

LAKE HOLCOMBE SCHOOL DISTRICT
ANNUAL NOTICES REQUIRED BY LAW

NONDISCRIMINATION

It is the policy of the Lake Holcombe School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, career and technical education or other program or activity because of the persons' race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, or physical, mental, emotional, or learning disability as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination under related federal statutes, including Title IX of the Educational Amendments of 1972 (sex), Title II, Title VI and Title VII of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990. This policy also prohibits harassment.

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

The District Compliance Officer is:

Kurt Lindau
District Administrator
27331 262nd Avenue
Holcombe, WI 54745
715-595-4241
lindkur@lakeholcombe.k12.wi.us

(PI 9.05 Wisconsin Admin Code)

STUDENT ANTI-HARASSMENT

The Lake Holcombe School District is committed to maintaining a learning and working environment for students and employees free from harassment, discrimination, or intimidation. Harassment refers to the acts of physical, verbal, or psychological behavior based on race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap which would create an intimidating, hostile, or offensive environment. Students who experience harassment may immediately make it clear that such behavior is offensive. Students are entitled to due process protection and are encouraged to report the incidents to:

The District Compliance Officer is:

Kurt Lindau
District Administrator
27331 262nd Avenue
Holcombe, WI 54745
715-595-4241
lindkur@lakeholcombe.k12.wi.us

There shall be no retaliation against students who file complaints in good faith under this policy. A complaint shall be submitted within forty-five (45) working days of the occurrence of the incident being reported.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Lake Holcombe School District Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It includes, but is not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes she/he has been or is the victim of aggressive behavior may immediately report the situation to the building principal, or the Superintendent of Schools. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal may be filed with the Superintendent of Schools. Complaints against the Superintendent of Schools may be filed with the Board President.

There shall be no retaliation against students who file complaints or otherwise participate in an investigation concerning allegations of aggressive behavior. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation may be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentional false reports may result in disciplinary action. (Wis.Stats 118.46.46(2))

STUDENT RELIGIOUS ACCOMMODATIONS

All students shall be provided reasonable accommodations for sincerely held religious beliefs with regard to examination and academic requirements. See the "Nondiscrimination" notice in this publication for the process for receiving and resolving complaints. (Wisconsin Admin Code PI 41.04 (1)(A))

STUDENT RECORDS - THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) gives parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- ⇒ The right to inspect and review the student's education records (34 CFR 99.10) within 45 days of the date the school receives a request for access. The school will notify the parent or the "eligible student" of the time and place where the records may be inspected.
- ⇒ The right to submit a written request for an amendment of the student's education records (34 CFR 99.20, 99.21, and 99.22) that the parent or student believes are inaccurate or misleading.
- ⇒ The right to consent to disclosures of personally identifiable information contained in the student's education records except as specified by law (34 CFR 99.30 and 99.31)
- ⇒ The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office Department of Education, 400 Maryland Ave, SW Washington, DC 20202- 4605

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student").

DIRECTORY DATA

MILITARY RECRUITERS ACCESS OF STUDENTS/RECORDS

The Family Educational Rights and Privacy Act (FERPA) also requires the Lake Holcombe School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the 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 Lake Holcombe School District to include this information in certain school publications. Examples could include such items as: a playbill, showing your student's role in a drama production; school yearbook; an honor roll or other recognition lists; graduation programs; and sports activity sheets, such as 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. Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses and phone numbers to military recruiters upon their request. The law requires a school district to notify a student of his/her right to opt-out by requesting that the school district does not release information to military recruiters. Students have the right to request that private information is not released to military recruiters. Students choosing to withhold private information from military recruiters should contact

the high school office for an opt-out form**. The Lake Holcombe School District has designated the following information as directory information:

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

(Federal law as referenced)

STUDENT ATTENDANCE

In accordance with state law, all parents must cause children between 6 and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or parent, or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools, and the community. The parent or guardian of absent students is expected to notify the school on the day the absence occurs. The school shall report a student's unexcused absences to the parent or guardian. Students are allowed and encouraged to make up work missed during excused absences from school. It is the student's responsibility to request assignments and schedule make-up exams. Missing school for unexcused absences will have a negative impact on a student's grade and in some cases contribute to the overall failure of a course. The school shall have the authority to initiate action as stated in Board Policy 5200 to secure a student and/or parents or guardians compliance with compulsory attendance law. (Wis. Stats §§ 118.15(1) and 118.16)

STUDENT LOCKER SEARCHES

Every student has the right to the use of the locker which has been assigned to him/her. The lockers remain the property of the school district. This policy does not preclude periodic inspections for the purposes of cleaning lockers, or, for example such actions as recovering library materials and textbooks. School administrators or their designees may search lockers with or without prior notice to the student. The student must use the locker assigned to them by the professional staff to the school. (Wis. Stats. § 118.3325)

EARLY COLLEGE CREDIT PROGRAMS

Students in high school grades will be provided with information about the Early College Options program prior to October 1. (Wis. Stats. § 118.55(8))

MENINGOCOCCAL DISEASE INFORMATION

This information is given out in registration letter and on district website by school nurse.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

The Lake Holcombe School District recognizes the family as a major forum for developmental experiences. In identifying its role, the district serves to reinforce that which is taught at home by providing learning experiences that can be used to make healthy life choices now and in the future. The school will make available upon written request to the principal the topic related to human growth and development. If you have any questions about the Human Growth and Development Curriculum, feel free to contact the counselor or principal.

SPECIAL EDUCATION (Child Find) ACTIVITIES

Upon request, the Lake Holcombe School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district. A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting:

Kurt Lindau

District Administrator
27331 262nd Avenue
Holcombe, WI 54745
715-595-4241

lindkur@lakeholcombe.k12.wi.us

TITLE I PROGRAMS/TEACHER/PARAPROFESSIONALS QUALIFICATIONS

Since the Lake Holcombe School District received federal Title I program funds, the district has developed a parent involvement policy. It is the desire of the District to establish positive partnerships with families and community. Everyone gains if school, home and community work together to promote high achievement for all students. To that end, the District shall provide a variety of opportunities for families and community to become involved in children's education.

Additionally, parents and/or guardians may request and obtain information regarding: (1) the professional qualifications of their child's teachers including – whether the teachers has met state licensing criteria for the grade level(s) and subject area(s) taught; whether the teacher is teaching under emergency or provisional status through which state licensing criteria has been waived; and the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; (2) the professional qualifications of paraprofessionals providing instructional-related services to their child. Parents will be notified if their child is assigned to, or taught for four or more consecutive weeks by a teacher who is not "highly qualified". This applies to all teachers, not just those who work in Title I programs. Parents will be given information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken.

If you want to see the state qualification for your student's teacher, you may ask personnel at the Board of Education office or access the information on the DPI website at: www.dpi.wi.gov/tepd/lisearch.html (ESEA as referenced)

PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS

The parents/guardians of limited English Proficient (English Learner) students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP. (Students shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status)
- Child's academic achievement level and level of English proficiency (including method of measurement)
- The methods used for language instruction
- How the language program will meet the child's instructional needs
- How the program will help the child to learn English and meet the academic standards for promotion or graduation
- The exit requirements for the language program
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program (ESEA, ESSA 20 USC 6311(h)(3) Wis. Stats. § 115.96(2))

CHILD NUTRITION PROGRAM

The Lake Holcombe School District participates in the National School Lunch Program and School Breakfast Program and Special Milk Program. Its participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found at each school office and the District central office. The policy may be reviewed by any interested party. (USDA)

SCHOOL WELLNESS POLICY

School districts participating in federally subsidized child nutrition programs (e.g. National School Lunch Program, School Breakfast Program, Special Milk Program and After-School Snack Program) were required to establish local school wellness policies by the beginning of the 2006/07 school year. The policy was formally adopted by the Board of and was recently reviewed by the School Wellness Committee, as required annually by the policy.

AHERA MANAGEMENT PLAN

The Lake Holcombe School District has hereby provided notification of the availability of the Asbestos Emergency Response Act Management Plan. Plans for the school are available in the office of the principal during regular business hours for your inspection and review, or at the District Administration Office

ELECTOR REGISTRATION INFORMATION

Per state law, principals of every high school shall communicate elector registration information to students. (Wis. Stats. § 6.28 (2)(b))

STUDENT PRIVACY – RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations or beliefs of the student or student's parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the above listed.

(For more detailed information see Board Policy 2416)

EDUCATION OF HOMELESS CHILDREN AND YOUTH

The school district's designated liaison for homeless children and youth will ensure that the educational rights of homeless children and youth are disseminated where such children and youths receive services such as the schools and family shelters. Homeless children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children/youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel. (McKinney Vento Act)

For more information contact:

Kurt Lindau
District Administrator
27331 26nd Avenue
Holcombe, WI 54745
715-595-4241
lindkur@lakeholcombe.k12.wi.us

WIRELESS COMMUNICATION DEVICES/TWO-WAY COMMUNICATION DEVICES

The Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. The District also recognizes that students at different ages should have different privileges with wireless communication devices while on school premises. The use of a wireless communication device in locker rooms is strictly prohibited. Individuals who violate this policy will be subject to school disciplinary action and possible legal referral. (Wis. Stats. § 118.258)