



MINOCQUA J1 SCHOOL DISTRICT
HOME OF THE FIREBIRDS!

Annual Notices to Parents

This document is provided by the Minocqua J1 School District to keep families with school-aged children informed of the policies of our schools and to communicate expectations and guidelines for the education of our children. We also provide a student handbook as another resource, given to families at the beginning of each school year or upon enrollment in the district. These documents can also be accessed on our website at <http://mhl.org/>

If you have any questions or concerns, please contact Robert Smudde, District Administrator.

MINOCQUA J1 SCHOOL DISTRICT
MHLT & LAKELAND STAR SCHOOLS

7450 TITUS DRIVE

MINOCQUA, WISCONSIN 54548

PHONE: 715-356-5206

FAX: 715-358-2649

WWW.MHLT.ORG

It is the policy of the Minocqua J1 School District that no person 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, religion, national origin, ancestry, creed, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by Section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).

Student Records

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Minocqua J1 School District (MJ1), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, MJ1 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. For more information, please see the FERPA pages at the end of this document.

2270 - Religion in the Curriculum

No student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class(es) for specified reasons. If it is necessary for a student to be absent for religious reasons, the parent must notify the front office.

Curriculum & Instruction

MJ1 offers a comprehensive academic program. Each student receives regular instruction in reading, language arts, mathematics, science, social studies, music, art, instructional media and library sciences, developmental guidance, physical education and Health. In addition, students may also take STEAM (science, technology, engineering, art, math), Spanish, choir, band, and computer use/digital safety. Throughout the grades, there is a special emphasis on integrated units of study that revolve around selected themes. In this way, students are exposed to a wide range of concepts and skills that can be connected to learning in several subject areas. This helps students become aware of the relevance between school learning and the world around them. At parent/teacher conferences, and throughout the year, teachers will explain the curriculum standards in further detail for each grade level.

Students work to master not only subject area content but they also apply skills and develop increasingly complex understandings of critical ideas and concepts. Higher-level thinking abilities are not reserved for the upper grades. The ability to solve problems, draw conclusions, make decisions, analyze different viewpoints and perspectives are introduced and refined from the earliest school experiences and lead to increasing students' self-discipline in thought and action.

We expect and support excellence for all our students and strive to develop programs that go beyond the basics. An excellent Firebird faculty, integrated technology resources, and a well-equipped facility reflects our commitment to providing a high quality education for our students.

Parents have a right to inspect instructional materials used as part of the educational curriculum and/or to request modifications to a program or curriculum. Inquiries should be made in writing and submitted to the district office.

Title I

Title I is a program funded by the Federal Government designed to serve students in the schools that meet low income eligibility requirements. Once a school is eligible for Title I funding, any child in the school exhibiting academic need (especially in the areas of reading, writing, and math) can be served by specially trained teachers in pull-out or in-class settings. Parents may request and obtain information regarding:

- (1) the professional qualifications of their child's classroom teachers, including:
 - (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught;
 - (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and
 - (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- (2) the professional qualifications of paraprofessionals providing instructional-related services to their child.
- (3) the District's Parent and Family Engagement Policy - 2261.01

2623 - Student Assessment

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals. Each student's proficiencies and needs will be assessed by Firebird faculty members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

Parental Opt Out of Assessments (students)

The Board shall excuse any student from the State examination administered in fourth grade, eighth grade, ninth grade, tenth grade, or eleventh grade whether the test administered is the one developed by the Department of Public Instruction (DPI) or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building principal stating that the parent is opting out of the examination(s).

5200 - Student Attendance

State law requires the Board to enforce the regular attendance of students. All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. If the Board has made a determination that a nonresident student attending under the Open Enrollment Program is habitually truant during either semester of the current school year, the board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

Immunizations

The law in Wisconsin requires that all students meet the minimum required immunizations prior to school entrance. These requirements can be waived only for health, religious or personal conviction reasons. The waiver must be submitted to the school within the first 30 days after the start of the school year. Parents of students who are not in compliance will be notified and students may be excluded from school. Please contact the school nurse for more information about where the required vaccinations can be obtained.

IMMUNIZATION REQUIREMENTS

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

Youth Risk Behavior Survey

Each fall, students in grades six through eight will participate in the Wisconsin Youth Risk Behavior Survey (YRBS) as part of a national effort by the U.S. Centers for Disease Control and Prevention to monitor health-risk behaviors of the nation's high school students. These behaviors, in turn, result in the most significant causes of both mortality and morbidity during youth and adulthood. The behaviors monitored by the Wisconsin YRBS include traffic safety; weapons and violence; suicide; tobacco use; alcohol and other drug use; sexual behavior; and diet, nutrition, and exercise. Results from this survey can be used to help identify local needs for prevention and intervention efforts.

USDA Non-Discrimination Statement

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

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

· The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

· The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Minocqua J1 School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

· The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Minocqua J1 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Minocqua J1 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Minocqua J1 School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Minocqua J1 School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15. The Minocqua J1 School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name -Participation in officially recognized activities and sports -Address -Telephone listing
- Weight/height of athletes -Photograph
- Electronic mail address -Degrees, honors, and awards received -Date and place of birth -Grade level
- Major field of study -The most recent educational agency or institution attended -Dates of attendance

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Minocqua J1 School District Confidentiality of Personally Identifiable Information Obtained through Child Find Activities

Minocqua J1 School District is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year, Child Development Day in the spring of each year. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.