

Annual Notices for Publication in the August Newsletter

Public Notice of Non-Discrimination Policy

Consistent with section 118.13 of the Wisconsin state statutes, it is the policy of the School District of Green Lake that no person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, genetic information, or physical, mental, emotional, or learning disability in any of its student program and activities.

The District requires and enforces non-discrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1962, Title IV of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

All career and technical education programs follow the district's policies of non-discrimination on the basis of race, color, national origin, sex, age or handicap. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the principal or district administrator.

The District shall provide legally required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and inquires related to Title IV (race, color, and national origin) and all other discrimination complaints, should be directed to: Mary Allen, Superintendent, School District of Green Lake, 612 Mill Street, Green Lake, WI 54941

Inquiries related to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act which prohibits discrimination on the basis of disability, should be directed to: Christine Schultz, Director of Special Education, School District of Green Lake, 612 Mill Street, Green Lake, WI 54941

The District encourages informal resolution of discrimination complaints and related concerns. However, a formal complaint resolution procedure for the district is available to address allegations of unlawful discrimination and/or any alleged violation of the district's equal educational opportunities policies. If a complaint is not resolved after following all required procedures and timelines, a grievance may be filed externally at: State Superintendent, Wisconsin Department of Instruction, 125 South Webster St. PO Box 7841, Madison, WI 53707. If the complaint is not satisfied at this level, further appeal may be made to the Office for Civil Rights, US Dept. of Education, 300 S. Wacker Dr. Eighth Floor, Chicago, IL 60606.

Student Records

Student records shall be maintained in the School District of Green Lake Central Office. Student records include the following: progress records, behavioral records, and directory data. The School Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection, release, amendment or deletion of part of the record, only with the written approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. The principal or designee shall be responsible for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established policies and procedures. Any questions or complaints regarding student records should be forwarded to the Principal.

The School District of Green Lake has designated the following as directory data that can be disclosed without consent unless the parent notifies the district that it may not be released: student name, grade level, 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 attended. If you do not want the district to disclose directory information about your child, you must notify the Principal in writing within 14 days from the receipt of this notice.

The district forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for the purpose of the student's enrollment or transfer.

Per federal law (No Child Left Behind, 2001), military recruiters and officials from higher education will request directory data that includes name, address and telephone number. If you do not want the district to disclose this directory information about your child, you must notify the Principal in writing by September 1, 2016.

Student Bullying

The School District of Green Lake is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The District encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior/bullying 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. The District will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal

degradation. This policy applies to all activities in the District, including activities on school property, using school technology, or while traveling to or from school and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control. Any student who believes he/she has been the victim of bullying should report it immediately to the Principal so that the proper investigation procedure can be applied.

Youth Options Program

The State of Wisconsin Youth Options program allows all public high school juniors and seniors who meet specific requirements to take post-secondary courses at a UW institution, a Wisconsin technical college, or one of the state's participating private colleges. The district is required to pay for a Youth Options course if the student will receive high school credit and the course is not comparable to a course offered in the school district. The student will receive both high school and postsecondary credit for a successfully completed course. Please see Katie Loest, Guidance Counselor for more information.

Student Locker Searches

The School District of Green Lake retains ownership and possessory control of all student lockers and all other storage areas. The school administrators and/or their designees are responsible for control and assignment of all of these lockers and storage areas. All lockers and all other storage areas, even when provided for student use, remain the property of the school district. Students will be held responsible for any materials they allow other individuals to keep in their lockers or assigned storage areas. The school administrators or their designees have the right to inspect all lockers and storage areas at any time without notice, without student consent, and without a search warrant. All lockers and storage areas are also subject to random and/or periodic inspection and access for maintenance. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the Principal.

Asbestos Law Compliance Notification

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that Green Lake School District has an Asbestos Management Plan in the school administrative office. The plan is available for inspection by the public, parents, and district employees. The district conducts six month periodic surveillances of asbestos in November and May and full re-inspections every three years. For more information please contact Tom Archambo at the district office located at 612 Mill St. Green Lake, WI, 54941.

Indoor Environmental Quality Management Plan

The Green Lake School district would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the

district. Questions and concerns should be addressed to Tom Archambo at the district located at 612 Mill St. Green Lake, WI, 54941

Green Lake School District: Annual Notice of Special Education
Referral and Evaluation Procedures

Upon request, the School District of Green Lake 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 Christine Schultz, Director of Special Education, Green Lake School District, at 920-294-6411, or by writing her at 612 Mill St. PO Box 369, Green Lake, WI 54941.

Student Medication Policy

The Green Lake School District prefers that medication be administered to students by their parents/guardians at home whenever possible. No prescription medication will be administered unless the medication consent form is completed by the prescribing practitioner and parent. Nonprescription medication will be administered to students only with written instructions and consent of the parent/guardian. Only those persons authorized in writing by the Principal or the school nurse, if applicable, may administer medications to students. Authorized personnel must also attend DPI approved medication administration training provided by the school nurse before medication administration can be delegated. All written instructions and consent forms shall be filed in the school health room. The school nurse shall be responsible for reviewing and verifying the written medication instructions periodically. The Principal or designee shall maintain complete and accurate medication administration records. The school nurse will not be held responsible for medications administered in school in a manner not in accordance with medication policy/procedures. School personnel authorized to administer medications to students shall not be required to administer any medication to a student by any means other than ingestion (oral). Specific medication administration procedure shall be developed based upon individual student needs.

School Rules and Reminders:

Student Attendance

The School District of Green Lake, in accordance with the law, is committed to providing a quality education for every child and recognizes attendance as an integral part of a quality education. Success in school depends on several factors, but the primary factor is regular attendance. In accordance with state law, it is the parent's responsibility to notify the school office **before 9:30 am** on the day of the absence to inform the school of the absence and the reason. The number to call is **920-294-6411**. Please see the student handbook to understand school rules related to excused absences, pre-excused absences, unexcused absences and Wisconsin State Statute 118.16 for habitual truancy.

School Rules Regarding Cell Phones

Cell phones are to be used for school related purposes and emergencies only.

- Ringers must be turned off – **silent mode during class time**. Students cannot receive or place calls or text messages during class periods without teacher or administrative approval.
- Students may use cell phones during passing times and the lunch period as long as the usage is appropriate and does not cause a disruption to student learning.
- Teachers have the authority to take a cell phone from a student if it is being used inappropriately. Arrangements will be made to return the cell phone to the student.
- The school is not responsible for breakage or theft of cell phones.
- Students will not be allowed to have a cell phone in school if numerous warnings are given.

Student Insurance

The district will continue its policy of not providing any type of health or accident insurance for injuries incurred by students at school for the 2016-17 school year. It is the responsibility of parents to provide adequate insurance coverage for their children's school sponsored activities – including athletics. Parents who are interested in purchasing a low-cost student accident insurance plan for their children may apply to First Agency, Inc. at www.1stAgency.com or call at (269)381-6630 or toll free at (800) 243-6298.