



WOLFPACK EXPRESS

Focusing On Activities In The School District of Manawa

August 5, 2021



Summer Edition/Public Notices

BY DR. MELANIE OPPOR
DISTRICT ADMINISTRATOR



MES Open House
PG. 2

Welcome to the School District of Manawa!

The 2021-2022 school year begins on September 1 for students. Everyone is so excited to once again have our students in the buildings. The youthful joy and energy for learning that they bring is an inspiration to all school employees.

Policies and Procedures
PG. 3

The district operates two school buildings. Manawa Elementary School at 800 Beech Street houses grades 4K to five. Manawa Middle School/Little Wolf High School located at 515 Fourth Street serves students in grades six to eight and nine through twelve respectively.

2021 Summer School
PG. 4

COVID-19 Response Plan

In August, the Board of Education will be examining steps that would be taken in the event of a COVID-19 outbreak within the schools. Information about mitigation strategies for the opening of school will be sent to families if applicable. The COVID-19 Response Plan will be subject to change based on new local, county, and state health factors and as approved by the Board of Education.

Food Services
PG. 5

Programs and Services

A full complement of programs and services are available to students such as gifted/talented enrichment, Title I Schoolwide programming (MES), English language support, special

Free Breakfast & Lunch
PG. 7

educational services, and a diverse secondary course selection guide to name a few. The district also takes great pride in offering a large variety of district-sponsored clubs, organizations, and extra-curricular sports and activities.

Referendum Projects

Thanks to citizen support, the School District of Manawa in partnership with Hoffman Planning, Design, and Construction, Inc. the referendum projects are being fully realized and are drawing to a close. This summer, the major final referendum project is the repaving of the Manawa Middle School/Little Wolf High School parking lots and driveways. This work should be completed by late August.

Ribbon Cutting Ceremony and Tours

A Ribbon Cutting Ceremony and Manawa Middle School/Little Wolf High School tours are being planned for Back to School Night on Tuesday, August 31. Please watch for more details on these exciting events. We cannot wait to showcase all the enhancements now available to students, staff, and the community.

Early Release

Beginning on September 8, 2020 through May 25, 2021, the School District of Manawa has an early release each Wednesday. School dismissal is one hour earlier at each school on Wednesday afternoons. Buses will be running one hour earlier on Wednesday afternoons as well. Teachers will be using this time to examine student data and personalize instruction based on student needs.

Cutting Edge

The District is committed to staying on the cutting edge in education for our youth. To this end, the Board of Education is working on revising the District's measurable goals called Key Performance Indicators to help the District monitor growth in four areas: Learning, Operation Efficiencies, Safe & Orderly Environment, and Engagement & Satisfaction.

We welcome you to call either school office to arrange for a tour of our facilities. District staff would be happy to showcase the personal touch you and your child will receive in the School District of Manawa.



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Summer Break Opportunities

BY DAN WOLFGAM
MIDDLE SCHOOL/HIGH SCHOOL PRINCIPAL



Summer will soon be over and students will be back in school!

What have you done with your summer thus far, and what can parents and students do before September that will be engaging, stress-free, and fun?

By the time school begins, students are ready for structure and parents are ready for the change in schedule. Here are a few things, while there is still time left that can still make everyone's "bucket" list:

- Set aside time each day to read. Summer learning loss is a real thing, and keeping students engaged by finding a good book to read will help support the focus on literacy in the coming year. Track the books your child reads and reward him or her with a special activity or treat when he or she reaches certain milestones.

- Plan a trip. Have kids use the Internet, travel guidebooks, brochures, and maps to plan a dream day, weekend, week trip. Stay local and plan a visit to a museum, or plan a day trip to EAA in Oshkosh. If finances are a challenge, a day outing to Lindsay Park or the Manawa Splash Pad is always within the budget.

- One of the biggest mistakes parents make is overscheduling their child's summer. While activities are a great way to keep them busy and having a consistent routine helps provide structure, it is equally important to schedule family time. Enjoy the backyard, have a campfire, visit with the neighbors, or take a walk with your child. Encourage your child to stay off their phone and engage with other family members. The time is short that they will want to hang out with the family and you will never regret making cherished memories just enjoying each other.

BOARD ADOPTS EDUCATIONAL STANDARDS

The July Curriculum Committee approved the educational standards to be used by the School District of Manawa at the July 19, 2021 Board of Education Meeting.

<https://www.manawaschools.org/district/curriculum-instruction.cfm>

Meningococcal Disease: Protect Your Child

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 (meningococemia). 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 recommends 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:

- Centers 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
- National Association of School Nurses – Voices of Meningitis

A list of local Wisconsin public health departments and contact information:

- Meningitis Foundation of America
- National Meningitis Association
- American Academy of Family Physicians
- American Academy of Pediatrics

NOTICE OF SPECIAL EDUCATION PROCEDURES AND SERVICES

The Referral Process: Anyone can make a referral on a student who they suspect may have a disability. Those concerned should contact the Director of Special Education.

Teachers work with the Student Assistance Team in their building in making student referrals. Once a referral is received the district has 60 days to complete an evaluation from the time of parental permission. On or before the 60th day a team meeting will be held with parents, teachers, special education staff and other specialists to determine if the child qualifies for disability.

An Individualized Education Plan (IEP) will be written if the child qualifies to put in writing what special education services are appropriate. The team has an additional 30 days, if necessary, to meet and create the IEP following the evaluation meeting.

The Special Education Handbook has more information and can be found on the district website at: www.manawaschools.org > Our District > Special Education > Resources > Special Education Handbook.

MES Open House

BY DANNI BRAUER
MES PRINCIPAL

Open House will be on August 31 from 3:30 p.m. to 6:30 p.m. The staff at MES is hoping to welcome families back to the building for the 2021-22 school year Open House in-person. If the pandemic continues to prevent groups from gathering, the plan is to have a virtual open house similar to what was done last year.

Cross your fingers that we will be able to see each other face-to-face.



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POLICY 5530 - DRUG PREVENTION

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute.
- B. Chemicals that release toxic vapors;
- C. All alcoholic beverages.
- D. Any prescription or patent drug, except those for which permission to use in school has been granted, pursuant to Board policy.
- E. "look-alikes."
- F. anabolic steroids.
- G. Any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, elimination, and regulation of drug use in the schools, including education, prevention, and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

NOTICE OF EDUCATIONAL OPTIONS

Per Wisconsin State Statute 118.57(1)(2), the School District of Manawa is required to notify parents of the educational options available to children who reside in the district.

The School District of Manawa offers many outstanding educational options for our students, including:

Traditional high-quality classroom educational programs

- Four-Year-Old Kindergarten
- Advanced Placement courses
- Youth Options
- Course Options
- On-line classes
- GED Option #2
- Youth Apprenticeship
- Gifted and Talented programming
- Academic Interventions
- Special Education
- Early Childhood Special Education
- Career and Technical Education
- Summer School
- Special Needs Scholarship Program

Other options available to our resident students include Open Enrollment, a parochial school, and homeschooling.

We welcome the opportunity to discuss these educational options with you. Please contact our school counselors or building principals with any questions you may have.



ANNUAL NOTICE OF SCHOOL BOARD POLICY & PROCEDURES REGARDING STUDENTS

As required by law, the district is providing public notice regarding the following policies and procedures of the School District of Manawa. The information provided herein is a summation of policy content.

Several policies of major importance have been included in part in this issue of the Wolf Pack Express. The remaining district policies listed below as well as all Board policies are available on our website at <http://www.manawaschools.org> under Our District > Policies & Guidelines > SDM Policy & Administrative Guideline Manual at: <https://go.boarddocs.com/wi/sdman/Board.nsf/Public?open&id=policies>.

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LINK FROM DISTRICT WEBSITE:

www.manawaschools.org > Our District > District Accountability > Wisconsin School Performance Report at: <https://dpi.wi.gov/accountability/report-cards> or WISEDash public data reporting at: <https://wisedash.dpi.wi.gov/Dashboard/dashboard/16840>

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POLICY 8146 - NOTIFICATION OF EDUCATIONAL OPTIONS

The Board recognizes the need to provide alternative means by which students achieve the goals of the District.

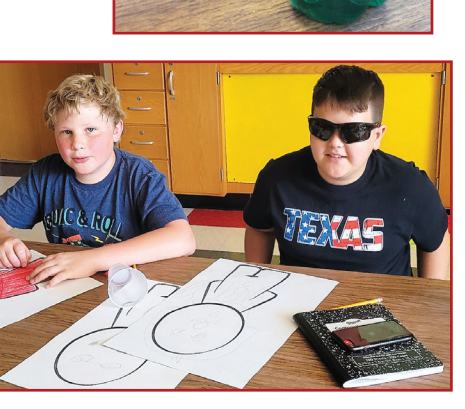
On an annual basis, a list of all educational options available to children who reside in the District, including public school, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, Early College Credit Program, Start College Now Program, Part-Time Open Enrollment, and options for students enrolled in a home-based private education program, will be provided to parents (see Policy 2370 - Educational Options Provided by the District).

POLICY 8431.01 - ASBESTOS MANAGEMENT

The Board of Education recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. Accordingly, the Board directs the District Administrator to ensure that the District satisfies its obligations to deal with asbestos building materials in any building leased, owned, or otherwise used by the District as a school building as required under State and Federal law including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 ("AHERA"). To this end, the Board authorizes the District Administrator to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum develop and administer an Asbestos Management Plan as required by law. The Plan will address all requirements under AHERA including, but not limited to, inspection, reinspection, periodic surveillance, training and recordkeeping requirements.

The District Administrator will also ensure that at least once each school year, the District provides written notice to parents, employees and employee organizations regarding the availability of the District's Asbestos Management Plan and any response actions taken or planned.

2021 SUMMER SCHOOL



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STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children.

Parents/guardians may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with State and Federal laws. These laws also grant parents/guardians the right to inspect certain materials that are part of the District's curriculum or other activities.

A. The parent/guardian of a student may, upon request, opt their child out of participation in:

1. Instruction in human growth and development.
2. Instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body).
3. Any State-mandated achievement examinations in grades 4, 8 and 10, and in any other grades authorized by the School Board and allowed by the Wisconsin Department of Public Instruction.

B. The District shall provide to the parent/guardian of each affected student, or to the adult or emancipated student, advance notice of the District's intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and the parent/guardian/adult student shall have, at a minimum, the right to opt out of participation in each such activity:

1. Any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or otherwise providing that information to others for that purpose.
2. Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by State law.
3. Any survey that contains or reveals information concerning any of the following:
 - a. political affiliations or beliefs of the student or the student's parent/guardian.
 - b. mental or psychological problems of the student or the student's family.
 - c. sex behavior or attitudes.
 - d. illegal, anti-social, self-incriminating or demeaning

behavior.

- e. critical appraisals of other individuals with whom students have close family relationships.
- f. legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers.
- g. religious practices, affiliations or beliefs of the student or student's parent/guardian.
- h. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If the District intends to require students to participate in any survey, analysis or evaluation that would reveal information concerning any of the eight (8) protected-information categories above, and if the activity in questions is funded in whole or in part by any program of the U.S. Department of Education, then the District shall first obtain the affirmative, written consent of a parent/guardian for the student's participation (or, for an adult student, the advance, affirmative consent of the adult student).

District staff shall take additional precautions to protect student privacy when engaging in any of the above-mentioned activities in accordance with established procedures.

C. Upon request to the District, the parent/guardian of a student may inspect:

1. Any instrument used in the collection of personal information from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
2. Any survey the District intends to administer or distribute to students that contains or that would reveal information in any of the eight (8) protected-information categories listed within this policy, above.
3. Any survey created by a third party (regardless of content) before the survey is administered or distributed by a school to a student.
4. Any instructional materials (exclusive of tests or assessments) used as part of the educational curriculum for the student, which shall be interpreted to include, for example, a. the curriculum and instructional materials used in any human growth and development instructional program; and b. the instructional materials used in connection with any survey, analysis or evaluation (including any research or experimentation program or project designed to explore new or unproven teaching methods) that is funded in whole or in part by any U.S. Department of Education program.

Parents/guardians shall make any of the above requests regarding inspection of materials or student participation in

certain activities in writing to the applicable building principal or designee. Other parent/guardian requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable State or Federal requirements or guidelines. The principal or designee shall respond to such requests in a timely manner.

When whose parents request that their student not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose).

The District Administrator is directed to provide notice of the substantive content of this policy directly to parents of students enrolled in the District at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above is scheduled or expected to be scheduled.

The notice shall provide the following:

A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
2. the administration of any survey by a third party that contains one or more of the items described in A through H above.
- B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

FOOD SERVICES

Negative Account Balances

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

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

items with cash unless the student is also able to bring his/her account current.

Students that are receiving free or reduced price meals will be permitted to purchase a USDA approved meal if the student has the necessary funds with him/her to purchase the meal, regardless of whether the student has a negative account balance.

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

The food-service program may participate

in the "Farm to School Program" using locally grown food in school meals and snacks.

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

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for

Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

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

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

POLICY 8330 - STUDENT RECORDS

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 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.

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 Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

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, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible 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 his/her parents not be permitted access to personally identifiable information from his/her 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 his/her 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 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, upon condition that:
 1. A reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer).
 2. The parent or eligible student, upon request, receives a copy of the record.
 3. The parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record.
 4. 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 s/he is an adult or his/her 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.

- B. Forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student.
- C. Disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan.
- D. 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.
- E. 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.
- F. Release de-identified records and information in accordance with Federal regulations.
- G. 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.
- H. 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.

- I. 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

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request or within such 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 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 his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

Directory Information

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

- 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. Date of graduation.
- F. Degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, 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, and telephone listing not be released without 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 information," 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 information," 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 or their parents 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, magazine, 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 is directed to 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 procedural 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 the microfilm process or electromagnetic processes of reproduction for the recording,

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Free Breakfast and Lunch for 2021-22 School Year

The School District of Manawa is offering free breakfast and lunch again through the federally funded Seamless Summer Option for ALL resident children 18 years old and younger. Please fill out the USDA Free and Reduced Price Meal Application, though. Families that qualify could have other school fees waived and may be eligible for other money-saving programs. The Food Service Team at the SDM is ready to help students make a meal even for the pickiest of eaters!

Deli sandwiches can be substituted for the hot menu item on any day. Parents of school district resident children may order lunches even if they are not students to be picked up daily or by the week. See the District website for links to order meals or to read the full 2021-22 Public Release for Seamless Summer Option. If you have questions, please contact food service manager, Brenda Suehs, at 920-596-2524 or bsuehs@manawaschools.org.

FAMILY SIZE INCOME SCALE For Determining Eligibility for Free and Reduced Price Meals or Milk				
Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free Must be at or below figure listed	Reduced Price Must be at or between figures listed	Free Must be at or below figure listed	Reduced Price Must be at or between figures listed
1	\$16,744	\$ 16,744.01 and \$23,828	\$ 1,396	\$1,396.01 and \$1,986
2	22,646	22,646.01 and 32,227	1,888	1,888.01 and 2,686
3	28,548	28,548.01 and 40,626	2,379	2,379.01 and 3,386
4	34,450	and 34,450.01 and 49,025	2,871	2,871.01 and 4,086
5	40,352	and 40,352.01 and 57,424	3,363	3,363.01 and 4,786
6	46,254	and 46,254.01 and 65,823	3,855	3,855.01 and 5,486
7	52,156	and 52,156.01 and 74,222	4,347	4,347.01 and 6,186
8	58,058	and 58,058.01 and 82,621	4,839	4,839.01 and 6,886
For each additional household member, add	+ 5,902	and + 5,902 and +8,399	+ 492	+ 492 and + 700



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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. Furthermore, 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. In addition, 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.

School District of Manawa Information

District Office

Phone: 920-596-2525
800 Beech Street
District Administrator: Dr. Melanie J. Oppor
Business Manager: Carmen O'Brien
Special Ed. Director: Danielle Brauer
Technology Director: Dean Marzofka
District Reading Specialist: Michelle Johnson

Little Wolf High School

Grades 9-12
Manawa Middle School
Grades 6-8
Phone: 920-596-2524
515 E. 4th Street
Principal: Daniel Wolfgram

Manawa Elementary School

Grades 4K - 5
Phone: 920-596-2238
800 Beech Street
Principal: Danielle Brauer

Paving the Way

Phone: 920-596-2526
407 S. Bridge St.
Director: Danielle Brauer

Manawa Board of Education

President.....Joanne Johnson
Vice President.....Russ Johnson
Clerk.....Russell Hollman
Treasurer.....Bobbi Jo Pethke
Director.....Pete Griffin
Director.....Kerri Jepson
Director.....Sondra Reierson

Board Meetings:

Regular Board Meetings are held on the third Monday of each month (except April - 4th Monday) in the Board Room located at the Manawa Elementary School at 7:00 pm. Any additional meetings are duly posted on the district's website, in the City Hall and at Sturm Memorial Library. For additional information please contact the District Office at 920-596-2525.

The Board of Education and Administrative Team would like to thank all the individuals, groups, and businesses that so generously contribute to the District. Your gifts of money, time, materials, and talents support and enhance programs for all our students and staff!

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability.

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

follow us on
 twitter
[@manawaschools](https://www.manawaschools.org)

SAVE THE DATE

The School District of Manawa invites you & your child to:

Child Development Days

Wednesday, October 27, 2021
8:00am-3:30pm

Thursday, October 28, 2021
12:30pm-7:30pm

Children ages 2 1/2 - 4 are invited!

- Children will participate in a play-based screening with parent(s)
- Early Educators will screen children and share information about developmental areas such as social skills, fine & gross motor skills, and language development
 - Hearing, vision, & health screenings are included
- All children receive a **FREE** t-shirt, book, and welcome bag

Website Accessibility

<https://www.manawaschools.org/district/website-accessibility.cfm>

WAYS YOU CAN HELP MANAWA SCHOOLS

Boxtops Needed - Clip the Boxtops for Education logo on many household products and drop-off at any school office. Some of the many products with the logo are: Betty Crocker, Pillsbury, General Mills, Ziploc, Hefty, Kleenex and Huggies.

STEP VOLUNTEERS:

Senior citizens can save on their property taxes by volunteering in the schools through the Senior Tax Exchange Program. Contact Ruth Lord, Director, at 920-596-5673 for more information.

The SCHOOL DISTRICT OF MANAWA is the place where STUDENTS choose to EXCEL academically and realize their STRENGTHS.