

School District of Spencer
300 North School Street
PO Box 418
Spencer, WI 54479

POSTNET
54479

Address Service Requested

Welcome back to another exciting school year. Our building is looking better than it ever has with the work we have done in modernizing probably one of the oldest school buildings in the area. I am excited to announce that we will be celebrating the 100th year of existence of the School District of Spencer.

Our main initiatives this year will be to support the implementation of 1:1 computers for our grade 9 – 12 students. We feel through technology we can create even more excitement in meeting the individual academic needs of our students. We will continue to also support the emotional needs of all of our kids by maintaining and building positive relationships with each of our students.

I look forward to working with the students, staff and parents of the outstanding community of Spencer. As always our goal is to support our kids in any endeavor they choose to explore. With that, we will need support from the entire Spencer team which includes all involved. Please feel free to give me a call with questions, comments or concerns. My number is 715-659-5347 I look forward to hearing from you.

Mike Andreas
District Administrator
School District of Spencer

*****T

The School District of Spencer recognizes that many parents would like to play a greater role in their child's education. To make it easier for you to be involved, we are providing you with access to **view your child's attendance, lunch account balance and grades online 24 hours a day.**

Please make a request through your child's teacher or pick-up a copy of the Parent Portal User Guidelines and System Requirements in one of the offices. Once we receive your signed copy, the link to Parent Portal, your Activation Key and directions will be e-mailed to you within five business days.

If you have any questions or forgot your password, please contact Sue Harn at sharn@spencer.k12.wi.us or 715.659.2409 Ext. 185

Once signed up for parent portal, all you need to do is log onto Infinite Campus from the Spéncer School District homepage at www.spencer.k12.wi.us Click on Parent Portal on the left-hand side of the page. Type in your username and password and click sign in.

Changes in your address, telephone numbers and to sign up for email or text notifications can also done through the parent portal.

Enclosed you will find the following:

Bus Transportation (Light blue) - please fill this out and mail directly to Burnett Transit within 2 days of receipt.

***** All students are now eligible to ride in the AM & PM *****

Rookie Rocket Child Care Information

Required Annual Notices

School Academic Calendar

Fees/Costs (subject to change pending 8/12/15 annual board of education meeting)

Registration Fee	\$ 10.00
Sports Participation Fee	\$ 25.00
Driver Education Fee	\$200.00

Lunch Prices (subject to approval at 8/12/15 annual meeting)

Elementary	\$2.20
Middle/High	\$2.50
Breakfast	\$1.20
Milk	\$0.25

Medication Permission and Instruction forms for prescription drugs that need to be taken at school can be picked up at registration time.

For **Sports Schedules**, refer to the athletic calendar link on our homepage at www.spencer.k12.wi.us. Print copies are available upon request.

We hope this information will help you in starting off the school year on a positive note.

"Meet your Teacher Night" which will be held on **Thursday, August 27th from 4:00 – 6:30 p.m.**

WI School District Performance Report

Additional information has been added to the Wisconsin School District Performance Report (SDPR), the on-line report published by the Department of Public Instruction (DPI). This new version of the SDPR contains not only district but school information for each district. Districts are required by the School Performance Report statute to publish data on their schools and enable a comparison of data across school districts in the same athletic conference. A link to this information can be found on the school website www.spencer.k12.wi.us.

Student Handbook

Each student in the school will receive a handbook, which is a source of information for students and parents/guardian. Please keep it where you can refer to it.

Reporting School Absences

When your child will be absent from school, call prior to 8 a.m. You may reach the school voice mail system at 659-2409, which is open 24 hours a day.

Leave a message for the appropriate grade level and state the time you are calling, date and reason for absence.

A written note is still required upon the student's return to school.

Student Drop-off/Pick-Up

Reminder for drop off and pick up of children... School Street has no parking, stopping or dropping off on the east side (school side) of the street before school or during afternoon bus loading.

Please park on the west side of the road or along Mill Street (playground) to drop off or pick up children. We appreciate your cooperation in keeping all our children safe at Spencer School!

Printing Names

The Board of Education has designated the following student record information as directory data: 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 name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after receipt of this notice or the opening of school.

Mike Endreas, Superintendent
Jerry Zantotelli, 6-12 Principal
Jill Schulz, Prek-5
Principal/Curriculum Coordinator

Internet at school

School wide wireless is now available at Spencer Public Schools. We have had filtering in place for Internet access for several years on School owned devices and this will also continue to apply to Student owned devices while on campus. The filtering system protects against access to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. That is the purpose of this article: WE DO HAVE FILTERING EQUIPMENT IN PLACE AT SPENCER

PUBLIC SCHOOLS; INTERNET USAGE IS MONITORED WHEN USING THE SECURED SCHOOL WIFI ACCESS

School Attendance

School attendance is vital to the educational success of all students. If students are to progress successfully in school, attendance on a regular basis is necessary. There are a few things that you should be made aware. "Truancy" means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. A student is "habitually truant" when he/she is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. These absences are unexcused. Many Wisconsin counties, including Marathon County take truancy very seriously. Students who are continuously showing up with unexcused absences can and will be referred to Truancy Court for being habitually truant. Parents may, by written note, excuse their child for the following reasons:

- Religious holidays
- Medical appointments
- A death in the immediate family or funeral for close relatives
- Personal illness.
- A set of circumstances which, in the judgment of the administration, constitutes good cause.

A child may be excused for no more than 10 days in a given school year. School attendance is necessary to ensure your child is reaching his/her maximum potential. We know that you share this genuine concern. Any

assistance you can provide in this matter would be greatly appreciated. Should you have further questions regarding your child's attendance, feel free to contact the school.

Please refer to the student/parent handbook for an explanation of excused, unexcused, and pre-excused absences.

Spencer Public School prides itself in providing an atmosphere conducive to learning. Please remember that students are asked not to wear clothing or jewelry items depicting alcohol, tobacco, other drugs, or having sexual connotations

Movie Guidelines

The following are guidelines that are to be used when teachers show movies to their students.

Grades PK-4: May show G rated movies.

Grades 5-8: May show G and PG rated movies.

Grades 9-12: May show G, PG, and PG-13 movies.

If a teacher wishes to show a movie rated other than listed for their grade level they will: (ex. Grades 5-8 wants to show a PG-13 movie)

- Notify the building principal
- Send a letter home for parental consent no later than one week prior to showing the movie.
- Teachers will provide pertinent alternate placement/activity for students who do not have parental consent

Inclement Weather

When it is necessary to close school for bad weather, the announcement will be sent to as many local radio stations as is possible. Channels 7, 9, and 13 will also be notified. We will do this as soon as it is possible to make a good decision. Additionally, a notice will be posted on our website and E-mail or texting notification will occur if you have signed up for this through parent portal.

If it becomes necessary to close school during a regular school day, the notification will be given to the Marshfield radio stations, and all of the major employers in the area will be notified. Please help us out by keeping all of the emergency notification information up to date.

We are well aware of the problems and inconveniences that school closings can cause, but we will do what is necessary to keep the kids safe. Many thanks for your help and patience in the past and in the future.

Michael Endreas, Superintendent

As a parent of a student at Spencer Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

*Whether The Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.

* Whether The Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

* The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

* Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Michael Endreas, District Administrator at 715-659-5347.

Each year the School District is required to provide notification of specific policies. Below are the notices to keep you informed. Contact the district office or check the school website at www.spencer.k12.wi.us to view entire policies, obtain print copies, or obtain further information on any of these matters.

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183 BULLYING

343 INSTRUCTIONAL ARRANGEMENTS

343.1 ADVANCED COLLEGE PLACEMENT AND POST-SECONDARY OPTIONS

346 STUDENT RECORDS

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440 STUDENT RIGHTS AND RESPONSIBILITIES

443.5 ELECTRONIC COMMUNICATION DEVICES

446 SEARCH AND SEIZURE (Student and/or Possessions)

829 USE OF SURVEILLANCE TECHNOLOGY

345 TESTING PROGRAMS

345.1 NON-DISCRIMINATORY TESTING

345.2 ENGLISH LANGUAGE LEARNERS

870 PUBLIC COMPLAINTS/CONCERNS
870-Rule PUBLIC COMPLAINT/CONCERN PROCEDURES

891 COOPERATIVE EDUCATION PROGRAMS

Homeless: Students and Families in Transition

Do you know a student or family that may be in need of assistance? Many families in Wisconsin have found themselves to be families in transition without a place to call home. Our school district is committed to assisting all homeless students receive the best education possible. The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative, adequate accommodations;
 - living in emergency or transitional shelters;
 - abandoned in hospitals; or
 - awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, please contact Michael Endreas, Homeless Liaison for the Spencer School District for additional information about the educational rights of homeless students. Mr. Endreas can be reached at 715-659-5347. All information will be kept confidential.

Asbestos Notification

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Spencer School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in January and July and full re-inspections every three years. For more information please contact the district office.

2009 Wisconsin Act 96 – Indoor Environmental Quality Management Plan Spencer School District Annual Notice

The Spencer School District can use a website, student handbook, local newspaper, or other appropriate means to notify students, staff, and the community that the district has an IEQ management plan in place. This annual publication is part of the Spencer School District’s communication plan within the IEQ Management plan.

The Spencer School District would like to inform staff, students, parents, and the public of the district’s indoor environmental quality (IEQ) management plan. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at Spencer School District, 300 N School Street, Spencer WI 54479.

Please go to our School District of Spencer website www.spencer.k12.wi.us under the Parents/Community tab to find information to make you aware of the School Board approved Student academic standards that are in effect for the 2015 -16 school year as a requirement under section 120.12(13) of the Wisconsin State Statutes

SPENCER SCHOOL DISTRICT
Annual Notice
CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION

The Spencer School District must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district and homeless children, regardless of the severity of their disabilities. The school districts have a special education screening program to locate and screen all children with suspected disabilities who have not graduated from high school. Upon request, the school districts will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting your school psychologist:

Rob Toepel
Spencer School District
1-715-659-4642

Annually, the districts conduct developmental screening of preschool children. The information from screening is used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team.

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 report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, 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 attended by the student.
- * "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

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 records(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 the School District to amend a record that they believe is inaccurate or misleading. They should write 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 law 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.

Rookie Rocket Child Care

A child care service provided at the Spencer School for children ages 3 years and up.

- **Before school.....** 6:30am – 8:00am.
- **After school.....** 3:00pm – 6:00pm.
- **3 & 4 year old day program.....** Monday – Friday; 8:00am – 3:00pm.
- **Summer.....** Monday – Friday; 6:30am – 6:00pm.
-

Rates are as follows:

There will be a daily minimum charge of 1hr.

For a family with 1 child –

\$3.50 per hr/per child

OR \$31.50 per day/per child *

OR \$157.50 per week/per child **

For a family with 2 children—

\$3.00 per hr/per child

OR \$27.00 per day/per child *

OR \$135.00 per week/per child **

For a family with 3 or more children—

\$2.50 per hr/per child

OR \$22.50 per day/per child *

OR \$112.50 per week/per child **

3 & 4 year old school day program—

\$3.50 per hour per child

OR \$24.50 per day per child ***

*Day rate = 9+ hour day

**Week rate = Mon-Fri (5) 9+ hour days

***3 & 4 yr old school year day rate = 7+ hour day

For more information please.....Contact Sheri at **715-659-2409** ext. **156**; or e-mail sschuh@spencer.k12.wi.us

Thank you,

Sheri Schuh

Spencer School Rookie Rocket Child Care Program Manager

Approximate distance from your home to the school you will be attending:

Please give a brief description of how to get to your home: _____

All students who wish to ride a bus **MUST** fill out the *Annual Transportation Application* form. Those who live **within** city limits of Spencer **MUST ALSO** fill out this form **AND** select the **pick-up** and **drop-off** point they will be utilizing from the following list:

- Haslow St & Maple St
- Maurer's Court - (Peach Street Entrance)
- Peach St & Tyler St
- Hemlock St & Jefferson St
- Hickory St & Jefferson St
- Birch St & Jefferson St

- Julia St & Clark St (Hwy 98)
- Main St & Madison St
- Main St & Chestnut St
- Mill St & Spring St
- Park St & Lincoln St
- Willow Court - (Entrance across from the former Don Smith's)
- Willow Dr & Grant St
- Grant St & Aspen St
- Grant St & Apple St

- Chestnut St & Dearborn St
- Chestnut St & Roberts St
- Chestnut St & Louisa St - **Second Home Daycare**
- Madison St. & Buse St.
- Buse St & Pearl St
- La Salle St & Wendell St

- Corner of Spruce & LaSalle

Eligibility requirements: All students are now eligible to ride in the AM & PM.

(This information should be on the reverse side of the "*Annual Transportation Application*")

COMPLETE BOTH SIDES

Burnett Transit, Inc *B3866 Hwy 13, Spencer WI 54479*
715-659-4391 *fax 715-659-5497*