



# Princeton School District Connection

November, 2021

Princeton School District

[princetonschooldistrict.org](http://princetonschooldistrict.org)



## Mr. Metras' Musings



Referendum Planning  
Meeting

November 17<sup>th</sup>

Teacher In-Service

No School

November 24<sup>th</sup>

Thanksgiving Break

November 25<sup>th</sup> & 26<sup>th</sup>

Santa's Workshop

December 14<sup>th</sup> & 15<sup>th</sup>

Winter Break

December 23<sup>rd</sup> - 31<sup>st</sup>



Happy Fall! We are off to a great start to a new school year. I would like to say a big "Thank You" to all teachers, staff, parents and community as we again navigated through the planning and preparation to keep all students as safe as possible in school! We know that COVID is here to stay, and we need to continue to work together patiently to keep our school open and students learning effectively.

I would also like to inform you of some new programs we have this year. As you may have heard, thanks to our supportive community, we began offering a new beginning college level welding course through Fox Valley Technical College in Wautoma. We have six students in that class, and all are doing well. We also offer a full Career and Tech Ed Program by offering the following: 2 new Agriculture classes, a full business education program, 2 new Family and Consumer Education classes, and a full technical education program. We certainly need to add more to these offerings, especially in the areas of welding and automotive, but these new class offerings are a huge addition to our current career and tech classes.

We have also added many clubs and organizations to benefit our students. From FFA (Future Farmers of America) to chess, art and ukulele, we continue to look for and provide opportunities for our students outside of the classroom.

Last, I want to make you aware that the school board will be adopting a resolution to ask our taxpayers to authorize a referendum to exceed the revenue limit in the April 2022 elections. This will help us to continue to offer these programs and services, provide more opportunities for our students, and to address many building repair and update concerns. The school board is scheduling planning meetings and budget discussions to explore how best to offer great educational opportunities while being fiscally responsible to each taxpayer.

If you have any questions regarding any of our programs and services or would just like to chat, please feel free to contact me to set up a time to meet.

GO TIGERSHARKS!  
Mr. Chris Metras

## Important Phone Numbers

School Office: 920-295-6571  
Attendance: 920-295-6571, ext 2



### School Hours

AM 4K	8:00-11:00am
PM 4K	12:15-3:15pm
Grades K-2	8:00-3:05pm
Grades 3-5	8:00-3:10pm
Grades 6-12	8:00-3:16pm

## Attendance

If your child will be absent, please call the school **before 8:00 a.m.** Dial 295-6571 and press 2. Include your name, your child's name, and reason for absence. If no call is made, the absence will be entered as unexcused.

## Emergency Info

Is the information in the school office and on Skyward current? In the event of a health issue or emergency, could the school contact you? A current email is also important to receive updates and reminders.

Please review your information and contact the office with any changes.

## District Contact Information

<i>Administrator:</i>	<i>Mr. Chris Metras</i>
<i>Associate Principal:</i>	<i>Mrs. Sarah Marie Verstegen</i>
<i>School Psychologist:</i>	<i>Mrs. Heather Schultz</i>
<i>Activities Director:</i>	<i>Mrs. Andrea Kamin</i>
<i>Counselor:</i>	<i>Mr. Dale Stephens</i>
<i>Student Services Secretary:</i>	<i>Mrs. Nicole Welles</i>
<i>District Admin Assistant:</i>	<i>Mrs. Carrie Govek</i>

## Parent Portal

Our school is taking steps to "go green" and use less paper! Parents are encouraged to view (and print, if desired) their child's report card through the Parent Portal. You can also access your child's:

- Schedule
- Grades
- Missing homework
- Lunch account info
- Attendance records
- Behavior events
- School fees



Please email Mrs. Govek or Mrs. Welles to get your user name and password.

cargove@princeton.k12.wi.us  
-or-  
nicowell@princeton.k12.wi.us

# NEWS AND UPDATES



## Musical Minutes



Dear parents and guardians, it has been my absolute pleasure to be starting my third year as a music teacher for Princeton School District. I feel very blessed to be making music with the students and creating rich musical experiences for them. I would very much like to thank you all for your support of our music program at Princeton School District! THANK YOU!

Our Fine Arts Committee has already been working on some exciting events for students, parents, and community members for this year. We are planning to hold a talent and art show this spring, but the event will now be referred to as "Fine Arts Night"! In addition to Fine Arts Night, we will also be hosting a virtual concert viewing by the Milwaukee Symphony Orchestra for parents, guardians, and students! The concert viewing will take place during an evening in November, which will be announced soon. Stay *tuned* and keep an eye out for notes coming home with students for more details!

Another great way to find out more information about music events related to PSD elementary and choral music is on my new website, [psdchoralgeneralmusic.weebly.com](http://psdchoralgeneralmusic.weebly.com). You can also find resources for the ukulele club on my website.

### **Ukulele Club**

Ukulele Club meets every Monday from 3:30-4:00 in my music room, room 202. We meet every Monday *except* if we do not have school in session that day. So far, members of the Ukulele Club have been enjoying learning some basic chords on the ukulele and we have had outstanding attendance! Thank you parents and guardians for arranging pickups after our meetings!

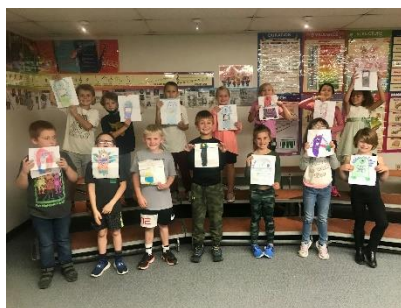
### **Choral Music**

Choir students have been working very hard on their songs for the choir concert. The choir concert will be held in room 507 on November 18th at 6:30. After the concert, students will be preparing for the Solo & Ensemble festival.

### **Elementary Music**

Elementary students in grades 4K-5 are currently learning their songs for the Veterans Day program on November 11th, as well as brushing up on their music literacy with fun classroom activities! They will also soon be learning their songs for the Elementary Winter Concert on December 9th at 6:30pm in the high school gym.

-Mrs. Burdick  
Music 4K-6, Choir 7-12 Teacher



# District Updates



## Giving Thanks

With school in full swing, I would like to express gratitude for our students, teachers, families and community members. We truly appreciate all of the support and contributions being made to our students and school. We would like to thank our local businesses for partnering with us to provide School to Work opportunities for our students. We currently have 14 students earning high school credit for their work experience. Real life, hands-on learning is extremely beneficial. If you drive by school, please take notice of our new apple tree orchard on the west side of the building. These trees were donated by the MacGowan Family in memory of their daughter, McKenna. We are honored to be the recipients of this generous gift and know students will enjoy the apples for many years to come. Thank you to the local gardeners who have donated fruits and vegetables to our Foods Program. Students are learning a variety of cooking skills using the fresh produce. Thank you Alliance Laundry for your donation of a new washer and dryer to the Family and Consumer Science Program and Drexel Builder-Ripon for donating all of the wood and materials necessary to build a Gaga Pit on the playground. We are truly grateful for all of your generosity.

The start of the 21/22 school year has brought many new opportunities for students. We currently have 6 students participating in Moraine Park Technical College Welding Courses. The district has expanded in-person course offerings in the areas of agriculture, family and consumer science, and health care. In addition to new course offerings, we have added a number of new clubs and organizations including: Art Club, FFA, Ukulele Lessons, Lego Club, and the American Sign Language Club. Despite being back to in-person learning, we continue to see the impacts of Covid 19 related school closure on student achievement. This school year, we established a district-wide initiative to target and improve students' reading skills. The district added two new reading assessments tools to identify individual student strengths and needs. Teacher in-service time has been focused on teaching teachers how to use the data from these new assessment tools to provide specific instruction to address student delays. The Covid 19 pandemic has also impacted student emotional wellbeing. In November, teachers will be provided training related to mental health and how to better support student emotional needs. As the year 2021 comes to an end, let's all continue to work together to provide our students a solid educational foundation and new learning opportunities that will prepare them for their future.

- Mrs. Schultz  
Director of Instruction/School Psychologist

# Athletics



Hello Princeton Families,

We made it successfully through the fall sports season! Up next we have our winter sports, boys and girls basketball and wrestling.

The start dates for these are:

October 18 Middle School Boys Basketball in Princeton

November 8 High School Girls Basketball in Green Lake

November 15 High School Boys Basketball and High School Wrestling in Princeton

January 3 Middle School Girls Basketball and Middle School Wrestling in Princeton

Make sure all paperwork is completed and turned into myself or the office. You need a physical (or alternate year card), ThedaCare authorization form, TigerShark Handbook sheet, a concussion test (every other year, and it is email to you from the athletic trainer), and the sports fee (\$30 for high school, \$15 for middle school). Grade checks happen as well at the end of every quarter, as a reminder.

I look forward to another successful sports season coming up. I hope to see many of you at home events in either Princeton or Green Lake to cheer on our student athletes. As always sportsmanship is expected at all times, and applies to the coaches, players, other spectators, and officials. Please be a positive voice in the stands! As always, if you have any questions please reach out to me via email or my phone extension 1205.

Go TigerSharks!

Andrea Kamin  
Princeton Athletic and Activities Director



# A Note From The Nurse's Office



Hello Autumn, Happy Halloween and Happy Thanksgiving... as time passes by in the blink of an eye, here we are! Our beautiful autumn weather will soon change to cold blustery winds and wintery snow. With that being said, just a reminder to make sure that your children have an extra change of clothing that can be left at school. So often, clothes become wet during recess and it can be miserable for your child to be in that clothing for the rest of the school day. Also, please remember to dress your children appropriately for the weather, as it can change from sunny skies with no wind to cloudy skies, cold winds and snow, in a moment's notice.

We are updating our Stock Over the Counter Medication Consent Forms to include a larger spectrum of treatments for minor medical issues. These items are provided as a courtesy for your children to help alleviate discomfort, which can ultimately mean the difference between staying in school and learning without disruption, instead of going home during the school day. Please note that the items listed will only be distributed at my discretion or at the discretion of assigned staff members. Prescription medications will need to be listed on the Prescription Medication Forms with both parent/guardian and medical provider's instructions and consent, as has been done in the past.

Please look for the updated Stock Over the Counter Medication Form and return the completed and signed form as soon as possible. As always, please contact me with any questions or concerns regarding these changes. A reminder to parents who chose to immunize their children against the influenza virus, the influenza vaccine is available at most pharmacies and medical provider's offices. The flu season will be upon us shortly and it does take at least two weeks following the administration of the vaccine for it to reach its full potential. Please contact your medical provider if you have any questions or concerns regarding the vaccine.

On a closing note, the Princeton School District celebrates its staff and students for following the CDC Covid-19 guidelines and continues to support optional face masking. With the combined efforts of both students and staff, we have experienced minimal positive Covid -19 cases since the beginning of the school year. It brings us great pleasure seeing all of the smiling faces every day! The District will continue to keep you informed regarding our Covid-19 status which is updated weekly on the school website. Stay healthy, stay happy but most of all, know how much we care about our Princeton School family!

Until next time... smiles and good wishes

- Nurse Chris





# Therapy Dogs



Princeton School is going to the dogs! Well actually the dogs are coming to Princeton School! Starting in November, two therapy dogs will begin working at our school. Two of our teachers, Dawn Betler and Katie Berndt have been working for almost a year to complete the certification process with their two golden retrievers AnniBelle and Jolie. Both teams are now fully certified through the Alliance of Therapy Dogs and are ready to start bringing joy to the students at our school. This project was spearheaded by three teachers at Princeton Public School, Dawn Betler, Katie Berndt, and Corrie Mussell. They have been working closely with Mr. Metras and the school board to develop a program that will benefit our students. There is no cost to the school district for this program. Each therapy dog team will be at school a couple of times each week. Their jobs will include greeting students and helping to create a positive school environment, relieving anxiety, listening to students read, providing comfort and stress relief, contributing to behavior modification plans, and participating in classroom projects as needed.

AnniBelle is a four-year-old English Cream Golden Retriever who has been raised by Mrs. Betler and her family. AnniBelle loves taking walks, chasing leaves, napping on the couch and getting belly rubs.

Jolie is a one and half year-old English Cream Golden Retriever that has been raised by Mrs. Berndt and her family. Jolie loves running on the trail, chasing tennis balls, and playing with the kids. She also enjoys belly rubs like her mom AnniBelle!

The Therapy Dog Team is so excited to start bringing joy and happiness to the students and staff at Princeton School.



# Annual Notices

## **Non-Discrimination Policy**

The Princeton Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Princeton Board of Education that no person on the basis of sex, color, race, national origin, ancestry, creed, pregnancy, marital status of parents/guardian(s), sexual orientation, religion, physical disability, mental disability, emotional disability or learning disability shall be discriminated against, excluded from participation in, denied benefits of, or otherwise subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. All students attending Princeton Public School may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education regardless of handicap or sex. In addition, arrangements may be made to ensure that the lack of English language skills is not a barrier to admission or participation. It is the intent of Princeton Public School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX, Title II and Section 504 have been established for students, their parent/guardian(s) and employees who feel discrimination has been shown by the School District of Princeton.

In the event that there is a grievance concerning the application of the above policies, it shall be resolved by the following procedures. (A grievance is defined as a dispute concerning the interpretation or application of Title IX policies.) Reasonable effort will be made first to settle the differences informally between the grievant and the principal prior to filing a grievance. If the informal efforts are unsuccessful and a solution is not reached, the grievance shall be stated in writing, signed by the grievant and submitted to the district administrator. The written grievance shall be filed no later than ten (10) school days from the date the grievant knew or should have known of the grievance.

If the district administrator receives a written notice of the grievance, she/he will discuss it with the grievant and respond in writing within five (5) days of the discussion. If the grievance is still not resolved, it shall be submitted to the Board of Education within five (5) days after the reply from the district administrator. The board shall make its decision known to the grievant in writing within ten (10) days of the meeting. Specific complaints of alleged discrimination under the Title IX (sex), Title II, and section 504 (handicap) should be referred to:

*Chris Metras, Administrator, School District of Princeton, P.O. Box 147, Princeton, WI 54968-0147. Telephone: 920-295-6571*

Complaints may be filed with The Office for Civil Rights-Region V, 401 South State Room 700 C, Chicago, IL 60606. Telephone: 312-353-2520. To register a complaint, forms are available in the school office.

## **Student Use of Electronic Message Devices**

Wisconsin law authorizes, but does not require, the BoE to adopt rules prohibiting a pupil from using or possessing an electronic device while on school premises. The BoE prohibits the use of an electronic paging device or a two-way communication device including cellular phones in school buildings during class time. The building principal, however, is authorized to permit a student to use and/or carry a "beeper" or other electronic message device for medical, school, educational, vocational or other purposes as deemed appropriate.

## **Attendance Requirements and Procedures**

The attendance requirements of the Princeton School District are governed by Wisconsin State Statute 118.15 and by the policies set forth by the Princeton Board of Education. In accordance with 118.15, all student absences will be defined as either excused or unexcused (truant). State statute 118.15 specifies that the school attendance officer, not the parent/guardian(s), will determine whether a student is excused or truant.

It is the student's responsibility to make up the assignments that were missed. The student will be given two days after their return to make up the work. Students are responsible for previously announced assignments and tests on the scheduled day unless arrangements are made with the instructor.

## **Suspension and Expulsion Disciplinary Records**

The School District of Princeton forwards education records including disciplinary records, with respect to a suspension or expulsion to any private or public elementary school or secondary school for any student enrolled that have requested records in which the student seeks or intends to enroll.



# Annual Notices

## Locker Searches

The School District of Princeton provides a locker for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose. The locker assigned to a student is the Property of the School District of Princeton. At no time does the District relinquish its exclusive control of such property. A locker may be searched as determined necessary and appropriate without notice, without student consent, and without a search warrant. The school administration or a designee may conduct the search. The search may include police assistance and the use of search dogs. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by school for return to the parent/guardian(s) of the student or retained for disciplinary proceedings, or turned over to law enforcement officials.

## Directory Data/Student Recruiting Information

The following information may be released to appropriate persons and the media unless parents, legal guardians, or adult students refuse the release in writing of their own initiation: student's name, date of birth, major field of study, participation in school sponsored activities, height/weight and number for athletics, awards, dates of attendance, and name of the school most recently attended by the student. The following data from the students' records will be considered confidential and will only be released to the police, social services and the military unless parent/guardian(s), legal guardians, or adult students refuse the release in writing of their own initiation: students' address, telephone number, and place of birth. Note: Unlisted telephone numbers will not be released to anyone.

## Wisconsin Start College Now/Early College Credit Enrollment Criteria/ Administration

1. Student must be in good standing.
2. Applications must be completed by March 1 for the fall semester and by October 1 for the spring semester.
3. Students must be enrolled and in the 11<sup>th</sup> or 12<sup>th</sup> grade.
4. Course selections must coincide with the students' selected Career Tiger Pathway.
5. Students will receive a ¼ credit for each college or tech college credit approved.
6. Students will be released from school for those time periods that a SCN course is being held, plus reasonable travel time. If a course meets only three days a week, the student is expected to be at Princeton School District the other two, etc.
7. Students will receive grades from the SCN institution. These grades will transfer to the Princeton School District transcript.

## Notice to Parents Regarding Homeless Children

Parents of homeless children and unaccompanied youth have the following rights:

- Immediate enrollment and school participation, even if educational medical records and proof of residency are not available.
- Educational opportunities and related opportunities are available for homeless students (preschool to age 21.)
- Enrollment and transportation rights, including transportation to school of origin. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- A written explanation of why a homeless child is placed other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children.

The Princeton Liaison for Homeless Children and Youth is Heather Schultz (920)295-6571, Princeton School District, P.O. Box 147, Princeton, WI 54968.

# Annual Notices

## **CESA 5 Title I Consortium Parent Notification**

The Princeton School District receives Title I funds under the federal Elementary and Secondary Education Act, also known as the No Child Left Behind Act of 2001. These funds are to be used to provide additional support for students enrolled in the Princeton School District who struggle with reading and math. Parents have the right, under federal law, to request the following information about the qualifications of their child(ren)'s teachers:

- Whether the teacher has met state qualifications and has a license for the grade level and the subject area he/she teaches
- Whether the teacher has an emergency or provisional license
- What degrees the teacher hold and the field of discipline of his/her certification or degree
- Whether the child is being provided services by paraprofessionals, and if so, their qualifications.

All requests should be made in writing and sent to Chris Metras, District Administrator, who will respond within 10 days of receipt of the request.

## **Human Growth and Development**

This class is taught in 8<sup>th</sup> or 9<sup>th</sup> grade as a unit in our health classes. The curriculum includes the following topics:

- Understanding the male and female gender roles
- Understanding one's own sexuality and the importance of developing values
- Describing the physical changes that occur during puberty
- Identifying the male and female reproductive systems
- Describing the social changes that occur during adolescence
- Learning about various methods of contraceptives including the most effective method, abstinence
- Learning about the transmission, symptoms, and consequences of sexually transmitted diseases including HIV and AIDS
- Understanding the need for preventative and diagnostic medical visits and regular self-exams for both males and females
- Describe the responsibilities involved in parenthood and marriage
- Address the issues of sexual harassment and abuse

If you would like a copy of the full curriculum or the instructional materials, please contact Lynnell Lichtenberg at ext.1524.

## **About Meningococcal Disease**

Meningococcal disease is often diagnosed 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.

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. Approximately 10%-14% of people that contract the disease die from it. Of those who survive, up to 20% may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers and college students 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.

## **Child Nutrition Programs**

School Districts that participate in USDA child nutrition programs, (e.g. National School Lunch or Breakfast Programs, special milk programs) are required to provide an annual notice to each household in the district informing parents/guardians of the child nutrition programs offered in the district and eligibility requirements for free or reduced price meals/milk. An application form must also be included with the notice. This information should be provided at the beginning of the school year. According to the DPI, school districts can determine the method of distribution of the letter and application except that the information may not simply be set at locations for pick up, as that may be discriminatory.

# Annual Notices

## **School Visitors**

It is the policy of the School District of Princeton that the presence of visitors in school buildings should be regulated. The board recognizes that the regulations of parents who wish to visit are different than those visitors who have a proprietary or other interest in visiting school. As such, different procedures and regulations will apply to parents who visit the schools.

The requirements of this policy will not apply to extracurricular or class events that are open to the general public.

### **1. Requirements**

- a. All visitors shall sign a logbook, which shall be kept in the main office.
- b. Salespeople shall be allowed to visit employees only when the employee is not otherwise engaged in school business except where it is part of the employee's job to order supplies, materials and other goods for the school.
- c. Recruiters for the armed service, colleges, or otherwise may not visit with a student unless the visit has been arranged between the student and the guidance counselor and/or principal.
- d. Any other person who is not a parent of a student currently enrolled in the district shall make visitation arrangements with the building principal.

### **2. Parental, guardian or custodial parent visitation requirements**

- a. Register as required above.
- b. Have approval from the teacher that the date of the visit is acceptable to the teacher.
- c. Sit in the location assigned by the teacher, principal and/or the District Administrator.
- d. Visitation is allowed only if no exam is being given to the class that day.
- e. The principal shall have the authority to exclude from the premises any person he/she has reason to believe would be or is, disrupting the educational program of the school.
- f. The principal shall have the authority to determine who shall be approved for visitation.
- g. Failure to follow these procedures, or any action which interferes with the learning process, shall result in revocation of the permission to visit.

### **3. Disruption by visitor or unauthorized visitation:**

In the event a visitor disrupts or causes a disruption in the school or is unauthorized, the principal or the principal's representative shall request the visitor to leave.

If necessary, the principal or the principal's representative shall request necessary assistance from the appropriate law enforcement agency to remove the disruptive or unauthorized visitor.

## **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.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12- year-olds), adolescents at high school entry (15-year-olds), if they have not previously been immunized, and for college freshmen living in dormitories.

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.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease.

# Annual Notices

## **Academic Standards**

The Princeton School District Board of Education has adopted the following academic standards:

- Next Generation Science Standards (NGSS)
- Wisconsin Essentials Learning Standards – Math, ELA, Social Studies
- Wisconsin Standards for Music – Music
- Wisconsin Academic Standards for Physical Education – Phy Ed

## **Annual Asbestos Notification**

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Beginning in 1988, all buildings owned, leased, or "under the control of" the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos.

Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program.

The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school's consultant for asbestos for the school year.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition in good condition.
- Periodic "surveillance" in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.

All outside contractors shall contact the lead maintenance person before commencing work. Our goal at the District is to be in full compliance with asbestos regulations.

A copy of the Asbestos Management Plan is available for review by contacting the District Office. Questions related to this plan or any other asbestos concerns should be directed to Tom Voight, Director of Facilities & Grounds.

## **Religious Release Time**

Written permission to leave must be received by the school office from the parent/guardian(s) prior to the dismissal of the student for release to attend religious instruction. The office will issue a "Permit to Leave the Building."

## **District Educational Opportunities**

St. John's Catholic School provides a strong academic program combined with religious training for students in grades 3K-8. Anyone interested in their program can call 920-295-3541 for more information.

The Start College Now Program allows high school students to take college courses through Wisconsin Technical Colleges.

High school students participating in the Early College Credit Program can take courses at an institution of higher education for high school and/or college credit

## **School Performance Report**

To obtain a copy of the School District of Princeton's School Progress Report you must request a copy in writing. Reports will be available approximately May 1 to those who have requested a copy. To request a printed copy, drop off your written request at the school office. There is a link to the school report card on the Princeton School District website or you can access it by going to this Wisconsin DPI website:

<https://app2.dpi.wi.gov/reportcards>

# Annual Notices

## Model Notice of Child Find Activity: Confidentiality of Personally Identifiable Information, Rev. 8/7/2008

Princeton School District

### CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

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

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

#### **The school district maintains several classes of pupil records.**

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

# Annual Notices

## **Model Notice of Child Find Activity: Confidentiality of Personally Identifiable Information, Rev. 8/7/2008**

Princeton School District

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

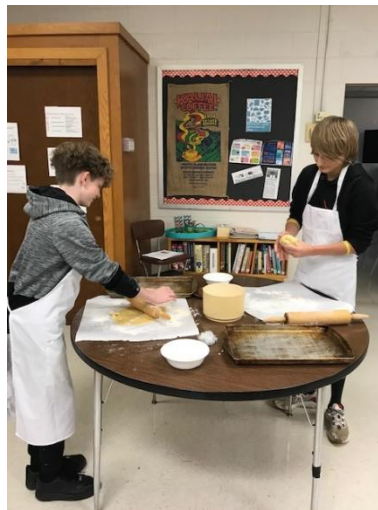
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**The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with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

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask [Name of] School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

# PTO News

The PTO will be holding their annual Santa's Workshop on Thursday, December 16<sup>th</sup>. We are looking for donations of items for our sale. These items can be clean, gently used items or new that would appeal to children who are shopping for their families. (We do not sell clothing or shoes.) The areas that we need the most gifts are for older boys and men, as well as infants and pets. We are also looking for donations of your time during the day to help students shop and wrap gifts. If you would be interested in donating items or your time please contact Mrs. Leann Holland at [leanholl@princeton.k12.wi.us](mailto:leanholl@princeton.k12.wi.us) or (920) 295 – 6571 ext. 1600. Thank you for your support! PTO meetings are held the third Monday of the month at 6pm in Room 510. Enter through the door by the red roof. Come help us plan fun events for our students!



## WE LOVE OUR STUDENTS!!

Princeton School District  
604 Old Green Lake Road  
P.O. Box 147  
Princeton, WI 54968

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**PRINCETON, WI**

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