

Spooner Area School District

2025-26 Annual Notices

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ACADEMIC AND CAREER PLANNING SERVICES FOR STUDENTS

Wisconsin school districts are required to inform parents/guardians each year about what academic and career planning services students receive.

[SASD Academic and Career Planning](#)

ACT 20 READING INSTRUCTION, ASSESSMENT AND REMEDIATION

Act 20 requires school districts to assess all students in grades 4K-3 using a DPI-selected early literacy screener that meets the requirements laid out in the law. For more information regarding Act 20 please select the [link](#) to view the WI Act 20 FAQ page on the Wisconsin Department of Public Instruction website. Click [here](#) to review district policy 5411 - Third Grade Promotion and Retention: At-Risk Students that pertains to Act 20 and the process set in place for SASD.

[Spooner Area School District's Early Remediation Plan](#)

[Wisconsin Department of Public Instruction Dyslexia and Related Conditions](#)

ASBESTOS MANAGEMENT PLAN

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Spooner Area School District has an Asbestos Management Plan on file at the District Office. The plan is available for inspection by the public, parents and district employees. The district performs six month periodic surveillance of asbestos and full re-inspection every three years. If you have any questions or would like to review the management plan, please contact the District Office at 715-635-2171.

CHILD NUTRITION PROGRAMS

The Spooner Area School District participates in the National School Lunch Program and School Breakfast Program. Click [here](#) to review district policy 8500 - Food Service for more information on the district food service program, meal modifications and meal charges. Applications for Free and Reduced meals were mailed to all active student households that are on file. Free and Reduced Meal Applications can be found on the school website or picked up from any of the school offices. Please contact Jessie Robotti at robottij@spooner.k12.wi.us or 715-635-2171 with any questions.

EDUCATION FOR EMPLOYMENT PROGRAM

Education for Employment Program according to PI 26.04(4) of the Wisconsin Administrative Code, school districts are required to annually notify parents of the information and opportunities available to students including career awareness (elementary level), career exploration (middle school level), career planning and preparation (high school level), academic and career planning services (grades 6-12), and the availability of programs at technical schools.

EDUCATION OF HOMELESS CHILDREN & YOUTH

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 Spooner Area School District 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 because 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.

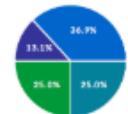
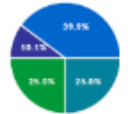
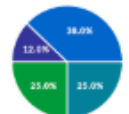
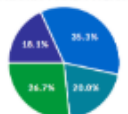
Please contact Erin Burch, Homeless Liaison for the Spooner Area School District, at (715) 635-2171 or burche@spooner.k12.wi.us for additional information about the rights and services described above.

EDUCATIONAL OPTIONS

The Spooner Area School District offers students a variety of educational options to children who reside in the District.

The District's primary educational pathway and instructional program for students involves a progression from 4-year-old kindergarten through 12th grade, leading to a high school diploma.

Below is the Spooner Area School District's, Spooner Elementary School's, Spooner Middle School's, and Spooner High School's most recent state-assigned performance category:

| SASD | Spooner Elementary School | Spooner Middle School | Spooner High School |
|--|--|--|--|
| Overall Score: 67.9 Meets Expectations ★★★ | Overall Score: 48.9 Meets Few Expectations ★★ | Overall Score: 72.7 Exceeds Expectations ★★★★ | Overall Score: 68.6 Meets Expectations ★★★ |
| PRIORITY AREA WEIGHTS  <ul style="list-style-type: none"> ACHIEVEMENT: 36.7% GROWTH: 33.1% TARGET GROUP OUTCOMES: 25.0% ON TRACK TO GRADUATION: 25.0% | PRIORITY AREA WEIGHTS  <ul style="list-style-type: none"> ACHIEVEMENT: 39.5% GROWTH: 18.1% TARGET GROUP OUTCOMES: 25.0% ON TRACK TO GRADUATION: 17.4% | PRIORITY AREA WEIGHTS  <ul style="list-style-type: none"> ACHIEVEMENT: 38.0% GROWTH: 12.1% TARGET GROUP OUTCOMES: 25.0% ON TRACK TO GRADUATION: 25.0% | PRIORITY AREA WEIGHTS  <ul style="list-style-type: none"> ACHIEVEMENT: 35.3% GROWTH: 18.1% TARGET GROUP OUTCOMES: 25.0% ON TRACK TO GRADUATION: 21.7% |

Detailed data on the school report cards can be found at: <http://spooner.k12.wi.us/district/school-performance-report.cfm>

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

- Early childhood special education (for students who are at least 3 years old but not yet school-age)
- Special education for students with disabilities
- English language learner
- Advanced Learner education
- Career and Technical Education (CTE) programs
- Individualized education programs
- Alternative education program(s)
- At-risk education (e.g., for students identified as being at-risk of not graduating from high school)
- Summer school programming
- Early College Options
- Virtual Education
- Distance Learning
- Start College Now

Educational options for students who are enrolled in the Spooner Area School District that involve part-time attendance at an educational institution other than a school of the Spooner Area School District include the following:

- Part-Time Open Enrollment
 - provides opportunities to apply for approval to take up to two courses at a time in a nonresident school district;
- The Early College Credit Program, which
 - provides opportunities to apply for approval to take courses at certain institutions of higher education; and
 - is available to students who are enrolled 10th – 12th grade.
 - Students interested in participating in the Early College program shall inform the District of their intention to take post-secondary courses under this program, prior to enrollment in the course(s) and within designated timelines. (Wis. Stats. § 118.55(8)). For more information on Early College Credit, please see Mrs. Dawn Meyers, High School Counselor.

Additional educational options for children who reside in the District that involve full-time enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of the Spooner Area School District include the following:

- High school students meeting certain age and other eligibility requirements may be permitted to attend a technical college or certain other programs for the purpose of completing a program leading to the student's high school graduation or to a high school equivalency diploma.

- Full-time Open Enrollment involves physical attendance in a public school of a nonresident school district or attendance through a virtual charter school that is associated with a nonresident school district.
- A child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
- Enrollment in a private school of the family's choosing (at the family's own cost, as applicable).
- Enrollment in a home-based private educational program as provided under state law.

Educational options for children who reside in the Spooner Area School District but who are enrolled in and attending a private school, tribal school, or home-based private educational program include the following:

- Such students have the opportunity to attend summer school classes/programs offered in the District.
- Private school and tribal school students in the high school grades have the opportunity to apply for approval to take up two courses per semester in a District school, pursuant to section 118.145(4) of the state statutes.
- Students who are enrolled in a home-based private educational program have the opportunity to:
 - Apply for approval to take up two courses per semester in public schools as provided under section 118.53.
 - Participate in District interscholastic athletics and other District extracurricular activities as provided under section 118.133.

For more information about any of the educational options listed in this notice, please contact the District Office at (715) 635-2171 or the Wisconsin Department of Public Instruction.

MENINGOCOCCAL DISEASE INFORMATION

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococcemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

Up to 83 percent of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacterium that cause meningococcal disease in the U.S.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend that all 11-12 years olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

About Meningococcal Disease

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious, because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers, college students and military personnel are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

Center for Disease Control and Prevention meningococcal meningitis information

- General information regarding [meningitis disease](#)
- [Meningitis Fact Sheet](#)
- [American Committee of Immunization Practice Recommendations for Prevention and Control of Meningitis](#)

A list of local [Wisconsin public health departments and contact information](#)

- [Meningitis Foundation of America](#)
- [National Meningitis Association](#)
- [American Academy of Pediatrics](#)

NONDISCRIMINATION NOTICES

It is the policy of Spooner Area School District 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, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap is required by s. 118.13, Wis. Stats.

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, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act (disability).

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district 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, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Questions concerning this policy may be referred to the district superintendent. Complaints regarding the interpretation or application of this policy shall be handled in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities and a copy of the district's complaint procedures shall be included in student and staff handbooks.

Nondiscrimination on the Basis of Sex in Education Programs or Activities - Title IX

The Board of the Spooner Area School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement to not discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. The District's Title IX Coordinators are:

Josh Fizel, Middle Principal - fizelj@spooner.k12.wi.us

Katelyn Riewestahl, Human Resources & Payroll Specialist - riewestahlk@spooner.k12.wi.us

Spooner Area School District
801 Cty. Hwy. A
Spooner, WI 54801
715-635-2171

Click [here](#) to review the district policy for Title IX.

Nondiscrimination and Access to Equal Educational Opportunity

The Board is committed to providing an equal educational opportunity for all students in the district. Click [here](#) to review district policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

Nondiscrimination in Relation to Career and Technical Education

The Board recognizes that not all students wish to stay involved in formal education beyond high school and must, therefore, be prepared to enter the labor force as productive workers. Click [here](#) to review the district policy 2421 - Career and Technical Education Program.

NOTICE OF CHILD FIND ACTIVITY

The Spooner Area 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. Annually the Spooner Area School District conducts developmental screening for preschool children. 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.

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 tests, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

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

NOTICE OF SUICIDE PREVENTION RESOURCES

The Spooner Area School District annually informs its professional staff of the resources available from the DPI and other sources regarding suicide prevention. Information describing the suicide prevention resources and services and how staff can access them, along with model notices, are available on the DPI website. [Click to view the Annual Model Notice for Youth Suicide Prevention.](#)

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

The board recognizes that there may be students whose primary language is not English residing within the district. The Board shall provide appropriate identification and transition services for District students who have been identified as an English learner. The purpose of these services is to develop English language skills that will enable the students to function successfully in all English classrooms and complete the District's required curriculum. Click [here](#) to view district policy 2260.02 - Services for Bilingual Students/English Learners for more information.

SCHOOL ACCOUNTABILITY REPORT

Each public school in the state is required by section 115.385(4), Wis. Stats., to provide a copy of the school's accountability report that is published by the Wisconsin Department of Public Instruction (DPI) to the parent/guardian of each student enrolled in or attending the school. The most current report card can be found on the district website.

23/24 SASD Report Card: Meets Expectations
23/24SHS Report Card: Meets Expectations
23/24 SMS Report Card: Meets Expectations
23/24 SES Report Card: Meets Expectations

SCHOOL WELLNESS POLICY

As required by law, the Board has established a wellness policy for the Spooner Area School District as part of a comprehensive wellness initiative. SASD will promote good nutrition and physical activity in the following ways:

1. Promote nutrition education with the objective of improving students' health and reducing childhood obesity.
2. Improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of health eating habits.
3. Promote nutrition guidelines, a healthy eating environment, child nutrition programs, and safety and security on each school campus with the objective of promoting student health and reducing childhood obesity.
4. Provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain

physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle.

5. Promote the health and wellness of students and staff through other school based activities.

Click [here](#) to view district policy 8510 - Wellness for more information.

SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

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

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

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Tim Radke, Director of Pupil Services, Spooner Area School District at 715-635-2171 ext. 4234

STUDENT ACADEMIC STANDARDS

The Spooner Area School District Board of Education approved the following Student Academic Standards for the 2025/26 school year on July 21, 2025.

Mathematics: District Standards
English/Language Arts: District Standards
Science- District Standards
Social Studies- District Standards

STUDENT ASSESSMENTS

School districts receiving funding under Title I are required under ESSA 20 U.S.C. section 6312(e)2A to notify parents they may request information regarding any state or local district policy regarding student assessments mandated by law or the school district. Please contact your building's principal should you wish to receive such information.

Per Wisconsin Statutes the Spooner Area School District administers the following assessments:

Grades 3-8- Forward Exam (English Language Arts & Mathematics)
Grades 4 & 8- Forward Exam (Science & Social Studies)
Grade 9– ACT Aspire
Grade 10- ACT Aspire & Forward Exam (Social Studies)
Grade 11 – ACT

Each school receiving Title I funds is required to provide each individual parent of a child who is a student in such school, information on the achievement level and academic growth of their child, if applicable and available, on each of the state academic assessments.

For more information review [Policy 2261 - Title I Services](#) and [Policy 2623 - Student Assessment](#) or visit Board of Education Policies on the district webpage.

STUDENT ATTENDANCE

A summary of the SASD attendance policy is published in the Student/Parent Handbooks that are located on the district website under your student's respective building. Click [here](#) to access the policy in detail that covers attendance, truancy, habitual truancy and attendance for students open enrolled into SASD.

STUDENT BULLYING

School boards are required by section 118.46(2), Wis. Stats., to distribute the district's policy prohibiting bullying to all students enrolled in the school district and to their parents and guardians annually. They must also provide a copy of the policy to any person who requests it. Click [here](#) to view board policy 5517.01 - Bullying to see the policy in full.

STUDENT LOCKER SEARCHES

School districts that have adopted locker search policies specifying that the board retains ownership and possessory control of all student lockers and designating the school official, employee or agenda positions that may conduct locker searches are required by section 118.325, Wis. Stats., to provide each student enrolled in the district with a copy of the district's policy. If the school board has adopted this type of policy and has provided the required notice of it, designated school officials, employees or agents may search a student's locker without the consent of the student, without notifying the student and without obtaining a search warrant.

STUDENT PRIVACY

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

- Political affiliations;

- Mental and psychological problems potentially embarrassing to the student and his/her family;

- Sex behavior and attitudes;

- Illegal, anti-social, self-incriminating and demeaning behavior;

- Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

- religious practices, affiliations or beliefs of the student or student's parents; or

- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800- 877-8339. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605 (Federal PPRA law as referenced)

STUDENT RECORDS & DATA DIRECTORY INFORMATION

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data,"

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent

with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that their parents not be permitted access to personally identifiable information from their records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a 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 their tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis; and
- B. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either releases de-identified information or removes the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.)

The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within a shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive an explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or their parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

Directory Data

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data i." The Board designates as student "directory data ":

- A. a student's name;
- B. photograph;
- C. participation in officially recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. awards received;
- F. name of school most recently previously attended.

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

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data " upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgment, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without the prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

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

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

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

Inspection of Information Collection Instrument

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning

of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section 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, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities;
- F. student recognition programs.

The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

TITLE I PROGRAM

The Spooner Area School District receives federal Title I Program funds under the Elementary and Secondary Education Act (ESEA). The district is required to provide the following information and notices to parents and/or the public.

Parent and Family Engagement in Title I Programs - It is the desire of the district to partner with families and community to establish a positive relationship and promote high achievement for all students. The district shall provide a variety of opportunities for families and community members to become involved throughout each year of your child's education. Click [here](#) to review district policy 2261.01 - Parent and Family Member Participation in Title I Programs for more information.

Parents Right to Know - ESEA directs schools and districts to notify parents about four key requirements of a Title I Program.

1. Professional qualifications of teachers and paraprofessionals who instruct
2. Notification if your child's teacher is not certified under WI licensing system
3. Individual report card that lets you know how your child is progressing
 - a. Term report cards, local and state assessment results

b. District and building specific state report cards

4. Notification that the school has entered school improvement status

Requesting Information - If you'd like to see the state qualification for your student's teacher, you can contact Katelyn Riewestahl in the District Office or access the information on the DPI website.