an instructional program in human growth and development in grades kindergarten to 8th grade. The District uses [Wisconsin State Statutes 118.019](#) as a guide in developing and implementing the Human Growth and Development instruction. The curriculum objectives are outlined in the [District's Human Growth and Development Instructional Guide](#).

Wisconsin state statutes permits students to be exempted from instruction on physiology and hygiene, STDs, symptoms of disease and the proper care of the body. Parents/guardians may exempt their child from instruction in human growth and development with a written request to the building principal. Parents/guardians may also request to examine the complete human growth and development curriculum and instructional materials by contacting the building principal.

(1) Purpose. The purpose of this section is to foster a partnership between parents of pupils attending schools in the school district and the schools in the school district to promote the optimal health and well-being of the pupils. The provisions of this section are in addition to, and do not supplant, the requirements under ss. [118.01 \(2\) \(d\) 2. c](#) and [8](#), and [118.13 \(1\)](#), which are critical to maintaining the physical and psychological health of each pupil.

(1m) Definitions. In this section:

(a) “Age-appropriate” means suitable to a particular age group of pupils based on their developing cognitive and emotional capacity and consistent with adolescent development and community standards.

(b) “Medically accurate information” means information that is scientifically-based and published, where appropriate, in peer-reviewed journals and textbooks.

(2) Subjects. A school board may provide an instructional program in human growth and development in grades kindergarten to 12. If the school board elects to provide an instructional program under this section, when the school board establishes the curriculum for the instructional program, the school board shall make determinations as to whether and, if so, for what subjects covered in the curriculum the pupils shall be separated by gender. If an instructional program is provided, the following instructional program is recommended:

(a) Present medically accurate information to pupils and, when age-appropriate, address the following topics:

1. The importance of communication about sexuality between the pupil and the pupil's parents or guardians.

2. Reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation.

5. The benefits of and reasons for abstaining from sexual activity. Instruction under this subdivision shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent.

7. Methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress.

8. How alcohol and drug use affect responsible decision making.

9. The impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality.

10. Adoption resources, prenatal care, and postnatal supports.

11. The nature and treatment of sexually transmitted infections.

(c) Address self-esteem and personal responsibility, positive interpersonal skills, and healthy relationships.

(d) Identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships.

(e) Address the positive connection between marriage and parenting.

(f) Present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors.

(2d) Nondiscrimination. An instructional program under this section shall use instructional methods and materials that, consistent with s. [118.13 \(1\)](#), do not discriminate against a pupil based upon the pupil's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active pupils or children with disabilities. Nothing in this subsection shall be construed to prohibit a school board from approving an instructional program under this section that includes instruction on abstinence from sexual activity or that is abstinence-centered.

(2m) Required subjects. If a school board provides instruction in any of the areas under sub. [\(2\) \(a\)](#), the school board shall ensure that instruction conforms to s. [118.13 \(1\)](#) and that the following is provided, when age appropriate, in the same course and during the same year:

(c) Presents abstinence from sexual activity as the preferred choice of behavior for unmarried pupils.

- (d) Emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome.
- (e) Provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children.
- (f) Explains pregnancy, prenatal development, and childbirth.
- (g) Explains the criminal penalties under ch. [948](#) for engaging in sexual activities involving a child.
- (h) Explains the sex offender registration requirements under s. [301.45](#). Instruction under this paragraph shall include who is required to report under s. [301.45](#), what information must be reported, who has access to the information reported, and the implications of being registered under s. [301.45](#).
- (i) Provides medically accurate information about the human papilloma virus and the human immunodeficiency virus and acquired immunodeficiency syndrome.
- (2s) Provision of instruction. Subject to s. [120.13 \(37m\)](#), nothing in this section prohibits a school district from providing instruction under this section, in whole or in part, to pupils while the pupils are separated from members of the opposite sex.
- (3) Distribution of curriculum to parents; notice. Each school board that provides an instructional program in human growth and development shall annually provide the parents or guardians of each pupil enrolled in the school district with an outline of the human growth and development curriculum used in the pupil's grade level, information regarding how the parent or guardian may inspect the complete curriculum and instructional materials, an explanation of the exemption under sub. (4), and a statement that pupils exempted from instruction under this section will still receive instruction in the subjects under s. [118.01 \(2\) \(d\) 2. c.](#), unless exempted, and s. [118.01 \(2\) \(d\) 8](#). The school board shall make the complete human growth and development curriculum and all instructional materials available for inspection by a parent or guardian upon his or her request at any time, including prior to their use in the classroom.
- (4) Exemption for individual pupils. No pupil may be required to take instruction in human growth and development or in the specific subjects under subs. (2) and (2m) if the pupil's parent or guardian files with the teacher or school principal a written request that the pupil be exempted.
- [118.019\(5\)](#)(5) Advisory committee. In any school district that offers a human growth and development curriculum, the school board shall appoint an ad hoc advisory committee whose role is to advise the school board on the design and implementation of the human growth and development curriculum and to review the curriculum. Parents, teachers, school administrators, pupils, health care professionals, members of the clergy, and other residents of the school district shall comprise the committee. No one category of member shall constitute more than one-fifth of the membership of the committee, except that parents may comprise more than one-fifth of the membership of the committee. No more than one quarter of the members of the committee may be made up of employees of the school district or their spouses or members of the school board or their spouses.

History: [1985 a. 56](#); [1987 a. 399](#); [1989 a. 203](#); [1995 a. 27](#); [1997 a. 27](#); [2001 a. 16](#); [2005 a. 341, 445](#); [2009 a. 134](#); [2011 a. 216](#).

Lockers and Locker Searches

Locks and Lockers

Middle school students in grades 5-8 are assigned locks and lockers at the start of each school year. All locks and lockers are the property of Walworth Joint District # 1 and will be treated as such. Students are encouraged to keep their combination(s) private so that other students do not have access to their personal items. Students will be charged a fee of \$6.00 if their lock is lost and needs to be replaced. **Students are to keep their lockers locked at all times** so that theft is deterred. For safety reasons, all book bags, backpacks, rolling book carry-alls, etc. will be kept in each student's locker during the school day.

Search and Seizure

Searches by the District Administrator, Principal, and/or the local police may be conducted when there exists a reasonable suspicion that the student is concealing or is in the possession of any item that is unlawful and dangerous to the health and safety of other individuals, in violation of Board of Education policy, or in violation of village, county, or state law. School lockers, books, workbooks, desks, and gym lockers are the property of Walworth Joint District # 1 and are provided for the convenience of the students.

Nondiscrimination Policies

Student Nondiscrimination policies can be found on the [District's Website](#). Some examples are:
[Policy 5113 Open Enrollment Program \(Inter-District\)](#)

[Policy 5421 Grading](#)

[Policy 5517 Student Anti-Harassment](#)

[Policy 5517.01 Bullying](#)

[Policy 5710 Student Complaints](#)

Open Enrollment

Visit the following site to review information on eligibility and availability to school age students in Wisconsin to attend other public schools outside the resident school district:

<https://dpi.wi.gov/open-enrollment>

Reference: [Policy 5113 Open Enrollment Program \(Inter-District\)](#)

Parental Notice for Billing Medicaid

This is the notification of your rights under the Individuals with Disabilities Education Act (IDEA) regarding Medicaid billing. IDEA allows certain services provided under an IEP to be covered by Medicaid. The Wisconsin Medicaid school-based services benefit is a way for school districts to receive additional federal revenue. These services include attendant care services, nursing services, physical therapy, occupational therapy, speech and language services, specialized medical transportation, psychological services, counseling, social work services, and developmental testing and assessment.

In order for a school district to request these funds, you, as the parent, must be notified of your rights under IDEA regarding this process. After notification and before a school district may seek recovery of costs, you must sign a consent form that gives the school district permission to bill Medicaid and share student information. This notice is not consent for the school district to bill Medicaid, which is a separate form signed after you have received this notification.

The following rights are afforded to parents regarding Medicaid billing under IDEA:

- 1) A district must obtain your written consent prior to submitting your child's IEP-health-related costs for Medicaid reimbursement. Consent only needs to be provided once, so you will not have to sign the form each year.
- 2) The consent form allows the school district to send your child's education information to Wisconsin's Department of Health Services (DHS), the state agency that administers Medicaid. The consent form lists the education records that may be shared with DHS.
- 3) At any time you decide that you do not want the school district to share your child's information with DHS or to bill Medicaid for your child's costs, you can withdraw consent and the school district will no longer include your bill for Medicaid.
- 4) School districts are required to provide all IEP services at no cost to parents even if the district cannot bill Medicaid. Parents are not required to sign up for or enroll in public insurance programs in order to receive these services.
- 5) As a student with a disability, your child will always receive a free appropriate public education (FAPE) while attending a public school regardless of insurance coverage. The school district will never require you to enroll in Medicaid to ensure your child receives FAPE.
- 6) The school district will never require you to pay for a deductible or co-pay if one is created when the Medicaid bill is filed by the school district.
- 7) Billing Medicaid for a cost:
 - a. Will not decrease the availability or length of Medicaid coverage time for your child,
 - b. Will not result in you paying for required services outside of school that would have been covered by Medicaid,
 - c. Will not increase your insurance premiums or lead to the discontinuation of benefits or insurance, and
 - d. Will not risk your child's eligibility for home and community-based waivers, based on the total costs of your child's health-related needs.

School districts are strongly encouraged to access Medicaid for student costs as it brings more federal revenue into Wisconsin. If you have not signed a "Consent to Bill Wisconsin Medicaid for Health-Related Special Education and Related Services" form, the school district will be contacting you with a request to

sign the form so that Medicaid billing may begin. If you have signed a consent form in the past, this serves as an annual notification to remind you of your rights under IDEA and to stress that accessing Medicaid on behalf of your child does not reduce any of the benefits that you would normally receive under the Medicaid program outside of the school day.

Public Records

Public notice is hereby given that public records may be requested from the Walworth Jt. School District #1 in accordance with Board policy [po8310 - Public Records](#). The District may also impose fees upon the requester in accordance with the Wisconsin Public Records Law. All records requests should be submitted in writing to the office of the District Administrator by email (Phill.Klamm@walworth.k12.wi.us) or in person during business hours at the District Office located at 121 Beloit St, Walworth, WI 53184.

Local Public Office Holders at Walworth Jt. School District #1 include Board of Education Members, the District Administrator, the Business Manager, and the Principal.

Section 504

The District assures compliance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794: “No otherwise qualified handicapped individuals...shall, solely by the reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance.”

School Accountability Report

[Walworth Joint School District #1's 2020-2021 School Report Card](#)

Walworth Joint School District #1 earned 3 out of 5 stars on the DPI School Report Card for the 2018-2019 school year. Based on the star rating, Walworth Joint School's overall accountability rating is categorized as ***Meets Expectations***.

School Report Cards are issued based on four priority areas: student achievement in English Language Arts and Mathematics, student growth, closing gaps between student populations, and measures of readiness for graduation and postsecondary success. Keep in mind that while school and district report cards provide information to the community, they do not represent all of the work and successes happening at a school.

Report cards are intended to help schools and districts use performance data to target improvement efforts to ensure students are ready for their next educational step, including the next grade level, graduation, college, and careers.

We are very proud of the achievements and gains in academic growth that students are showing at Walworth. We also recognize the need to continue our efforts in closing achievement gaps in Math and English Language Arts. We will continue to emphasize the development of the whole child while providing best practice in instructional delivery, student engagement, tiered learning and assessment practices so that we may continue to live up to our promise of providing the BEST EDUCATION FOR ALL STUDENTS!

NOTE: Report from all Districts can be found at <http://dpi.wi.gov/accountability/report-cards>

Special Education (Child Find)

Upon request, the District 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 direct the District's Special Education Director to conduct the referral process.

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 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 has a disability, may also refer the child, including a homeless child to the 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 Mrs. Amy Roselle, Director of Special Education, Walworth Joint School District #1, at 262-275-6896 Extension 1255 or by writing her at care of (c/o) Walworth School District 121 Beloit Street Walworth WI 53184.

More information regarding Early Childhood Child Find can be viewed at [Wisconsin Department of Public Instruction website Early Childhood:Child Find](#)

Special Needs Scholarship Program

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. Under this scholarship program and as further specified in state law, a child with a disability who has been denied the opportunity to attend a nonresident school district under the full-time open enrollment program may be eligible to receive a scholarship from the Department of Public Instruction(DPI)

that allows the child to attend an eligible private school that is participating in the Special Need Scholarship Program.

This is a state-administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI.

The Special Needs Scholarship Program is further defined under [section 115.7915](#) of state statutes. Additional information about the program should be available on the website of the Wisconsin Department of Public Instruction: <http://dpi.wi.gov/>.

Please visit the following site for additional information to review information on eligibility and availability of the Special Needs Scholarship Program provided by Wisconsin Statutes: https://drive.google.com/file/d/0B_do2UFF-mTbUnNjTFNvYVg1N0U/view

Student Assessments

Per Wisconsin Statute (<https://docs.legis.wisconsin.gov/statutes/statutes/118/30/1m/d>) the District administers the following assessments: The [Wisconsin Forward Exam](#) at grades 3-8 in English Language Arts (ELA) and Mathematics, at grades 4 and 8 in Science, and 4 and 8 in Social Studies.

The District also administers the [ACCESS for English Learners \(ELL\)](#). Federal and state laws require that students identified as English Learners (ELs) be assessed annually to determine their level of English language proficiency (ELP) and ensure that they are progressing in achieving full English proficiency. This includes students who receive special education services.

Student Records

The Board recognizes the need for confidentiality of student records. Therefore, a student's records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. The Board has established guidelines relative to the collection, storage, retrieval, use, and destruction of student records. Such procedures shall be in accordance with state and federal law and are identified in Board Policy. A list of all persons who handle or have access to personally identifiable information shall be posted in accordance with state and federal law requirements and established procedures.

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.

Recruiter Access to Students Records

The District shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent/guardian of a student may request that the student's name, address and telephone listing not be released to military recruiters or an institution of higher education without prior written parental consent. The District shall notify parents/guardians of the option to make a request and shall comply with any request. The District shall provide military recruiters the same access to secondary school students and student directory data about such students as is provided to postsecondary schools or prospective employers.

Title I Programs

Introduction

Title I is a federal program that provides funds to school districts and schools with high numbers or high percentages of children who are disadvantaged to support a variety of services. Its overall purpose is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. *All references to “parents” in this section also refers to “legal guardians”.*

The Walworth Elementary and Middle School provides a Title I *schoolwide program* as opposed to a Title I targeted assistance program. Although many similarities exist between Title I Targeted Assistance and Schoolwide programs, there are also differences. Refer to the chart: [Difference Between Title I Assistance and Schoolwide Program.](#)

A schoolwide program is unique in it is a comprehensive reform strategy designed to upgrade the entire educational program of a school. Its primary goal is to ensure that ALL students demonstrate proficient and advanced levels of achievement on State academic achievement standards.

Contact Title Program Coordinator, Dr. Nicole Hajewski, for more information regarding the Title I Program at Walworth Elementary and Middle School or if you are interested in participating in the School Improvement Advisory Council.
Nicole.Hajewski@walworth.k12.wi.us or 262 275-6896.

Parent and Family Engagement Policy and Practice

The District provides ALL parents regular, two-way communication that addresses student achievement. In addition, the District encourages parents and provides support to 1) play an integral role in assisting their child’s learning; 2) be actively involved in their child’s education; and 3) be involved, as appropriate, in decision -making and participate on advisory committees to assist in the education of their child.

In compliance with Section 118(a)(2) of the Elementary and Secondary Education Act (ESEA) Walworth Joint School District #1 agrees to:

Involve parents in the joint planning and development of the District’s Title I plan through representation on the District School Improvement Advisory Council. The Council meets in the fall and spring.

The council will consider any identified barriers to parental participation; be presented an analysis of state and local assessment data, review of grade level needs and services that are provided, parent/teacher/and/or student survey data, and a summary analysis of the effectiveness of the school improvement efforts as defined by the Title I grant and District and Building Goals.

The Council will also help in the development, implementation, and review of Parent-School Compacts. The compact will be discussed and signed during fall parent-teacher conferences and reviewed during spring conferences. The compact will also be posted on the District Website.

The Council will help in the planning and development of effective parent involvement activities. The Council meetings will be scheduled flexibly, keeping the needs of parents in mind.

Teacher Qualifications

Our District receives Title I funds and therefore required to provide timely notice to each parent of a child who is a student in our school when the child has been assigned to, or taught for 4 or more consecutive weeks, by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. In those cases a notification will be made available. Parents may also request teacher or paraprofessional qualification information.

Teacher license information can also be accessed from the Wisconsin Department of Instruction (DPI) website at <https://dpi.wi.gov/tepd/lookup/public-search>

Long Term Substitute Teacher Assignments

Title II Programs American Disabilities Act

Vision and Hearing Information

Please visit this site to learn more about Signs of Possible Eye Trouble in Children:

<https://drive.google.com/file/d/0BwVQjIJ5kjShRE81X2F5QWp3SkU/view>

Virtual Charter Schools

Please visit the following site to review information on eligibility and availability to school age students in Wisconsin to participate in a virtual charter school:

<https://dpi.wi.gov/sms/charter-schools/virtual-charter-schools>

