

REQUIRED ANNUAL NOTICES

TOMAH



AREA SCHOOL DISTRICT

HIGH QUALITY STUDENT LEARNING. EVERY CHILD. EVERY DAY.

2022 - 2023

DISTRICT BUILDING & ADMINISTRATION DIRECTORY

- » **TASD DISTRICT OFFICE**
129 Clifton St.
Tomah, WI 54660
Dr. Mike Hanson, Superintendent
608-374-7004
Registration: 608-374-7009
Fax: 608-372-5087
- » **TRANSPORTATION**
1550 Townline Rd.
Tomah, WI 54660
Tom Dummermuth, Director
608-374-7377
- » **FOOD SERVICES**
Jesse Bender, Director
608-374-7356
- » **ACTIVITIES DIRECTOR**
Brad Plueger
608-374-7976
- » **ROBERT KUPPER LEARNING CENTER**
1310 Townline Rd.
Tomah, WI 54660
Dr. Paul Skofronick, Dir. of Pupil Services
608-374-7011
- » **TOMAH HIGH SCHOOL**
901 Lincoln Ave.
Tomah, WI 54660
Robert Joyce, Principal
608-374-7961
- » **TOMAH MIDDLE SCHOOL**
612 Hollister Ave.
Tomah, WI 54660
Amy Langner, Principal
608-374-7885
- » **TOMAH AREA MONTESSORI SCHOOL**
1720 Academy Ave.
Tomah, WI 54660
JoLynn Schmidt, Principal
608-374-5406
- » **CAMP DOUGLAS ELEMENTARY**
81 Junction St.
Camp Douglas, WI 54618
Lisa Culpitt, Principal
608-374-7091
- » **LAGRANGE ELEMENTARY**
600 Straw St.
Tomah, WI 54660
Kelly McMahon, Principal
608-374-7057
- » **LEMONWEIR ELEMENTARY**
711 N. Glendale Ave.
Tomah, WI 54660
Nina Swanson, Principal
608-374-7847
- » **MILLER ELEMENTARY**
813 Oak Ave.
Tomah, WI 54660
Justina Anderson, Principal
608-374-7026
- » **OAKDALE ELEMENTARY**
217 S. Oakwood St.
Oakdale, WI 54649
Lisa Culpitt, Principal
608-374-7081
- » **WARRENS ELEMENTARY**
409 Main St.
Warrens, WI 54666
Tim Gnewikow, Principal
608-374-7800
- » **WYEVILLE ELEMENTARY**
225 W. Tomah Rd.
Tomah, WI 54660
Tim Gnewikow, Principal
608-374-7826



TABLE OF CONTENTS

Academic and Career Planning Services for Students.....	1
Asbestos Management Plan	2
Bullying and Hate Speech	3
Early College Credit Program	4
Education for Employment Program	5
Education of Homeless Children and Youths	6
Educational Options	8
Human Growth and Development Instruction	9
Child Nutrition Programs	10
Meal Charge Policy Notification	11
Notice of Suicide Prevention Resources	12
Program and Curriculum Modifications	13
Programs for English Language Learners	14
Recruiter Access to Student Records	15
School Accountability Report	16
School and District Performance Reports	17
Special Education	18
Special Needs Scholarship Program	19
Student Academic Standards	20
Student Attendance	21
Student Locker Searches	22
Student Nondiscrimination	23
Student Privacy	24
Student Records	25
Student Religious Accommodations	26
Student Wellness	27
Use or Possession of Electronic Communication	28
Title I Assessment Information & Report Card	29

1. Academic and Career Planning Services for Students

As required by PI 26.03(1)(b)1 of the Wisconsin Administrative Code, the Tomah Area School District (TASD) will inform parents each school year about academic and career planning services their child receives, provide parents with multiple opportunities during each school year to participate in their child's academic and career planning, and update parents throughout the school year on the progress of their child's planning. Academic and career planning services are required to be provided to students enrolled in grades 6 to 12. More information is available on services provided to students on the TASD website on the [Middle School](#) and [High School](#) Counseling pages or by contacting the District Office.

2. Asbestos Management Plan

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), please note that the TASD has an Asbestos Management Plan at the TASD District Office located at 129 W. Clifton St., Tomah, WI. The plan is available for inspection by the public, parents, and TASD employees. The TASD performs six-month periodic surveillance of asbestos in April and October and full re-inspections every three years. If you have any questions or need any information, please contact the Facilities and Grounds Department. [See po8431.01](#)

3. Bullying and Hate Speech

The TASD Board of Education (Board) strives to provide a safe, secure, and respectful learning environment for all students in school buildings, school grounds, on school buses, and at school-sponsored events. Bullying has harmful social, physical, psychological and academic impacts on bullies, victims and bystanders. The TASD consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

It is the responsibility of school employees, students and parents to promote a bully-free school environment. It is the responsibility of the TASD to provide support and instruction to reduce and eliminate bullying in all forms.

Students engaging in any form of bullying are subject to school disciplinary actions up to, and including suspension and expulsion from school. Employees engaging in bullying behavior or who witness bullying behavior and do not report it to the building principal or his/her designee are subject to disciplinary measures as outlined in the employee handbook and/or board policy up to, and including, termination. The TASD highly encourages its staff and students to report bullying via the **Speak Up Speak Out** portal available on the homepage of the TASD's website. For more information on disclosure and public reporting, see [Board Policy 5517.01](#) Bullying and Hate Speech or call the District Office.

4. Early College Credit Program

According to [Board Policy po2271](#) Early College Credit Program, any 9th through 12th grade student in the TASD who meet certain requirements is eligible to take one or more courses at an "institution of higher education" for high school and/or college credit. An "institution of high education" means an institution within the University of Wisconsin system, tribally controlled college or private, nonprofit institution of higher education in Wisconsin. Technical colleges are not eligible institutions under the Early College Credit Program, but are eligible under the Start College Now Program. Refer to [Board Policy po2271.01](#) Start College Now Program for more information regarding options through Wisconsin technical colleges. Please read the rules provisions for explicit information on the process and timeline to be followed. For additional information, contact the Curriculum and Instruction Department.

5. Education for Employment Program

According to PI 26.04(4) of the Wisconsin Administrative Code, the TASD is required annually to notify parents of its employment program. It must also inform parents of the information and opportunities available to students under the program, including career awareness (elementary level), career exploration

(middle school level), career planning and preparation (high school level), academic and career planning services for students grades 6 to 12 (beginning with 2017-18 school year), and the availability of programs at technical schools. For more information, contact the Curriculum and Instructional Services Department.

7. Education of Homeless Children and Youths

The McKinney-Vento Act defines homeless children and youth 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
 - living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
 - living in emergency or transitional shelters
 - abandoned in hospitals
 - living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
 - living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the TASD provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Pupil Services Department, at (608) 374-7011 for additional information about the rights and services described above.

8. Educational Options

The TASD Board of Education is required by section 118.57 of the state statutes to annually publish, prior to January 31, a description of the educational options available to the children in the TASD, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time

or part-time open enrollment in a non-resident school district, the youth apprenticeship program under 106.13, and the early college credit program. To find this information, visit our website and follow this path: Notices, "Educational Options Available to Resident Children". For additional information, contact the Curriculum & Instruction Department.

9. Human Growth and Development Instruction

As required by section 118.019(3) of the state statutes, on an annual basis, the TASD will provide parents/guardians with the following information:

- an outline of the human growth and development (HG&D) curriculum used at their child's grade level,
- information about how they can inspect the complete curriculum and instructional materials,
- an explanation that no student may be required to take instruction in HG&D generally or in specified subjects within the program if the parent/guardian files a written request that the student be exempted, and
- a statement that students exempted from HG&D instruction will still receive instruction in the subjects under section 118.01(2)(d)2c of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body), unless exempted, and section 118.01(2)(d)8 of the state statutes (knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students).

This information is available on our Curriculum Department web page under "Essential Learning Standards". For additional information, contact the Curriculum & Instruction Department.

10. Child Nutrition Programs

Students in the TASD have an opportunity to participate in school breakfast and lunch. These programs are administered by the District Administrator, in accordance with established guidelines. Menus are posted on the TASD website. As noted in [Board Policy po8500](#) Food Services, food service prices are established by the Board annually. In accordance with federal guidelines, the TASD will annually notify parents/guardians about the child nutrition programs offered and eligibility requirements for free/reduced meals. The announcement is also shared via local media for the general public. An application is required to verify eligibility, which will remain confidential. The application can be found on the TASD website at [About / Food Services / Free & Reduced Benefits](#), and is available at each school building.

Federal law and USDA regulations required school food authorities to make reasonable modifications to accommodate children with disabilities when the disability restricts the child's diet. The procedure for requesting meal modifications to accommodate a child's disability can be found on the TASD website at [About / Food Services](#). For more information, please contact the Food Services Department.

11. Meal Charge Policy Notification

The following payment requirements apply to those students that are paying full or reduced prices for meals. These payment requirements do NOT apply to those students enrolled in FREE LUNCH under the Federal USDA Child Nutrition Program.

Background and Philosophy

The goal of the TASD's breakfast and lunch programs is to provide healthy meals for all students each school day. Achieving this goal is in part dependent upon generating the financial resources necessary to fund the school meal program. Primary funding sources for our school meal program are the federal government and meal prices charged to families. Federal funds cover the cost of meals for children that come from households with income below defined levels.

To help families in need, notification of the Free and Reduced Application process will be made prior to the beginning of the school year. Free and Reduced Applications will be available throughout the year. Reminders of the Free and Reduced program will be provided by the Food Services Department, school counselors, school psychologists and other professionals as they become aware of a potential need. Reminders will be tactful and respectful of privacy and pride.

Families not meeting federal income guidelines for FREE meals are expected to pay the cost of meals consumed by their child(ren). When each family pays for the meals consumed by their child(ren), everyone pays their appropriate share. The District does not support the concept of higher meal prices, so that some families can go without paying for their child(ren)'s meals. Therefore, the District will require timely and full payment for meals purchased and collection of all outstanding payments due. When families reach defined outstanding balance limits (see following chart), the family will be informed of non-school meal options to meet their child(ren)'s nutritional needs and be given a reasonable amount of time to make payment. When a family's outstanding balance exceeds defined limits, the child(ren) of the family will not be eligible to participate in the school meal program.

However, no child will have a meal taken away from them once the meal has been served to them. This provision is put in place to avoid any public embarrassment to a child based upon the failure to act by their parent/guardian. If a student appears to misuse this provision, action may be taken to eliminate this misuse.

2022-23 MEAL PRICES	BREAKFAST	LUNCH
Elementary	\$1.90	\$3.20
Middle School	\$1.90	\$3.35
High School	\$2.05	\$3.45

MILK BREAK/EXTRA MILK

\$.50/carton

**Reduced price meals are \$0.30 for breakfast and \$0.40 for lunch.*

General Provisions

Meal purchases with a \$0 or negative balance:

- Students will not be allowed to charge (see cash purchase) Ala Carte food items when the family account is below zero. Should a student attempt such a purchase:
 - the student will be reminded that the status of their family account does not allow the purchase of Ala Carte items,
 - the Ala Carte item(s) will be taken back from the student, and
 - as allowed under the requirements above the student will be encouraged to purchase a full meal.
 - Students may purchase meals or Ala Carte items with cash regardless of a negative balance in their account.

Negative Balance at the end of the school year:

- Family accounts with outstanding balances are required to be paid in full by the last day of each school year.
- Seniors must pay all accumulated charges prior to their last day of school in order to settle all outstanding unpaid financial obligations to the TASD in order to be in compliance for graduation.

Payment Methods:

- Payments can be made online using the Infinite Campus portal 24/7 using a credit card or debit card. The portal is easily accessible from the home page of the District Website.
- Cash or check are accepted at each school or at the District Office.

Families Experiencing Financial Difficulties:

- Contact the Food Services office at 608-374-7356 to make arrangements for the continuation of meal service.
- Fill out a "Free or Reduced Meals" application (on the Food Services webpage).

- Encouraged to call the Great Rivers 211 Information & Referral and Crisis Line by Dialing 211 or 1-800-362-8255.

Outstanding Balances:

- An outstanding balance is in excess of \$30 or an outstanding balance of any amount existing for more than 60 days. The District reserves the right to take steps deemed necessary to collect charges owed.
 - These actions could include: turning the outstanding balance over to a collection agency, small claims court, revocation of charging privileges or other actions as deemed necessary.

For more information, please contact the Food Services Department.

12. Notice of Suicide Prevention Resources

Board Policy po5350 Suicide Intervention Prevention Program shares information and steps to be followed in prevention and handling of suicide attempts. Information describing the suicide prevention resources and services, including mental health, along with model notices, is available on the Wisconsin DPI website: <https://dpi.wi.gov/sspw/mental-health/youth-suicideprevention>.

13. Program and Curriculum Modifications

The TASD is required by section 118.15(1)f of the state statutes to notify students and their parents/guardians of the following at the beginning of each school term:

- their right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of state statutes
- the decision-making process to be used in responding to such request under sections 118.15(1)(d) and (e) of the state statutes.

If you have any questions, need additional information, or would like to request program and curriculum modifications, please contact the Curriculum & Instruction Department.

14. Programs for English Language Learners

From the first day of enrollment, districts have 30 calendar days to determine the English Learner (EL) status of new students. Districts must notify parents in a timely fashion of this determination. Districts have 30 days from the start of the school year to notify parents of ELs enrolled prior to or at the start of the school year. For students enrolling mid-year, districts have two weeks to notify parents once they have made an EL determination. Translation of this information into the family's home language is vital; if written translation is not provided, an oral interpretation of this information should be provided.

In addition, if a student is determined to be an EL, the notification must include the following information:

1. The process of identification, and the assessments, data, and/or observations used to make the determination. This should include the student's English language proficiency (ELP) score and a summary of any Multiple Indicator Protocol (MIP) observations.
2. What their EL status means, and what services this makes their child eligible for.
3. The specific Language Instruction Education Plans (LIEPs) available in the district for students of this age, the method of instruction in those LIEPs, and information on how those programs differ in content, instruction goals, and use of English and a native language in instruction.
4. How the programs can meet the educational strengths and needs of the child, including specifically how the programs will help the student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
5. The specific exit requirements for such program, the expected rate of transition from such program into

general education classrooms, and the expected rate of graduation from secondary school if applicable.

6. The guarantee to offer programming in the least restrictive environment and to transition the student to general education classrooms when appropriate.
7. In the case of a child with a disability, how the program will meet the objectives of the individualized education program (IEP) of the child.
8. Information pertaining to parental/guardian rights that includes:
 - a. The right that parents/guardians have to have their child immediately removed from an LIEP upon their request;
 - b. The options that parents have to decline to enroll their child in such programs or to choose another program or method of instruction, if available; and
 - c. Assistance in selecting among various LIEPs, if more than one is offered.
9. The allowable language services and accommodations available to the student should the parents/guardians accept or deny language support services for their student.
10. The school district's obligation to support this student's academic needs should a parent accept or deny services.
11. The requirement to annually assess the student's English language proficiency until the student reaches proficiency, independent of whether or not the parents accept or deny EL services.
12. Notice that a student's status as an EL is viewed as confidential information within school data collection and notification.

School districts that are required to offer a bilingual-bicultural education program under state law must annually notify parents of every identified student with limited English proficiency of the District's bilingual-bicultural program, of the procedures for registering a student in such a program, and of the parental consent requirement for student placement in the program. This notice must be in English and in the non-English language of the student with limited English proficiency. This notice must be given on or before April 1.

15. Military Recruiter Access to Student Records

See Student Records section of this booklet for details.

16. DPI School Accountability Report

Each public school in the state is required by section 115.385(4) of the state statutes to provide a copy of the school's accountability report that is published by the Wisconsin DPI to the parent/guardian of each student enrolled in or attending the school. The most recent report can be found on the T ASD website, under the Required Notices tab. For additional information, contact the Curriculum and Instruction Department.

17. School and District Performance Reports

Each school board is required by section 115.38 of the state statutes to notify the parent/guardian of each student enrolled in the T ASD of the right to request school and school district performance report. Annually by May 1, each school board must, upon request, distribute to the parent/guardian a school and school district performance report. The most recent school and school district performance report can be found on the T ASD website under the Required Notices tab. For additional information, contact the Curriculum and Instruction Department.

18. Special Education

At least annually, the T ASD will notify parents and persons required to make referrals under state statute

115.77(1)(a) (i.e. physicians, nurses, social workers) of its referral and evaluation procedures.

Upon request, the T ASD 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 T ASD will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The T ASD locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

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

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

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the Pupil Services Department.

The T ASD must also provide parents/guardians of students with disabilities a full explanation of the procedural safeguards available under state and federal law related to:

- independent educational evaluation;
- prior written notice;
- parental consent;
- access to educational records;
- opportunity to present and resolve complaints, including the period in which the student's parents may request a due process hearing and the opportunity for the T ASD to resolve the issues presented by the request;
- the student's placement during pendency of due process proceedings;
- procedures for students who are subject to placement in interim alternative educational settings;
- requirements for the unilateral placement by parents of students in private schools at public expense; mediation;
- due process hearings under section 115.80;
- civil actions, including the period in which to file a civil action; and
- attorney fees.

As noted in [Board Policy po2460](#), students with disabilities shall be identified and provided educational services in accordance with state and federal laws and regulations. Services for these children shall be provided through the T ASD-operated programs. For additional information, contact the Pupil Services Department.

19. 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. The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49.

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.

Additional information about the program and a list of participating schools is available on the website of

20. Board Adoption of Academic Standards

The T ASD is required by section 120.12(13) of the state statutes to annually notify the parents/guardians of students enrolled in the T ASD of the student academic standards that will be in effect for the school year. To find this information, see the bottom of our district webpage. For additional information, contact the Curriculum & Instruction Department.

21. Student Attendance

In accordance with WI Statute 118.15, all children between 6 and 18 years of age must attend school full-time until the end of the term, quarter or semester, in which he/she becomes 18 years of age, unless special circumstances occur as noted in [Board Policy 5200 Attendance](#). 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, or to provide administration with timely notice and reason for an absence. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused – i.e., illness, physician’s note, religious holiday) or not acceptable (truant—i.e. skips, illnesses beyond 10 days without medical verification, unexcused tardies). Any student who is identified as a habitual truant will be subject to referral to the appropriate agency in accordance with state law, local ordinances and established procedures. For additional information, contact your child’s building principal.

22. Student Locker Searches

Students have the right to attend school in an environment that is safe, disciplined, and drug-free. To ensure this right, school officials and staff (and law enforcement when deemed appropriate) need to take steps necessary to maintain the safety and integrity of the school. To this end, searches of students and seizure of their property may be necessary under certain conditions, including while at school-sponsored events or on field trips. Ownership and possessory control of school lockers and desks remains with the T ASD and students/parents have no reasonable expectation of privacy in those lockers and desks. More information is found in [Board Policy po5771 Student Searches and Seizures](#). For additional information, contact your child’s building principal.

23. Student Nondiscrimination

The T ASD is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance and the student’s conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student’s age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

The T ASD offers all career and technical education opportunities on a nondiscriminatory basis (without regard to a student’s age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity). A summary of program offerings and admission criteria can be found on the T ASD website at the following path: High School / Academic Resources.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). All discrimination complaints, shall be processed in accordance with established procedures as mentioned in [Administrative Guideline 5710 Suggestions and Complaints](#) and [Board Policy ag2260 Nondiscrimination and Access to Equal Opportunity](#).

- **Dr. Paul Skofronick, Director of Pupil Services**

Civil Rights Compliance Officer for TASD

608-374-7011

paulskofronick@tomah.education

24. Student Privacy

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The TASD has adopted [Board Policy po5780](#) Student/Parent Rights regarding these rights, as well as

arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The T ASD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The T ASD will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202

For additional information, contact the District Office.

25. Student Records

The T ASD is required by the Family Educational Rights and Privacy Act (FERPA) to provide the following notification to parents/guardians and adult students annually. Parents/guardians and adult students are permitted to review and inspect any education records relating to their child, or seek amendment of education records. All requests for inspection or amendment of records should be directed to the building principal. The Board presumes that the parent has the authority to inspect, review, and obtain copies of records relating to his or her child unless the T ASD has been advised that the parent does not have the authority under state law governing such matters as guardianship, separation, or divorce. If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.

According to [Board Policy po8330](#) Student Records, directory data compiles the following student information: pupil records which include the student's name, address, telephone listing, electronic mail address, 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 (period of time student attended), photographs, enrollment status (e.g. full-time or part-time), degrees and awards received, and the name of the school most recently previously attended by the student. A student's directory data is subject to disclosure to usage groups (including but not limited to military recruiters, institutions of higher education, media, community organizations, T ASD use, etc.) without parental approval unless requested otherwise. Parents/guardians, and students over 18 years of age, may request, in writing only, that their student(s) directory data not be shared with such entities. The proper paperwork, the Directory Data Opt-Out Form, will be provided during registration, and is available at any time by contacting the District Registrar. The District must comply with the written request to not share the student's directory data with such entities. The T ASD also forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. Parents/guardians can file a complaint with the Family Policy Compliance Office of the US Department of Education alleging district noncompliance with FERPA requirements if they believe noncompliance has occurred. For additional information, contact the District Office.

26. Student Religious Accommodations

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

The T ASD shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be

limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Complaints regarding the interpretation or application of [Board Policy po2260](#) Non Discrimination and Access to Equal Educational Opportunity shall be referred to the Pupil Services Department and processed in accordance with established procedures.

27. Student Wellness

School districts participating in federally subsidized child nutrition programs, such as the TASD, must inform the public each school year of the content and implementation of the local school wellness policy. This information can be found in [Board Policy po8510](#) Wellness.

28. Use or Possession of Electronic Communication

According to [Board Policy po0167.7](#) Student Use of Personal Communication Devices, the TASD encourages students to use technology (Internet, mobile device, etc.) in an appropriate manner, for educational purposes, while maintaining the integrity and safety of their learning environment. If a student is observed using a communication device outside the allowable guidelines, disciplinary actions may include confiscation of the device, notification and/or conference with parent/guardian, loss of privilege, detention or suspension, referral to law enforcement if violation involves illegal activity, or any other consequence as deemed appropriate by an administrator. For additional information, contact the Curriculum & Instruction Department.

29. Title I Assessment Information & Title I Report Card

Title I is a national federal assistance program for schools. This program helps students obtain a quality education to meet and exceed academic standards. A school-wide program serves all students in eligible schools. A targeted assistance school serves only students who meet specific criteria. Schools in the Tomah District that qualify for school-wide Title I funding include: Miller, Lemonweir, Warrens, Wyeville, Camp Douglas and Oakdale. Queen of the Apostles and St. Paul's Lutheran schools receive targeted-assistance. Identified students receive academic remediation through the Title I program following the Rtl (Response to Intervention) model. A school-wide Title I program allows eligible schools to use Title I funds to provide for the following:

- Small group instruction
- Special instructional spaces and equipment
- Instruction by highly qualified teachers
- Extra time that students need for teaching the skills
- Additional teaching materials that supplement regular instruction.
- Opportunities for professional development
- Opportunities for family involvement
- School-Wide Requirements:
 - Comprehensive Needs Assessment: The school must identify areas of greatest need.
 - Standardized Tests: AIMSweb, STAR, PALS, i-Ready, and Wisconsin State Testing
 - Classroom based assessments and performance
 - Teacher recommendation
 - School-wide reform strategies to include those that:

- Strengthen the core academic program
- Increase the amount and quality of learning time
- Develop strategies for meeting needs of under served populations
- Address needs of all, but particularly low—achieving students
- Parental involvement strategies

Parents’ Right to Know:

In accordance with federal law, we gladly share the qualifications of our teachers. All teachers in the TASD have at least a bachelor’s degree and are licensed for their teaching assignment. The majority of our staff has completed the necessary graduate work and has an advanced degree in their field.

You are entitled to the following information in regard to teacher qualifications:

- If your child’s teacher is licensed to teach the grades/subjects assigned
- Requirements waived by the state for your child’s teacher
- Major your child’s teacher held in college
- Degree(s) that your child’s teacher holds
- Qualifications of instructional aides working with your child (if applicable)

We are happy to pull the qualifications of your child’s teacher. These records are also available for public record on the DPI website.

[BOE Policy 2261.02](#) “Title I - Parents’ Right to Know”

