



AGENDA

Wisconsin Rapids Board of Education  
**Educational Services Committee**

510 Peach Street · Wisconsin Rapids, WI 54494 · (715) 424-6701

Anne Lee, Chairman  
John Benbow, Jr.  
Katie Bielski-Medina  
Larry Davis  
Sandra Hett  
Mary Rayome  
John Krings, President

August 4, 2014

LOCATION: Board of Education, 510 Peach Street, Wisconsin Rapids, WI  
Conference Room A/B

TIME: Immediately following the Business Services Committee and Personnel Services  
Committee meetings, but not before 6:15 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Board Policy 347-RULE(1) Guidelines For the Control and Maintenance of Student Records and 347 EXHIBIT – Request to Disclose Directory Information for First Reading
  - B. Lincoln High School Testing Schedule
- IV. Updates
  - A. Business and Education: A Partnership
  - B. Rick Wormeli: September 26, 2014 Professional Day
  - C. Seclusion and Restraint: Annual Report
- V. Consent Agenda Items
- VI. Future Agenda Items/Information Requests

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



**BACKGROUND**

Wisconsin Rapids Board of Education  
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  - A. Board Policy 347-RULE(1) Guidelines For the Control and Maintenance of Student Records and 347 EXHIBIT – Request to Disclose Directory Information for First Reading

Board Policy 347-RULE (1) and 347 EXHIBIT were brought to the Educational Services Committee for first reading at the July Educational Services Committee meeting. Anne Lee questioned whether or not the phrase “with student permission” be added under “Confidentiality” item “b.” After discussion, it was requested that the policy and exhibit changes be tabled and brought back to the Educational Services Committee for review and approval. Attachment A and B set out the revised rule and exhibit.

The administration recommends approval of the changes to Board Policy 347-RULE(1) Guidelines For the Control and Maintenance of Student Records and 347 EXHIBIT – Request to Disclose Directory Information for first reading.

- B. Lincoln High School Testing Schedule

During the 2014-15 school year, the Wisconsin Knowledge and Concepts Examination (WKCE) will be taken by all sophomores, but only in the disciplines of science and social studies. As a result, juniors and seniors will only need to be dismissed for a portion of the day when the sophomores are testing. In the past, juniors and seniors were dismissed for the entire day when the sophomores completed the WKCE.

Lincoln High School has selected October 30, 2014 as the date to administer the WKCE to all sophomores. Juniors and seniors would be released at 12:30 p.m. on that date. Busses would run at the normal time. The gym and the commons would be open for any juniors and seniors that need to stay on campus. Attachment C sets out the proposed testing schedule.

The administration recommends releasing all juniors and seniors at 12:30 p.m. on October 30, 2014 for the administration of the WKCE to sophomores.

#### IV. Updates

##### A. Business and Education: A Partnership

*Business and Education: A Partnership* was a three credit class offered to teachers during the week of June 23-27, 2014. Twenty-three teachers from Wisconsin Rapids Public Schools (WRPS), Port Edwards Public Schools, Immanuel Lutheran, Assumption Catholic Schools, and Nekoosa Public Schools participated in the course. The course grew out of the collaboration and work of the Business-Education Partnership Committee. The purpose of the course was to provide teachers the opportunity to learn about local businesses, and how they could include science, technology, engineering, and math (STEM) in their instruction. Ronald Rasmussen, Principal of Lincoln High School and instructor of *Business and Education: A Partnership*, will be present to share information about the course. Attachment D sets out the syllabus for the course.

##### B. Rick Wormeli: September 26, 2014 Professional Day

On September 26, 2014, Rick Wormeli, noted speaker, author, and educational consultant will be on hand to speak to our teachers in the morning, and work with smaller groups of teachers in breakout sessions in the afternoon. Mr. Wormeli's presence in the district is very timely as the need for common assessments across grade levels and disciplines becomes more and more paramount for teachers. With the requirements of Student Learning Objectives (SLOs), more rigorous state assessments, building expectations for Professional Learning Communities (PLCs), and the movement to standardized grading, Mr. Wormeli's instruction will be critical and inspiring.

Below is a brief biographical statement about Rick Wormeli from AEI Speakers Bureau.

*One of the first Nationally Board Certified teachers in America, Rick brings innovation, energy, validity and high standards to both his presentations, and his instructional practice, which includes 33 years teaching math, science, English, physical education, health, and history and coaching teachers and principals. Rick's work has been reported in numerous media, including ABC's "Good Morning America," "Hardball with Chris Matthews," National Geographic and Good Housekeeping magazines, What Matters Most: Teaching for the 21st Century, and the Washington*

*Post. He is a columnist for Middle Ground magazine, and a frequent contributor to ASCD's Education Leadership magazine. He is the author of the award-winning book, Meet Me in the Middle, as well as the best-selling books, Day One and Beyond, Fair Isn't Always Equal: Assessment and Grading in the Differentiated Classroom, Differentiation: From Planning to Practice, Metaphors & Analogies: Power Tools for Teaching any Subject, all five from Stenhouse Publishers, as well as Summarization in any Subject, published by ASCD. His new book, The Collected Writings (So Far) of Rick Wormeli: Crazy Good Stuff I Learned about Teaching Along the Way was released in January 2013. His classroom practice is a showcase for ASCD's best-selling series, "At Work in the Differentiated Classroom."*

*With his substantive presentations, sense of humor, and unconventional approaches, he's been asked to present to teachers and administrators in all 50 states, Canada, China, Europe, Japan, Vietnam, Korea, Australia, the Middle East, and at the White House. He is a seasoned veteran of many international Web casts, and he is Disney's American Teacher Awards 1996 Outstanding English Teacher of the Nation. He won the 2008 James P. Garvin award from the New England League of Middle Schools for Teaching Excellence, Service, and Leadership, and he has been a consultant for National Public Radio, USA Today, Court TV, and the Smithsonian Institution's Natural Partners Program and their search for the Giant Squid. In June 2012, Rick was the graduation commencement speaker for the highest performing, public high school in the Washington, D.C. area. He is currently working on his first young adult fiction novel and a new book on homework practices in the 21st century.*

#### C. Seclusion and Restraint: Annual Report

Trudy DeSimons, Director of Pupil Services, will be present to explain the information below, which summarizes Wisconsin Rapids Public School 's compliance with regulations related to seclusion and/or restraint:

- Incidences of seclusion or restraint – 42
- Number of students involved in the incidences – 23
- Number of students who are special education – 19

DPI requirements were to have one staff person in each building trained by September 1, 2012. During the 2012-13 school year, 126 employees were trained. Five ProACT sessions were conducted in 2013-2014, training an additional 55 staff members.

#### V. Consent Agenda Items

Committee members will be asked to decide which items should be placed on the consent agenda for the regular Board of Education meeting.

VI. Future Agenda Items/Information Requests

Agenda items are determined by the Committee Chair after consultation with appropriate administration depending upon other agenda items, presentation information, and agenda availability.

Future agenda items/information requests include, but are not limited to:

- Course Options Policy (September)
- CII Parent Representative (September)
- Lincoln High School Schedule, 2015-16 (September)
- Business-Education Partnership/STEM Update (September)
- 2013-14 Eighth Grade Technology Assessment (September)
- 2013-14 ACT (September)
- RtI Document Update (October)
- Renaissance Learning Guidelines (October)
- District and School Report Cards (October)
- Charter School Reports - Mead and THINK (October)
- Youth Options (October)
- Elementary and Secondary Education Act (ESEA) Title Update (November)
- Language Arts Curriculum Update (November)
- New Course Proposals - Explanation and Discussion (November)
- Health Curriculum Update (December)
- New Course Proposals (December)

## **347-RULE(1) GUIDELINES FOR THE CONTROL AND MAINTENANCE OF STUDENT RECORDS**

### **Definitions**

- a. Student records include all records relating to individual students, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student.
- b. Progress records include a statement of the courses taken, grades awarded therein, the student's extracurricular activities, the student's immunization records and the student's attendance records.
- c. Behavioral records include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than immunization records, law enforcement agency records and any other student records that are not progress records.
  - (1) Law enforcement agency records include those records obtained from a law enforcement agency relating to (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws, and (4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or upon request of the superintendent or designee, subject to the agency's official policy. The District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records.
  - (2) Law enforcement unit records include those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual, office, department, division or other component of the District that is authorized by the Board of Education to do any of the following: 1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district, and/or 2) maintain the physical security and safety of a public school.
  - (3) Court records include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.
- d. Student physical health records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as

determined by the State Superintendent of Public Instruction.

- e. Patient health records include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student “physical health records” definition above.
- f. **The following information is designated in the District as directory data and may be released upon request in accordance with law and District procedures: Student's name, present address, telephone listing, ~~and current grade~~ major field of study, date of birth, participation in activities and sports, weight and height of members of athletic teams, photographs, degrees and awards received, name of school most recently attended.**

## Confidentiality

Individuals collecting or using personally identifiable information in the district will receive training or instruction regarding security and state and federal confidentiality requirements.

All student progress and behavioral records are confidential, with the following exceptions:

- a. A student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records. The inspection of progress records by the parent(s)/guardian(s), minor student, or adult student must take place in the presence of a designated school employee. Initial copies of student records will be provided on request at no cost and within a reasonable time period after inspection. Additional copies may be provided at a cost of 15 cents per page.
- b. An adult student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student or parent(s)/guardian(s) shall, upon request, be provided with a copy of the behavioral records.
- c. Student records shall be disclosed at the request or order of a court. The District shall make a reasonable effort to notify the parent(s)/guardian(s) or adult student of the order in advance of compliance therewith, except as otherwise provided by law.
- d. If school attendance is a condition of a student's dispositional order under state law, the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.
- e. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent(s)/guardian(s) shall be notified of that disclosure as soon as practicable after the disclosure.
- f. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- g. Student records must be disclosed to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records: 1) concern the juvenile justice system and the system's ability to effectively serve the student, 2) relate to an ongoing investigation, or 3) pending delinquency petition, and 4) that they will not be disclosed to any other

person except as authorized by law.

- h. The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: 1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, and 2) the parties to whom the District disclosed the information.
- i. The District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise authorized by law. This disclosure can be made for any purpose concerning the juvenile justice system and the system's ability to serve a student prior to adjudication.
- j. The school district clerk or his/her designee shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under chapter 980 (sexually violent persons commitment), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation. The court in which the proceeding is pending may issue any protective orders that it determines are appropriate concerning student records made available or disclosed under this provision. Any representative of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney may disclose information obtained under this provision for any purpose consistent with any proceeding under chapter 980.
- k. Student records shall be made available to school district officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the board; a person or company with whom the District has contracted to perform a specific 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/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or district responsibilities.
  - 1. Law enforcement records may be made available to those school officials with legitimate educational interests (including safety interests) in the information. If law enforcement record information obtained by the District relates to a district student, the information may also be disclosed to those district employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for students enrolled in the District.

The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.

Law enforcement unit records may be made available to school officials under the same



conditions as outlined above regarding access to law enforcement agency record information.

2. Court records obtained by the District must be disclosed to district employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.
1. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of the behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent or guardian of a minor student in the written permission form.
  - m. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except when otherwise provided by law.
  - n. The Board may provide the DPI or any public officer with any information required under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.
  - o. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the IEP team under state and federal law.
  - p. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.
  - q. Upon request, the names of students who have withdrawn from school prior to graduation shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Children and Families or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
  - r. Except as otherwise provided below, directory data may be disclosed to any person, if the school has (a) notified the adult student or parent, legal guardian or guardian ad litem of a minor student of the categories of information which it has designated as directory data, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school in writing that all or any part of the directory data may not be released. Requests to withhold directory data should be directed to the Superintendent. The District will not release directory data earlier than 14 days after the initial written notice for the adult student or parents/guardians, or after the District has been restricted from doing so by any of the parties.
    1. If the District has followed the notification procedure outlined above, and the adult student, parent, legal guardian or guardian ad litem does not object to the directory data being released, a college board must be provided, upon request, with the name and address of each student who is expected to graduate from high school in the current school year.
    2. If the District has followed the notification procedure outlined above, and the adult student, parent, guardian, or guardian ad litem does not object to the directory data being released, the

Board Clerk or his/her designee shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22, or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the district.

3. Directory data shall not be released for commercial or promotional purposes. "Commercial" shall be defined as the intent or design to make a financial profit or gain. "Promotional" shall be defined as contributing to the growth or prosperity of the party making the request.
  4. Directory data may be released to organizations such as colleges and universities, technical colleges and armed forces recruiters when the request is for educational or career opportunity purposes.
  5. A secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. Requests of this nature will be honored by our district.
- s. The Board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
- t. The Board shall, on or before August 15 of each year, report to the appropriate county departments under sections 51.42 and 51.437 the names of students who reside in the district, are at least 16 years of age, are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.
- u. Student patient health care records may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the District may only be released without informed consent to a district employee or agent if he/she is responsible for the preparation or storage of such records or access to such records is necessary to comply with a state or federal law requirement. Any student record that concerns the results of a test for the presence of human immunodeficiency virus (HIV) shall be confidential and may be disclosed only with the informed written consent of the test subject.
- v. The District shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:
- (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
  - (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
  - (3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

## Parent Access to Records

A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g., denied periods of physical placement with the child, ordered by the court).

## Amendment of Records at Parent's/Guardian's Request

A parent(s)/guardian(s) or adult student who believes that information contained in the student's records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy may request in writing that the District ~~to~~ amend the records. Within a reasonable time after receiving the request, the District shall decide whether to amend the records in accordance with the request and inform the parent(s)/guardian(s) or adult student of the decision.

If the District refuses to amend the records, it shall inform the parent(s)/guardian(s) or adult student of the refusal and advise him/her of the right to a hearing. The request for a hearing shall be filed in writing with the District Administrator or designee. The parent(s)/guardian(s) or adult student shall be given notice of the date, place, and time of the hearing reasonably in advance of the hearing.

The parent(s)/guardian(s) or adult student shall be informed of the decision within a reasonable period of time after the hearing. If the District decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly. If the District decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the parent(s)/guardian(s) or adult student shall be informed of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the District. The explanation shall be maintained as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion are disclosed to any party, the explanation shall also be disclosed to that party.

## Maintenance, Disclosure, and Destruction of Records

- a. While students are attending school, their records will be maintained in the school of attendance. Law enforcement unit records, pupil services records, and student patient health care records shall be maintained separately from a student's other student records. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the District, his/her records will be transferred to the District office.
- b. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. Except as otherwise provided, all requests for inspection or for transfer to another school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these procedures. Upon transfer of student records to the central administrative office, the District Administrator or his/her qualified designee shall assume these duties.
- c. Records should be kept under lock and key at all times, under the supervision of the designated employee. Computerized data banks pose special problems of maintenance, security and access. Any procedures developed for handling information located in computerized data banks shall be in accordance with all procedures outlined herein.
- d. Records which are transferred to the District office when the student ceases to be enrolled shall be maintained as follows:
  1. All behavioral records will be destroyed one year after the date the student graduated from or last

attended the school unless the student or his/her parent(s) or guardian(s) if the student is a minor, gives permission for the records to be maintained for a longer period of time. Where such written permission is received, behavioral records will be maintained for the time period specified in the written permission or, if no such time period is noted, for as long as the District's needs require.

2. Progress records will be kept for 30 years after the student ceases to be enrolled in the District.
- e. The Director of Pupil Services shall be responsible for reviewing records of students with disabilities before they are destroyed. Parents/guardians and adult students shall be informed of information that is no longer needed to provide educational services to the student with a disability, and of their right to obtain a copy of such information before it is destroyed.
- f. A record of each request for access to and each disclosure of personally identifiable information from the education records of a student shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
  - The parent(s)/guardian(s) of adult students;
  - A school official;
  - A party with written consent from the parent(s)/guardian(s), or adult student;
  - A party seeking or receiving records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed; or
  - A party seeking directory data.

## **Transfer of Student Records**

Progress and behavioral records relating to a specific student shall be transferred to another school or school district within five (5) working days of receipt of notice as follows:

- a. upon written notification from an adult student or the parent(s)/guardian(s) of a minor student that the student intends to enroll in a school in another school district;
- b. upon written notification from the other school district that the student has enrolled; or,
- c. upon written notification from a court that a student has been placed in a secured correctional facility, secured child caring institution, or a secured group home.

## **Complaints Regarding Alleged Noncompliance With Federal Requirements**

Adult students or parents/guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

## **Annual Public Notice**

Parents/guardians and students shall be notified annually of the following: (a) their rights to inspect, review and obtain copies of student records; (b) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading or otherwise in violation of the students' rights of privacy; (c) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (d) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (e) their right to file a complaint with the Family Policy and Compliance office of the U.S. Department of Education.

Parents/guardians of secondary school students shall also be notified of their option to request the District not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.



**347 EXHIBIT – REQUEST TO DISCLOSE DIRECTORY INFORMATION**

School \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Agency or institution represented: \_\_\_\_\_

Please state the intended use of this directory information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To receive directory information, the participant must agree to comply with the following:

1. State the use of the data.
2. Allow the District 20 days to provide directory data.
3. The District will change its usual and customary fee to provide copies of directory data if the written record is conducive to photocopying. If not, the actual cost of reproduction will be charged.
4. Directory data must be picked up at the school by the party requesting it. **Directory data includes: student name, address, telephone listing, ~~and grade~~ major field of study, date of birth, participation in activities and sports, weight and height of members of athletic teams, photographs, degrees and awards received, name of school most recently attended.**
5. Directory data provided herein shall not be published or disseminated to other parties in any way by the recipient. It is intended for the sole use of the organization as stated on this form.
6. Failure to comply with the above could result in denial of future requests.

The undersigned recipient(s) requests the Wisconsin Rapids Public Schools to disclose the above requested directory information and agree to the above mentioned requirements.

**FOR OFFICE USE ONLY**

**Approved:**

YES

NO – Reason: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Signature)

Lincoln High School

THURSDAY, OCTOBER 30 WKCE TESTING SCHEDULE		
Time	Activity	Duration
12:30-12:35	Students leave 5th hour and report to testing room	5 minutes
12:35-12:40	Test Preparation/Book Distribution	5 minutes
12:40-12:45	Science Test 1 Directions	5 minutes
12:45-1:10	Science Test 1	25 minutes
1:10-1:15	Science Test 2 Directions	5 minutes
1:15-1:40	Science Test 2	25 minutes
1:40-1:45	Break- students should remain upstairs	5 minutes
1:45-1:50	Social Studies Test 1 Directions	5 minutes
1:50-2:15	Social Studies Test 1	25 minutes
2:15-2:20	Social Studies Test 2 Directions	5 minutes
2:20-2:45	Social Studies Test 2	25 minutes
2:45-2:51	<b>Booklet Return- (Please alphabetize and return books)</b>	
	Run all periods before 12:30 (approximately 30 minute periods)	
	Busses will run as normal, Gym/Commons open for students stay on campus	

**COURSE SYLLABUS**

**TITLE: Business and Education: A Partnership**

**COURSE NUMBER: EDS 500 section 700**

**CREDITS: 3 credits from UW-LaCrosse (\$330)**

**COURSE DATES: 8:00-4:00 p.m. June 23-27, 2014**

**INSTRUCTOR: Ronald A. Rasmussen, Wisconsin Rapids Lincoln High School Principal**

**DESCRIPTION:** Students will participate in hands on learning experiences in a variety of local businesses, programs and services. Travel is required to different businesses to tour and participate in an interactive educational program. The tours will acquaint participants to programs and services offered in the South Wood County area and career opportunities for students in the 21<sup>st</sup> century. This course is limited to 25 individuals from the schools in South Wood County.

**OBJECTIVES:**

- Develop a commitment to building a common working relationship between schools and the business community
- Create an understanding of the importance of education to the success of business
- Promote good public relations between schools, business and industry
- Develop a better understanding of local industry and the product they produce
- Create an understanding of the various types of partnerships
- Develop a working plan to implement a school business partnership
- Understand the importance of team building and problem solving skills
- Develop a greater understanding and commitment to the importance of aligning our work as educators with business to promote a stronger transition from school to careers
- Increase the knowledge and awareness level of participants relative to building partnerships
- Develop a list of business contacts available to the classroom

**STANDARDS ADDRESSED IN THIS COURSE:**

WI Teacher Standards: 1 2 3 4 5 6 7 8 9 10

Pupil Services (#1-7): 1 2 3 4 5 6 7

Administrative (#1-7): 1 2 3 4 5 6 7

**METHODOLOGY:**

Lecture, team group discussions, large group discussions, question and answer sessions, reading, videos, sharing sessions and other related teaching and presentation aids would all be used during this course.

**ASSIGNMENTS AND REQUIREMENTS:**

Attendance at all sessions, reading published material on session topics, participation in team sharing and large/small group discussions, blog entry after each class, and a final action plan.



**OUTLINE OF CONTENT:**

- Attendance at all sessions.
- Students are required to read published material related to class sessions
- Blogging
- Action Research/Plan

**DAILY SCHEDULE:**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:00 – 11:00</b>	Discuss the program & businesses (Lincoln High School Room 144)	Renaissance Learning	NewPage	Pointe Precision	Wysocki Farms  (Lunch & Wrap-Up Will Occur at Wysocki Farms)
<b>12:30 – 3:30</b>	Ocean Spray	Domtar	Sentry Insurance	Riverview Hospital	Wrap-up discussion

**GRADING/METHODS OF EVALUATION:**

**Action Research/Plan**

Develop a “plan of action” to implement in classroom(s) or districts disseminating information and services on area businesses and career opportunities. Each individual or team will write a plan of action consisting of learning outcomes; activities and resources; and a time frame for implementation of the plan. Details will be explained the first day at orientation.

**Grading Scale**

Points	Grade
30-28	A
27-26	AB
25-22	B
21-20	BC
19-18	C
Less than 18	D
All 0's	F

The due date for submissions is July 11, 2014.

### **Blog – Grading Criteria**

4 Exceptional. The blog post is focused and coherently integrates examples with explanations or analysis. The post demonstrates awareness of its own limitations or implications, and it considers multiple perspectives when appropriate. The entry reflects in-depth engagement with the topic.

3 Satisfactory. The blog post is reasonably focused, and explanations or analysis are mostly based on examples or other evidence. Fewer connections are made between ideas, and though new insights are offered, they are not fully developed. The post reflects moderate engagement with the topic.

2 Underdeveloped. The blog post is mostly description or summary, without consideration of alternative perspectives, and few connections are made between ideas. The post reflects passing engagement with the topic.

1 Limited. The blog post is unfocused, or simply rehashes previous comments, and displays no evidence of student engagement with the topic.

0 No Credit. The blog post is missing or consists of one or two disconnected sentences.

### **Grading Scale**

Points	Grade
16-15	A
14	AB
13-12	B
11	BC
10-9	C
Less than 8	D
All 0's	F

The due date for final submission is July 11, 2014.