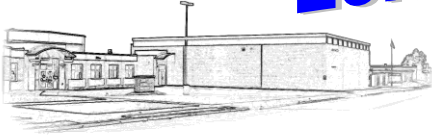


# Lena Public School District



Small Community, Great Opportunity

304 East Main Street

Lena, WI 54139

920-829-5703 (5) District Office

920-829-5959 (3) Elementary Office

920-829-5244 (4) H.S./M.S. Office

920-829-5122 Fax

[www.lena.k12.wi.us](http://www.lena.k12.wi.us)

**Ben Pytleski** – District Administrator  
**Matt Hanson** – Middle/High School Principal  
**Mike Nompleggi** – Elementary Principal  
**James Torzala** – Special Education Director

## Board of Education

Lori Dufek – President  
Ed Huberty – Vice President  
Charles Imig – Clerk  
Dave McNurlen - Treasurer  
Tim Goldschmidt – Member

## Lena Public Schools Annual Notices 2023-24 School Year

### Student Academic Standards in Effect for 2023-24

State law requires the Lena Public School District to provide notice of the academic standards in English Language Arts (ELA), Mathematics, Social Studies, and Science that have been adopted by the School Board and that will be in effect during each school year. The district academic standards that will be in effect for the 2023-24 school year in these content areas are listed below.

The District has adopted the Wisconsin Model Academic Standards in the following content areas:

- Social Studies: <https://dpi.wi.gov/social-studies/standards>
- Science: <https://dpi.wi.gov/science/standards>
- English Language Arts: <https://dpi.wi.gov/ela>
- Mathematics: <https://dpi.wi.gov/math>

\*\*\*The District has invested in the upgrading of ALL core curriculum subjects in the past 3 years in all grades K-12.\*\*\*

Please feel free to contact Mr. Ben J. Pytleski in our District Office for more information.

### Professional Qualifications of Lena Public School District Employees

At the beginning of each school year, the LEA shall notify parents of their right to inquire information regarding the professional qualifications of their students' classroom teachers and paraprofessionals including the following:

- Whether the student's teacher:
  - has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under an emergency or provisional license; and is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

### **What if a teacher is not fully-licensed to teach in the subject area/grade that they are assigned?**

- The nation-wide and state-wide teacher shortage is real and schools across the region have been forced to get very creative in filling all of the teacher roles and positions in the very best and most effective ways possible. Parents and students in the Lena Public School District can be assured that if a teacher is not fully-licensed in a particular area, we are doing all we can to get that teacher the professional development needed to become fully licensed and certified as quickly as possible.

### **Asbestos**

Each year the district is required by federal law to notify all students, employees, and parents of the availability of the asbestos management plan. This plan can be inspected by the public with prior notification. The district has taken all the necessary requirements to properly maintain any asbestos present in the school buildings.

### **Child Nutrition Programs/Free and Reduced-Price Meal Information**

Information and an application was sent to each family in August. Information is also on our website or you may call 920-829-5244 if you need assistance or have any questions.

## **District Newsletter**

Once per month, we sent a District Newsletter electronically to our families in the School District.

## **District and School Report Cards**

The Lena Public School District Report Card information can be found at:

<https://apps2.dpi.wi.gov/reportcards/>

## **Educational Options**

Educational options include:

- Transcript courses through NWTC (Technical College Credits)
- Youth Options <http://youthoptions.dpi.wi.gov/>
- Course Options <http://courseoptions.dpi.wi.gov/>
- Open Enrollment <http://oe.dpi.wi.gov/>
- Virtual Charter Schools <http://sms.dpi.wi.gov/charter-schools/>
- LEARN Alternative School
- Private School Options- Maranatha Seventh Day Adventist School  
<http://www.maranathaschool.net/> - 5100 McCarthy Rd, Lena, WI 54139

## **Homeless Children**

[http://center.serve.org/nche/downloads/parentposter\\_eng\\_color.pdf](http://center.serve.org/nche/downloads/parentposter_eng_color.pdf)

The McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living emergency or transitional shelters;
  - abandoned in hospitals; or
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Lena Public School District provides the following assurances to parents of homeless children:

- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin, “school of origin” is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- Written explanation of a child or youth’s school placement, other than school of origin or the 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. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Please call Ben J. Pytleski, Superintendent, for additional information about homeless issues at 920-829-5244.

### **Inclement Weather**

School maybe closed during periods of inclement weather. We do our very best to make any call of closing, late-start, or early-release, as soon as we can and we try to notify the news networks by 6:00am, if possible. We will be utilizing our School Messenger System to inform all of our school families. You may also use channels 2, 5, 11, and 26 for updated information and follow our Lena Public Schools Facebook page as well. Please do not call school during these times, since the lines need to be kept open for emergency purposes.

## **Meningococcal Disease: Protect Your Child**

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

Up to 83 percent of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacterium that cause meningococcal disease in the U.S.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11-12 years olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

## **About Meningococcal Disease**

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious, because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers, college students and military personnel are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web site:

Center for Disease Control and Prevention meningococcal meningitis information:

<https://www.cdc.gov/vaccines/vpd/mening/index.html>

## **Policies**

The Lena Public School District now updates and files all policies online at Board Docs. This link is also on our website.

<http://www.boarddocs.com/wi/lenasd/Board.nsf/Public?open&id=policies>

## **Confidentiality Information**

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

LENA PUBLIC SCHOOL DISTRICT  
CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND  
ACTIVITIES

Lena Public 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, such as preschool screening. 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

The Lena Public School District does not discriminate on the basis of age, race, color, national origin, sex, or disability in its educational programs, activities, or in employment.

determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

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

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Lena 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.

## **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lena Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lena Public School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lena Public School District to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the Legislation that provides funding for the Nation's armed forces.)

If you do not want Lena Public School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by November 1, 2017. Lena School District has designated the following information as directory information:



- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

### **Pre-School Screening**

The Lena Public School District conducts Pre-School screening in the spring to identify any children who can benefit from interventions prior to kindergarten. Look for further information in the local papers and in our newsletters.

### **Pupil Services**

Pupil Services are for all children. The Director of Pupil Services works with children who are dealing with normal problems and issues as well as those whose concerns require more intensive and specialized types of interventions. The purpose of the Pupil Services Department is to modify, supplement, or create new programs and services that will ensure the maximum level of learning for special education, gifted and talented, children at risk, as well as student registration, scheduling career exploration, standardized testing, the higher education application process and scholarship exploration. It is the intent of the Pupil Services Department to design activities so that developmental and preventative, as well as remedial, needs are addressed. If you have any questions or concerns on specific pupil services, please call Michelle Meisner @ 920-829-5244.