



BURLINGTON AREA SCHOOL DISTRICT

"A community of learners committed to continuous improvement through a culture of dialogue and reflection"

100 North Kane Street
Burlington WI 53105
(262) 763-0210
(262) 763-0215 FAX

Dr. Stephen Plank, Superintendent
Connie Zinnen, Assistant Superintendent
Ruth Schenning, Business Manager

REQUIRED NOTICES FOR THE 2019-2020 SCHOOL YEAR

Annually school districts must inform parents and guardians of certain rules, policies, procedures and guidelines. Many of the items in the list below contain links to other resources for additional information. However, should you have further questions or need hard copies of any items, please contact one of the schools listed below or the Burlington Area School District Office.

Burlington High School
400 McCanna Parkway
Burlington, WI 53105
Phone (262) 763-0200

Karcher Middle School
225 Robert Street
Burlington, WI 53105
Phone 262) 763-0190

Dyer Intermediate School
201 S. Kendrick Avenue
Burlington, WI 53105
Phone (262) 763-0220

Cooper Elementary School
249 Conkey Street
Burlington, WI 53105
Phone (262) 763-0180

Lyons Center School
1622 Mill Street
Burlington, WI 53105
Phone (262) 763-5380

Waller Elementary School
195 Gardner Avenue
Burlington, WI 53105
Phone (262) 763-0185

Winkler Elementary School
34150 Fulton Street
Burlington, WI 53105
Phone (262) 539-2726

District Office
100 North Kane Street
Burlington, WI 53105
Phone (262) 763-0

[504](#)

The Burlington Area School District in accordance with Section 504 of the Rehabilitation Act does not discriminate against any person with handicapping conditions. Qualified individuals with handicapping conditions cannot be excluded from participation in school activities solely because of their handicap. This includes, but is not limited to, instructional courses, vocational programs, or co-curricular activities. For further information regarding 504 eligibility and accommodations, please contact your school counselor or Kathy Merlo, 504 Coordinator at District Office 763-0210.

[Academic and Career Planning Services](#)

Academic and Career Planning equips students and their families with tools to make informed decisions about postsecondary education and training as it leads to careers. Burlington Area School District provides career awareness, career explorations, and career planning activities within the educational experiences. These experiences start as early as kindergarten and continue throughout high school and include opportunities for individual planning conferences with students and parents to discuss career and academic planning. For more information regarding ACP contact Jennifer Reuchlen, school counselor at Burlington High School.

[Academic Standards](#)

The [educational standards](#) used for curriculum renewal and design efforts for the Burlington Area School District were approved by the School Board on July 8, 2019.

[Asbestos and Indoor Environmental Quality Management](#)

The Asbestos Hazard Emergency Response Act requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. Within the link you will find the annual notification and plan.

[Attendance](#)

School districts are required to provide students enrolled in district schools with a copy of the established school attendance policy. The following [brochures](#) include additional information for parents/guardians.

[Bullying](#)

School boards are required by section 118.46(2) of the state statute to distribute the district's policy prohibiting student bullying to all students. The Bullying Policy is contained within the link.

[Child Nutrition Program](#)

All Burlington Area School District schools provide a choice of healthy meals each day. All meals served must meet nutritional guidelines set by the U.S. Department of Agriculture. U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. School food authorities must provide modifications for children with disabilities on a case-by case basis when requests are supported by a written statement from a state licensed medical practitioner. Medical forms are available in school health offices. Children who qualify under the U.S. Department of Agriculture guidelines may get meals free or for a reduced price. Applications are provided to families annually at the time of registration or can be obtained at any time throughout the year in the offices at each school building or at the District Office located at 100 North Kane Street, Burlington, WI 53105. Completed copies of the applications should be returned to the school office. Families may apply at any time during the school year.

[Child Nutrition Program: Unpaid Meal Charges](#)

All SFAs operating federal school meal programs are required by USDA Policy Memorandum SP 46-2016 to have a written and clearly communicated policy addressing unpaid meal charges by July 1, 2017. The guidelines for this policy are contained in the link.

[Concussion and Head Injury Information](#)

Students participating in a youth athletic activity will be provided with a concussion and head injury information sheet. Students may not participate in a youth athletic activity unless the form is returned and signed by the student and, if he/she is under the age of 19, by his/her guardian. For more information contact Eric Plitzuweit, Athletic Director at Burlington High School.

[Discrimination and Harassment](#)

Harassment and sexual harassment will not be tolerated in the school district. This includes behavior between or by School Board members, administrators, teachers, support personnel, students, vendors and any others having business or contact with the school district. Persons violating these policies will be subject to discipline including, but not limited to, reprimand, suspension, expulsion, termination, or other sanction determined appropriate by the School Board. Report any complaints regarding possible harassment to the building principal or school counselor. The Burlington Area School District complaint officer is the Assistant Superintendent and may be contacted at the District Office 763-0210.

[Drug Free Schools](#)

The Burlington Area School District has a strong and long standing commitment to discourage and prevent the use of illegal drugs, chemicals, and alcohol among its student population. The School District recognizes that the problem of illegal drugs, chemicals, and alcohol abuse presents a continuing challenge in its schools and a clear danger to the student population. The goal of the School Board is to help students with potential or real dependency problems by providing education and assistance to any student displaying signs of harmful involvement. The use, possession, transfer, or being under the influence of illegal drugs, chemicals or alcohol in or on school property or at school-sponsored events is prohibited. Accordingly, the School Board directs the district administration to implement a plan to combat and discourage the illegal use of drugs, chemicals, and alcohol while protecting the health, safety, and well being of all students.

[Early College Credit](#)

Early College Credit, formerly Youth Options, allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. For more information on available courses and approved institutions of higher education, contact Jeremy Andersen, Assistant Principal at Burlington High School.

[Education of Homeless Children and Youth](#)

Homeless children and youth must have equal access to a free, appropriate public education comparable to other children residing in the district. Included is information on the [McKinney-Vento Act](#), which helps to define homelessness and the rights of those that are homeless. If you need additional assistance, please contact Lori Radtke, Homeless Liaison, at Cooper Elementary School.

[Educational Options](#)

School districts are required to provide a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a private school choice program, charter schools, virtual schools, full-time/part-time open enrollment, and options for home-based private educational programs.

[Health Services](#)

The Health Services Department provides services for illnesses and injuries that occur during the regular school day. A health aide is provided for each school, and she functions under the direction of a registered nurse. The health aide is trained in first aid, CPR, emergency care and blood pressure measurement, but is not a licensed nurse nor trained to diagnose illnesses or injuries.

Should your child need to receive any medication while in school, it must be administered through the health services department. Contact the school health office for a copy of the Medication Policy/Administration form. This form must accompany the medication to school, and the medication must be packaged in the original container or prescription bottle.

Please notify the school health office of any communicable disease your child may have. The school health aide will notify the health department and we will adhere to their guidelines regarding return to school. If you have any further questions or health concerns, please contact the health office at your child's school or Jill Sheeley, RN, Director of Health Services at (262)763-0210.

[Human Growth and Development](#)

The K-12 curriculum for the District Human Growth and Development Program is available at the District Office. Parents/guardians are notified of any specific curriculum for their child's grade level and their right to excuse their

child from any portion of that curriculum. Requests should be addressed in writing to the building principal or school counselor.

[Meningococcal Disease and Treatment](#)

This link contains important information about the prevention of meningococcal disease.

[Programs for English Learners](#)

Burlington Area School District provides support to students whose primary language is not English. Information regarding the reason for identification, the level of English proficiency, methods for instruction, how the program will meet the needs of the student, exit requirements for the program, and parental rights will be shared with parents/guardians. For more information on programming for English Learners, contact Victoria Libbey, EL Coordinator, at Waller Elementary School.

[School Accountability Report](#)

As part of the state accountability system, the Department of Public Instruction (DPI) produces report cards for every school district and school in Wisconsin. These report cards provide data on multiple indicators. The link will provide the information on each schools' and district performance on the report card.

[Special Education](#)

The Individuals with Disabilities Act, a federal law, and Chapter PI-11 of the Wisconsin Statutes mandates that all children with disabilities, ages 3 – 21, be provided a free, appropriate public education to meet their learning needs.

To determine whether a child is eligible for services, a referral process is started by the professional school staff, a parent, or an outside agency. The referral process involves an evaluation using formal testing and informal measures such as child observations, questionnaires, and parent interviews to determine the child's learning needs. Parents and/or guardians are an integral part of the process, are invited to all meetings, and must provide written consent for the evaluation to occur.

There are eleven special education impairment areas including cognitive disabilities, specific learning disabilities, emotional-behavioral disabilities, other health impairment, orthopedic impairment, speech/language, autism, hearing, vision, significant developmental delay, and traumatic brain injury. Following the evaluation process an Individual Educational Plan (IEP) meeting is held to determine whether the child meets the federal/state criteria for one or more of the impairment areas.

If the criteria is met, the IEP team determines the child's need for special education. If the child has met the criteria for an impairment area and is in need of special education, the parents/guardians must provide written consent for the placement in special education to occur. The Burlington Area School District provides a range of programming options in special education that are all individualized to meet each child's specific learning needs.

If your child has significant learning needs, please contact the school counselor, the principal, or Kathy Merlo, Director of Special Education, at (262) 763-0210.

[Special Needs Scholarship Program](#)

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. Under this scholarship program and as further outlined in state law, a child with a disability who has been denied the opportunity to attend a nonresident school district under the full-time open enrollment program may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school that is participating in the Special Needs Scholarship Program. For more information contact Kathy Merlo, Director of Special Education at the School District Office.

[Start College Now](#)

Start College Now, formerly Youth Options, will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. For additional information on Start College Now contact Jeremy Andersen, Assistant Principal at Burlington High School.

Student Assessments

In addition to district and classroom assessments, the Burlington Area School District administers the [state required assessments](#) for students. Parents/guardians who wish to excuse their student from taking the state-required examinations should make this request in writing to the building principal at least one week prior to test administration.

Student Locker Searches

The School Board retains the ownership of all lockers issued to students and the right to search those lockers at any time. Lockers are to be used exclusively for the storage of coats, boots, books, and school-related items.

Student Nondiscrimination

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulation has adopted Board Policy 112 regarding non-discrimination. This policy states that students will not be discriminated on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional, or learning disability/handicap.

Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the district complaint officer, Connie Zinnen, Assistant Superintendent, Burlington Area School District, 100 North Kane Street, Burlington, WI 53105, (262) 763-0210.

Student Religious Accommodations

The Burlington Area School District provides for the reasonable accommodation of pupils sincerely held religious beliefs with regard to all examinations and other academic requirements.

Pupils, or the parent or guardian of minor pupils, should notify the building principal or his/her designee of any potential conflicts between classroom assignments, test/examination schedules and the sincerely held religious beliefs of students/families.

Student Records

The federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parent rights regarding student records. The Burlington Area School District maintains progress reports and behavioral records on students. All records are confidential with the exceptions outlined in school board policy 347. Upon review of student records a parent, guardian, or adult student may seek amendments to the student's education records if they believe the record to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The request for such amendments must be made in writing to the building principal or his or her designee and should follow the procedures outlined in board policy 333.

Complaints of violation of the Family Educational Rights and Privacy Act can be filed with the Family Policy and Regulations of the Department of Education.

The Burlington Area School District does not designate nor release student's address or telephone number to any non-district entity except as required by federal law.

Talents Strengths and Identification (TSID)

In grades K-12 students' strengths are identified as they begin to emerge. Teacher referral, parent nomination, test scores, performance and observation all help to identify the strengths. Once a student has an identified strength in one or more of the following areas: leadership, visual or performing arts, creativity, general intellectual ability, or an academic area, then the student becomes part of a monitoring and support system. Sometimes working with the student in their area(s) of strength within the regular classroom helps to nurture the strength. Sometimes an individual plan is needed depending on the degree of the strength. For more information about the TSID Support System, please contact your child's teacher or the school counselor in your child's school.

Title I Program

Title I is a federally funded program. The federal government, through the state of Wisconsin Department of Public Instruction, provides funds to the local school district for operating Title I Programs. Currently Waller Elementary and Cooper Elementary Schools are eligible for Title I programming. The district adheres to the guidelines set forth by the state and federal government. For more information on Title I programming please contact Connie Zinnen, Assistant Superintendent at the District Office.

Use or Possession of Electronic Communication Devices

Student use of an electronic communication device is generally prohibited during the school day, in school buildings and vehicles, and at all school-sponsored activities. However, the School Board recognizes the value to students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes.

Therefore, use of electronic communication devices may be permitted only if use by the student is determined to be for a medical, school, educational, vocational or other legitimate use.

Such use of an electronic communication device may not, in any way:

- ✓ Disrupt the educational process in the school district;
- ✓ Endanger the health or safety of the student or anyone else;
- ✓ Invade the rights of others at school; or
- ✓ Involve illegal or prohibited conduct of any kind.

If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final regarding this issue. In arriving at this determination, the administration shall apply the standards that are stated in this policy in order to determine whether the use of the electronic communication device by the student in question violates the standards that are stated in this policy. Students who repeatedly violate this policy shall be subject to appropriate disciplinary measures, as are determined to be appropriate by the administration and/or School Board. A copy of this policy shall be provided annually to each pupil enrolled in the Burlington Area School District.

Wellness Policy

School districts participating in federally subsidized child nutrition programs were required to establish local school wellness policies by the beginning of the 2006-2007 school year. The policy was formally adopted on January 14, 2008 and was recently reviewed and updated by the School Board on April 17, 2017.

Youth Suicide Prevention

This link includes important information and available resources for the prevention of suicide.