

Annual Notices

Equal Educational Opportunities

All children who reside in the district and are of legal school age are eligible to attend school. The admission of students shall be in accordance with the provisions of the Wisconsin Statutes and board policies. The approval of the board is required for the admission of nonresident students. Children between the ages of 7 and 16 (except those exempted by law) are required to attend full-time day school; thereafter, they may attend part-time with the permission of the principal to follow a program designed to help them earn a high school diploma. The same expectation of regular attendance and academic performance will apply to such students as apply to regular day students. The Green Lake School District Board of Education is committed to providing an equal educational opportunity for all students in the district. The Board does not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, genetic information, sexual orientation, or physical, mental, emotional, or learning disability in any of its curricular, extracurricular, student services, vocational, recreational, or other programs and activities. This policy is intended to support and promote non-discriminatory practices in all district and school activities. Questions shall be referred to the district administrator in accordance with established procedures.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Green Lake School District that no person may be denied admission to any public school in this district or be denied participation in any of its curricular, extracurricular, student services, vocational, recreational, or other programs and activities on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, genetic information, sexual orientation, or physical, mental, emotional, or learning disability or handicap, as required by s.118.13 Wis. Stats. This policy prohibits discrimination as defined by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

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

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available to address violations of this policy by contacting one of the following Compliance Officers:

Gina Baxter
Elementary Principal
612 Mill St. PO Box 369
Green Lake, WI 54941
920-294-6411
baxterg@glsd.k12.wi.us

Tom Archambo
Operations Manager
612 Mill St. PO Box 369
Green Lake, WI 54941
920-294-6411
archambot@glsd.k12.wi.us

Reporting Procedures

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.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

Child Find

The district administrator shall attempt annually to identify children with disabilities, ages 3 – 21, who reside in the district but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in district programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the district will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

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 Wendy Schreiter, 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, or email at schreiterw@glsd.k12.wi.us

McKinney-Vento Act

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) as identified under the federal law, McKinney-Vento Act, 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. If you are a family in transition or aware of one that is, please contact Mary Allen, Homeless Liaison for the Green Lake School District at 920-294-6411 or email at mallen1@glsd.k12.wi.us. All information is confidential.

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 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.

Directory Data

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, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, the student's photograph, 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 publication date of this notice.

Per federal law (No Child Left Behind, 2001), military recruiters and officials from higher education will request directory data that includes the student's 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 within 14 days from the publication date of this notice.

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 a trusted adult or the principal so that the proper investigation procedure can be applied.

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 the 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. The school district reserves the right to use canines trained for drug detection and detection of explosives or other contraband accompanied by law enforcement officers for purposes of exploratory

sniffing of the outside of lockers, vehicles parked in school district parking lots, and any other areas of school property deemed appropriate.

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 office located at 612 Mill St. 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. 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.

Student Insurance

Parents are informed that the Green Lake School District will continue its policy of not providing any type of health or accident insurance for injuries incurred by students at school or while participating in interscholastic sports. It is the responsibility of parents to provide adequate insurance coverage for their children's school-sponsored activities. Parents who are interested in purchasing low-cost accident insurance for their children will be given the opportunity to do so.

Meningococcal Information

Meningococcal disease, a type of meningitis, is a bacterial infection that is potentially life-threatening. It is transmitted through direct contact with respiratory and/or oral secretions from infected persons. Symptoms may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash. The Center for Disease Control Prevention recommends routine meningococcal immunization for adolescents at one of the following times: 11 to 12 year olds, 15 year olds at high school entry, college freshman living in dormitories. The meningococcal vaccine provides protection against four of the five types of bacteria that cause meningococcal disease. Immunization is the most effective way to prevent this very serious disease. Please see your family physician if you have questions.

