



**WISCONSIN RAPIDS PUBLIC SCHOOLS**  
 510 Peach Street  
 Wisconsin Rapids, WI 54494  
 (715) 424-6700

September 1, 2017

To Parents/Guardians:

## ANNUAL NOTICE

*State Statutes require that notice be provided to you annually on a number of issues of importance regarding your student(s).*

*Please review this information carefully. If you have any questions regarding the content, please contact your child's building principal.*

*Best wishes to all for a rewarding and successful school year!*

*Craig Broeren, Superintendent  
 Wisconsin Rapids Public Schools*

*Individual building phone numbers are as follows:*

**INDIVIDUAL SCHOOL BUILDINGS:**

- 715-424-6766** Grant Elementary
- 715-424-6769** Grove Elementary
- 715-424-6772** Howe Elementary
- 715-424-6777** Mead Elementary
- 715-424-6784** THINK Academy (Rudolph)
- 715-424-6786** Vesper Community Academy
- 715-424-6788** Washington Elementary
- 715-424-6793** Woodside Elementary
- 715-424-6740** Wis. Rapids Area Middle School
- 715-424-6730** East Jr. High School
- 715-424-6750** Lincoln High School
- 715-424-6798** River Cities High School

**DISTRICT Central Office Numbers:**

- 715-424-6700** Central Office MAIN
- 715-424-6701** Superintendent
- 715-424-6703** Food Service Dept.
- 715-424-6718** Buildings & Grounds Dept.
- 715-424-6700** Transportation Dept.
- 715-424-6705** Business Services Dept.
- 715-424-6710** Human Resources Dept.
- 715-424-6721** Curriculum Dept.
- 715-424-6715** Technology Dept.
- 715-424-6724** Pupil Services Dept.

**715-424-6765**

**DISTRICT ATTENDANCE LINE NUMBER FOR ALL STUDENTS**

*The School District of Wisconsin Rapids is committed to equal educational opportunity for all District students. The District will not deny any person admission to, participation in, or the benefits of any curricular, extra-curricular, pupil services, recreational or other program or activity because of a person's gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws. Please review Board [Policy 411](#) for additional information. Incidents of discrimination or harassment should be reported to a teacher, administrator, supervisor or other District employee immediately.*

## 1. Student Nondiscrimination and Anti-Harassment

The School District of Wisconsin Rapids is committed to equal educational opportunity for all District students. The District will not deny any person admission to, participation in, or the benefits of any curricular, extra-curricular, pupil services, recreational or other program or activity because of a person's gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws. This policy does not, however, prohibit the District from placing a student in a school, class, program or activity based on objective standards of individual performance or need.

The District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. The District prohibits all forms of discrimination and harassment. The District consistently and vigorously addresses discrimination and harassment so that there is no disruption to the learning environment and learning process.

Discrimination means any action, policy or practice, including bias, stereotyping and pupil harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws, or which perpetuates the effects of past discrimination.

Harassment means unwanted, abusive behavior of a physical, verbal, non-verbal or written nature, directed towards a student or group of students based, in whole or in part, on gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment. Sexual harassment is a form of harassment and consists of unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. It includes conduct directed by a person at another person of the same or opposite gender.

Any student who engages in harassment or discrimination, or retaliates against another person because of reporting harassment or discrimination or participating in an investigation, is subject to immediate discipline, up to and including suspension and expulsion from the District.

This [policy](#) applies to the acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations or persons. It also applies to school sponsored food service programs, the selection of instructional and library media materials, and the methods, practices and materials used for testing, evaluating and counseling students.

This [policy](#) does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individual needs of students. Furthermore, this [policy](#) does not prohibit separate locker rooms, showers and toilets for males and females, although the District will maintain comparable separate facilities. Finally, this [policy](#) does not prohibit separate programs in interscholastic athletics for males and females, although the District will provide programs that are comparable in type, scope and District support.

### **Reporting**

Students, administrators, teachers, staff, and all other school personnel are responsible for reporting any form of discrimination or harassment. The District encourages all students, as well as third parties, to promptly report incidents of discrimination or harassment to a teacher, administrator, supervisor, or other District employee or official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall forward the complaint to the District's designated Compliance Officer without undue delay, but not later than two (2) business days. The District's designated Compliance Officer is the Director of Human Resources. Complaints should be submitted to:

Ryan Christianson  
Director of Human Resources  
School District of Wisconsin Rapids  
510 Peach Street  
Wisconsin Rapids, WI 54494

If the Director of Human Resources is unavailable, or if there is a perceived conflict of interest involving the Director of Human Resources, or if reporting to the Director of Human Resources would not be appropriate under the circumstances, the Director of Curriculum & Instruction will act as the District Compliance Officer. Complaints should be addressed to:

Kathi Stebbins-Hintz  
Director of Curriculum & Instruction  
School District of Wisconsin Rapids  
510 Peach Street  
Wisconsin Rapids, WI 54494

### **Investigation and Complaint Procedure**

Complaints regarding harassment or discrimination may be submitted either orally or in writing, in accordance with the reporting procedure above. A complainant should identify the individual(s) involved in the alleged harassment or discrimination, provide a description of the incident(s), and any potential witnesses. If the complainant is unwilling to provide a written complaint containing this information, the Compliance Officer shall attempt to interview the complainant and prepare a summary. The complainant will then be asked to review the summary for accuracy and sign it.

The District will first allow a complainant the opportunity to resolve the complaint on an informal basis, if the complainant requests to do so. If the parties resolve the matter, the Compliance Officer will prepare a written statement outlining the resolution. However, if the complainant is not satisfied with the outcome, the District will proceed with formally investigating the complaint.

The District's Compliance Officer, after receipt of a complaint, will begin review and investigation of the complaint, or will designate a specific individual to perform the investigation. The Compliance Officer will also determine whether any immediate action needs to be taken to protect the complainant from further harassment or discrimination pending the outcome of the investigation. The District's Compliance Officer will send the complainant written acknowledgement of the complaint within forty-five (45) days after receipt. If the Compliance Officer, or his or her designee, determines that the complaint meets the definition of "bullying," under the District's bullying policy, because the allegations are not based on a student's protected characteristics, the complaint should be transferred for investigation under that policy.

The Compliance Officer, or his/her designee, will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. The investigation may include interviews with the complainant and potential witnesses, as well as a review of any documents or evidence. In addition, the Compliance Officer will contact the individual(s) subject to the complaint regarding the allegations and provide an opportunity to submit a response. The Compliance Officer should keep the parties informed of the status of his or her investigation. At the conclusion of his or her investigation, the Compliance Officer, or his/her designee, will prepare a written report regarding the investigation, including a description of his or her conclusions and any action taken, within ninety (90) days after receipt of the complaint, unless additional time is required to conduct a complete investigation and the involved parties agree to an extension. The Compliance Officer, or his/her designee, shall send a copy of the report to the complainant, the alleged harasser, and the Superintendent.

If any party is not satisfied with the results of the investigation or the Compliance Officer's decision, he or she may appeal the decision to the Board of Education. To appeal the decision, a party must submit a written appeal to the Board within ten (10) days after the District sends the investigation report to the parties. The Board of Education will hold private conferences with the parties within thirty (30) days after the Board receives the written appeal. In response to the appeal, the Board will send a written decision to the parties and the Compliance Officer and Superintendent within ten (10) days after the private conferences.

Either party may appeal the Board of Education's decision to the State Superintendent of Public Instruction. Parties should send appeals to the following address:

State Superintendent  
Wisconsin Department of Public Instruction  
P.O. Box 7841  
Madison WI 53707-7841

Students with a disability under Section 504 of the Rehabilitation Act may also request a Section 504 due process hearing. Parents/guardians wishing to request a Section 504 due process hearing should submit a written request to the District's Section 504 Coordinator: Matt Green, Director of Pupil Services, 510 Peach Street, Wisconsin Rapids, WI 54494.

At any time, students may also file a complaint with the U.S. Department of Education's Office for Civil Rights at the following address:

Chicago Office  
Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544

Copies of the complaint procedures shall be kept in each building office. Reference to policies and procedures for filing a complaint are included in student handbooks and sent home to all parents annually.

In the event that the alleged harassment constitutes a crime or requires mandatory reporting under Wis. Stat. § 48.981, the Compliance Officer or Superintendent must report the alleged conduct to the appropriate social service and/or law enforcement agency. In conjunction with this report, the Compliance Officer will continue his or her investigation.

## **2. Bullying**

The School District of Wisconsin Rapids strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. (See Board Policy [411.5](#))

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may or may not be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic or family status.

Harassment is unwanted, abusive behavior of a physical, verbal, non-verbal or written nature, directed towards a student or group of students based, in whole or in part, on gender; race; national origin; ancestry; creed; pregnancy; marital or parental status; sexual orientation; transgender status; gender identity; physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment. Harassment is prohibited by the District's student non-discrimination and anti-harassment policy.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet)
  - a. Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying. Cyber bullying is unacceptable and a violation of the District's technology acceptable use policy and procedures.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include every activity under school supervision.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the building principal. If the building principal is unavailable, or if there is a perceived conflict of interest involving the building principal, or if reporting to the building principal would not be appropriate under the circumstances, the school official should contact the Superintendent or his/her designee.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

The person assigned by the District to conduct an investigation of the bullying report shall, without undue delay, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

If the investigation reveals that the reported conduct may have created an intimidating, hostile or offensive school environment, and was based on a characteristic protected by State or Federal civil rights law, the report will be forwarded for investigation under the District's student non-discrimination and anti-harassment policy.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, District administration and/or the school board may take immediate disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

### **3. Student Records**

Parents/guardians and students shall be notified annually of the following: (a) their rights to inspect, review and obtain copies of student records; (b) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; (c) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (d) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (e) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

## **GUIDELINES FOR THE CONTROL AND MAINTENANCE OF STUDENT RECORDS**

### **Definitions**

- a. Student records include all records relating to individual students, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student.
- b. Progress records include a statement of the courses taken, grades awarded therein, the student's extracurricular activities, the student's immunization records and the student's attendance records.
- c. Behavioral records include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than immunization records, law enforcement agency records and any other student records that are not progress records.
  - (1) Law Enforcement records include those records obtained from a law enforcement agency relating to (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the district, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or

was violating certain specified laws, and (4) the act for which a juvenile enrolled in the district was adjudged delinquent. The law enforcement agency may provide such record information to the district on its own initiative or upon request of the superintendent or designee, subject to the agency's official policy.

- (2) Court records include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.
- d. Student physical health records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.
- e. Patient Health records include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student "physical health records" definition above.
- f. Directory Data: The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that WRPS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, WRPS 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 WRPS to include this type of information from your child's education records in certain school publications. Some examples include a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs and/or sports activity sheets.

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 written prior 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.

The following information is designated in the District as "directory data" and may be released upon request in accordance with law and District procedures: **student name, address, major field of study (grade), participation in activities and sports, weight and height of members of athletic teams, photographs, degrees and awards received, name of school most recently attended.** If you do not want any directory data released, you must notify your child's school office within 14 days after receipt of this notice. A "Directory Data Consent Form" can be obtained from the office for this purpose. If no request to withhold directory data is received, directory data will be released in accordance with federal and state law.

## Confidentiality

Individuals collecting or using personally identifiable information in the district will receive training or instruction regarding security and state and federal confidentiality requirements.

All student progress and behavioral records are confidential, with the following exceptions:

- a. A student, or the parent/guardian of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records. The inspection of progress records by the parent(s)/guardian(s), minor student, or adult student must take place in the presence of a designated school employee. Initial copies of student records will be provided on request at no cost and within a reasonable time period after inspection. Additional copies may be provided at a cost of 15 cents per page.

- b. An adult student, or the parent/guardian of a minor student, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student or parent/guardian shall, upon request, be provided with a copy of the behavioral records.
- c. Student records shall be disclosed at the request or order of a court. The District shall make a reasonable effort to notify the parent(s)/guardian(s) or adult student of the order in advance of compliance therewith, except as otherwise provided by law.
- d. If school attendance is a condition of a student's dispositional order under state law, the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.
- e. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent/guardian shall be notified of that disclosure as soon as practicable after the disclosure.
- f. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- g. Student records must be disclosed to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records: 1) concern the juvenile justice system and the system's ability to effectively serve the student, 2) relate to an ongoing investigation, or 3) pending delinquency petition, and 4) that they will not be disclosed to any other person except as authorized by law.
- h. The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: 1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, and 2) the parties to whom the District disclosed the information.
- i. The District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise authorized by law. This disclosure can be made for any purpose concerning the juvenile justice system and the system's ability to serve a student prior to adjudication.
- j. The school district clerk or his/her designee shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under chapter 980 (sexually violent persons commitment), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation. The court in which the proceeding is pending may issue any protective orders that it determines are appropriate concerning student records made available or disclosed under this provision. Any representative of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney may disclose information obtained under this provision for any purpose consistent with any proceeding under chapter 980.
- k. Student records shall be made available to school district officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "school official" is a person

employed by the district who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the board; a person or company with whom the district has contracted to perform a specific 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/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or district responsibilities.

1. Law enforcement records may be made available to those school officials with legitimate educational interests (including safety interests) in the information. If law enforcement record information obtained by the district relates to a district student, the information may also be disclosed to those district employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for students enrolled in the district. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the district's athletic code. Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.
  2. Court records obtained by the district must be disclosed to district employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's co-curricular code.
- l. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of the behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent or guardian of a minor student in the written permission form.
  - m. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The district shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except when otherwise provided by law.
  - n. The Board may provide the DPI or any public officer with any information required under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.
  - o. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the IEP team under state and federal law.
  - p. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.
  - q. Upon request, the names of students who have withdrawn from school prior to graduation shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Children and Families or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
  - r. **Directory Data Disclosure:** Except as otherwise provided below, **directory data may be disclosed to any person, if the school has (a) notified the adult student or parent/legal guardian of a minor student of the categories of information which it has designated as directory data, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school in writing that all or any**

**part of the directory data may not be released.** Requests to withhold directory data should be directed to your child's building principal. A "Directory Data Consent" form is available from the school office and once completed, it will remain in effect until the student transitions to a new building in the district, such as elementary to middle school; middle school to junior high; junior high to high school. The District will not release directory data earlier than 14 days after the initial written notice for the adult student or parents/guardians, or after the District has been restricted from doing so by any of the parties. Parents/guardians or adult students should be aware that they are free to change their directives with regard to the release of directory data at any time by completing a new consent form or by placing their request in writing.

1. If the District has followed the notification procedure outlined above and the adult student or parent/legal guardian does not object to the directory data being released, a college board must be provided, upon request, with the name and address of each student who is expected to graduate from high school in the current school year.
  2. If the District has followed the notification procedure outlined above and the adult student or parent/legal guardian does not object to the directory data being released, the Board Clerk or his/her designee shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22, or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the district.
  3. Directory data shall not be released for commercial or promotional purposes. "Commercial" shall be defined as the intent or design to make a financial profit or gain. "Promotional" shall be defined as contributing to the growth or prosperity of the party making the request.
  4. Directory data may be released to organizations such as colleges and universities, technical colleges and armed forces recruiters when the request is for educational or career opportunity purposes.
  5. A secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. Requests of this nature will be honored by our district.
- s. The Board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
- t. The Board shall, on or before August 15 of each year, report to the appropriate county departments under sections 51.42 and 51.437 the names of students who reside in the district, are at least 16 years of age, are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.
- u. Student patient health care records may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the district may only be released without informed consent to a district employee or agent if he/she is responsible for the preparation or storage of such records or access to such records is necessary to comply with a state or federal law requirement. Any student record that concerns the results of a test for the presence of human immunodeficiency virus (HIV) shall be confidential and may be disclosed only with the informed written consent of the test subject.
- v. The District shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:
- (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
  - (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
  - (3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

## **Parent Access to Records**

A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g., denied periods of physical placement with the child, ordered by the court).

## **Amendment of Records at Parent's/Guardian's Request**

A parent(s)/guardian(s) or adult student who believes that information contained in the student's records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy may request in writing that the District to amend the records. Within a reasonable time after receiving the request, the District shall decide whether to amend the records in accordance with the request and inform the parent(s)/guardian(s) or adult student of the decision.

If the District refuses to amend the records, it shall inform the parent(s)/guardian(s) or adult student of the refusal and advise him/her of the right to a hearing. The request for a hearing shall be filed in writing with the District Administrator or designee. The parent(s)/guardian(s) or adult student shall be given notice of the date, place, and time of the hearing reasonably in advance of the hearing.

The parent(s)/guardian(s) or adult student shall be informed of the decision within a reasonable period of time after the hearing. If the District decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly. If the District decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the parent(s)/guardian(s) or adult student shall be informed of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the District. The explanation shall be maintained as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion are disclosed to any party, the explanation shall also be disclosed to that party.

## **Transfer of Student Records**

Progress, behavioral, health, and special education records relating to a specific student shall be transferred to another school or school district within five (5) working days of receipt of notice as follows:

- a. upon written notification from an adult student or the parent(s)/guardian(s) of a minor student that the student intends to enroll in a school in another school district;
- b. upon written notification from the other school district that the student has enrolled; or,
- c. upon written notification from a court that a student has been placed in a secured correctional facility, secured child caring institution, or a secured group home.

## **Complaints Regarding Alleged Noncompliance With Federal Requirements**

Adult students or parents/guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

## **4. Student Religious Accommodations**

Students may be excused from a classroom activity or from portions of the established course of instruction where the instructional content would violate the child's religious beliefs. Students may be required to complete an alternative assignment or course of instruction to meet course requirements. Questions or complaints concerning accommodations should be directed to a pupil's teacher or building principal.

## **5. Use or Possession of Two-Way Communication Devices**

Student use or possession of electronic paging or two-way communication devices (e.g., beepers, cellular phones, etc.) on school premises owned or rented by or under the control of the Wisconsin Rapids School District is prohibited except that a student may use or possess these devices for the purpose of communicating with parents/guardians or other family

members outside of the instructional day *or only during times as designated by the building principal*. During the instructional day, all communication devices shall be turned off and stored in the student's locker/storage area, unless designated otherwise by the building principal. Limited use may be permitted if the administration finds that such a device is required for medical, school, educational, vocational, or other legitimate needs. Decisions on requests for exception to this prohibition will be made on a case-by-case basis by the building principal. Any student found violating this policy shall surrender the communication device and be subject to disciplinary action.

## **6. Human Growth and Development Instruction**

The Board believes that health education, consistent with state law, should include, but not necessarily be limited to instruction about controlled substances, tobacco, alcohol, mental health, sexually transmitted diseases, human growth and development and related health and safety topics. The Board believes that health education increases student knowledge, improves judgments, develops constructive attitudes, and increases the capacity to make wise decisions.

The health education program shall begin during the elementary grades and continue with a planned sequence of instruction throughout the school experience of the student.

The program shall be focused on findings of medical and psychiatric research and clinical experience as well as legal implications. Without basic facts from these professions, no health education program can be effective.

Consistent with state law, health information concerning knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and proper care of the body, and sexually transmitted diseases shall be a required part of the total health program. These areas of concern shall not represent the total program nor detract from it, but shall be recognized in the broader context of health education.

The health education program shall give particular emphasis to any health problem that is prevalent in the state, community or in a particular school. The Board shall provide up-to-date materials and resources for effective instructional programming in this important area.

Students may be exempted from human growth and development instruction if his/her parent/guardian files a written request that the student be exempted. Students exempted from such instruction will still receive instruction in the subject areas described in sections 118.01(2)(d)2c and 8 of the state statutes. Questions may be directed to the Director of Instruction at 715-424-6721.

## **7. Youth Options Program**

The District shall administer the Youth Options Program in accordance with state law and regulations. The Director of Pupil Services shall be responsible for administering the Youth Options Program. Students in grades 11 and 12 may participate in the Youth Options Program. This program provides eligible students an opportunity to take courses at technical colleges and institutions of higher education while in high school. Students interested in participating shall inform the Wisconsin Rapids Public Schools of their intention to take post secondary courses under this program, prior to enrollment in the course(s) and within designated timelines. Timelines for notifying the School Board of the intention to participate in the Youth Options Program are by March 1 for the fall semester, and October 1 for the spring semester. (See Board Policy [342.8](#))

## **8. Student Attendance**

Any person having under his/her control, a child who is between the ages of 6 and 18 years of age shall cause the child to attend school during the full period and hours, religious holidays excepted, that the school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the State Statutes, or have graduated from high school. WI Act 41 requires a child who is enrolled in a 5-year-old Kindergarten in a public or private school to regularly attend Kindergarten during the school year. With certain exceptions, the law also requires a child to complete 5-year-old Kindergarten as a prerequisite to being admitted to first grade in a public school.

A parent may excuse a child from school attendance for *not more than* ten (10) school days in a school year, with a written (or verbal) excuse prior to the absence for each absence including the date and duration of the absence, and the reason. Absences include, but are not limited to: injury/illness, medical/dental appointments, college visits, etc. All course work missed during the absence must be completed.

A student is considered a habitual truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. Schools will notify parents of students at risk of becoming habitually truant. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to cause the student to attend school regularly.

***Students attending under open enrollment who become habitually truant*** may have their open enrollment terminated. Habitually truant open enrolled students will not be allowed to attend the nonresident district in the semester or school year following truancy.

The Board encourages the staff to consider the effects of the total environment of the school on students attending. The question of each student's attendance should, so far as law will allow, be viewed in light of what is best for him/her educationally. Since compulsion is the least educationally effective method of securing regular attendance, the staff is urged to make the school program so attractive to each student that he/she will not wish to miss school.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with municipal ordinances and state law, and shall be approved by the Board.

### **Alternative Programs**

The Board expects the schools to maintain a positive learning environment emphasizing and relying on the responsibilities of both staff and students in the pursuit and acceptance of their responsibilities. If a student possessing the ability to achieve at a satisfactory level does not do so because of his/her attitude, lack of effort, poor attendance or poor achievement, both the student and his/her school program may be reviewed by appropriate school personnel to determine possible courses of corrective action.

Findings from this review may result in a recommendation which may include:

1. Corrective adjustments in the student's current academic program
2. School work training, as appropriate
3. An alternative, out of school program or non-sectarian private school program located in the school district
4. Homebound instruction or studies
5. Enrollment in a public educational program.
6. A combination of the above

When a student or parent requests a program or curriculum modification, the Administration will review the request and render a decision within time periods as specified by law. If a request is denied, the reason must be given. ([Board Policy 431/431R](#) relates to student attendance.)

## **9. Special Education**

A full range of services is available to students in need of special education and other special support programs. The programs provide either direct instruction to students or supportive services to assist students to reach their potential. Teachers are provided assistance through various resources to assist them as they teach students with special needs and abilities.

Special education programs relate to: Cognitive Disabilities, Early Childhood, Emotional Disturbance, Hearing Impaired, Learning Disabilities, Occupational Therapy, Physical Therapy, Specially Designed Physical Education, Speech/Language, Visually Impaired, Orthopedically Impaired, and other health impaired.

The Wisconsin Rapids Public Schools accepts and processes referrals of children suspected to have a disability. School personnel who reasonably believe a child has a disability are required to make a referral. Prior to submitting a referral, the people required to make referrals inform the parents of the intent. The written referral includes the name of the child and reasons why the person making the referral believes that the child is a child with a disability.

The Individualized Education Program (IEP) Team evaluates the child to determine the child's eligibility or continued eligibility for special education and related services, develops an individualized education program in collaboration with appropriate personnel, and determines the special education placement for the child. Parental consent is obtained only for those tests over and above what is administered to all children. Notice of placement is provided to parents within 90

calendar days from receipt of the referral or the initiation of a re-evaluation. Extensions may be requested with written notice to the parents.

## 10. Student Locker Searches

Lockers, though assigned to students, are the sole property of the Wisconsin Rapids Public School District. At no time does the District relinquish its exclusive control of such lockers. The right to inspection of students' school lockers is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in pursuing its "in loco parentis" relationship with their children, will employ every safeguard to protect the well-being of those children.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to:

1. Protect each student's constitutional rights to personal privacy and protection from coercion.
2. Emphasize that schools are educational rather than penal institutions.
3. Resolve any doubts in the student's favor.

The administration retains the right of periodic locker inspection. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police-school liaison officer or a school employee designated by the district administrator or building principal. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters related to health and safety and may be regarded as "necessary or appropriate" purposes for inspection.

The principal or his/her delegate shall assign student lockers wherever they are available. The student has the privilege of using this equipment for storage of personal property. Students shall not leave valuable articles in the lockers or in their desks. The school will not be responsible for the loss of articles by students. (See Board Policy [445.1](#) and [445.1 Rule](#))

## 11. Locker Room Privacy

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. While using locker room facilities, individuals are to be respectful, responsible, and committed to consistently following the expectations established by the District.
3. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
4. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take other photo or video image of a person in the locker room.

Students and staff violating these expectations shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for ensuring that locker room expectations are followed.

## 12. Child Nutrition Programs / Meal Charge Policy

A "Free and Reduced Price School Meal" *notice and application* is provided to each parent/guardian at the beginning of the year. The notice includes information about the programs offered and eligibility requirements. Questions about the application or process may be directed to Renee Marzofka at 715-424-6705, option #2.

The District uses a computerized meal accounting system. Each student is issued a Personal Identification Number (PIN) that is assigned by the District. The computer system automatically recognizes any student eligible for free or reduced meals and records the transaction appropriately. Nothing on the computer screen indicates a student's pay status. If a student's account runs out of funds, he/she may receive additional meals as follows: elementary schools – up to 5 additional meals; middle school – up to 3 additional meals; junior high – up to 2 additional meals; Lincoln High – no additional meals or charging is allowed. If a deposit has not been made by the time the account reaches these limits, school meals may be discontinued until a payment is made.

Questions concerning District nutrition programs or the meal charge policy may be directed to your child's school, or to Elizabeth Severson, Director of Food Services at 715-424-6703 or [elizabeth.severson@wrps.net](mailto:elizabeth.severson@wrps.net).

### **13. Student Wellness Policy**

Wellness influences a child's development, health, well-being and potential for learning. [Board Policy 458](#) – Student Wellness Policy encourages all members of the school community to act as positive healthy role models and create an environment that supports lifelong healthy eating habits and regular physical activity. Parents can find the Board policy on the [www.wrps.org](http://www.wrps.org) webpage, or request a copy through their child's school office.

### **14. Elector Registration**

High School Only – The Lincoln High School and River Cities High School Principal will communicate elector registration information to students.

### **15. Disciplinary Procedures in the District**

Parents/guardians shall be made aware of student disciplinary procedures through use of student handbook/planners. (See Board Policies [411](#), and [443 through 450](#))

### **16. Use of Electronic Surveillance Technology on the School Bus**

The Wisconsin Rapids School District authorizes the use of surveillance cameras to record student conduct on school buses for the primary purpose of deterring discipline problems, vandalism, and/or other illegal activities. This will allow the driver to focus on driving the bus, and help to provide a safe and positive experience for students riding the bus.

Parent(s) guardian(s) shall be notified once a year via the school bus rules and regulations that surveillance technology may be used on the buses, and a sign shall be placed at the front of each bus indicating that surveillance technology may be used on the bus.

The Director of Business Services or his/her designee shall determine when and on which bus surveillance equipment shall be located. The manager of the bus company shall maintain a log to include the date, bus number, and bus driver's name. The decision to use surveillance equipment on a bus shall be made only when there is a need to do so. Bus drivers do not need to be informed which bus has surveillance equipment in operation. Individual drivers and principals may request that the surveillance equipment be placed on a specific bus on designated dates. Parent(s)/guardian(s) may contact the Director of Business Services or his/her designee and request that surveillance equipment be utilized on a specific bus; such requests shall be in writing and include a valid reason.

Only the Director of Business Services or his/her designee, bus company employees, principals, and superintendent or designee shall be authorized to view the video recording for the purpose of documenting a problem, and determining which students may be involved. Disciplinary action may be taken with students based on surveillance equipment documentation. Students may be disciplined based on the viewing of surveillance equipment recordings. Adult students and their parents(s)/guardian(s) of minor students, may view an isolated segment of the recording that documents the incident for which a student is being disciplined. The Director of Business Services or building principal(s) shall view the surveillance equipment recording with the adult student and/or parent(s)/guardian(s) and document the date and the names of all individuals viewing the recording.

The District reserves the right to introduce a surveillance equipment recording at any disciplinary hearing involving student misconduct or rule violations on the school bus, but only as permitted under applicable Wisconsin and federal law.

The surveillance equipment recordings shall not be available for viewing by the public in general, employees in general, or media. The principals or superintendent may authorize other individuals, such as the guidance counselor, school psychologist, social worker, or law enforcement to view segments of a specific surveillance equipment recording, if such individuals are working with the student observed on the recording due to a behavioral, emotional, or learning problem, and viewing the recording is beneficial in assisting the student and/or deterring criminal activity. A log shall be kept of the date and names of the individuals viewing the recording.

The following procedures apply to the viewing of surveillance equipment recordings by adult students and the parent(s)/guardian(s) of minor students when the recording provides a basis for student discipline:

1. Adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the recording along with a school administrator or authorized school staff member. Minor students cannot view the recording. Parents/guardians of adult students may be allowed to view the recording without the adult student's written consent if the adult student is a dependent of his/her parent/guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
2. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student's parent(s)/guardian(s) will be able to view the recording unless:
  - a. the recording can be edited or altered so as to render all other students unrecognizable, or;
  - b. written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.

If there are no reported incidents pertaining to the date a video was recorded, the media containing the video may be erased or reused after ten (10) student school days.

## **17. Early Admission Policy**

No child may be admitted to a five-year-old kindergarten unless he or she is five years old on or before September 1 in the year he or she proposes to enter school. No child may be admitted to the first grade unless he or she is six years old on or before September 1 in the year he or she proposes to enter school.

The following documents will be accepted as legal evidence of age: birth certificate, baptismal certificate, passport, immigration certificate. Each school principal shall be responsible for verifying each applicant's eligibility for initial entrance into kindergarten or first grade in accordance with state law and regulations.

Requests for early admission to kindergarten or first grade shall be submitted and evaluated as follows:

1. Parent(s)/guardian(s) who wish early admission for their students in kindergarten or first grade must make written application to the Director of Pupil Services, stating the reasons for the request, prior to May 1.
2. An evaluation of the child's potential for long-term advanced performance shall be conducted, and shall:
  - a. Consider the child's emotional stability, and social and mental maturity.
  - b. Be conducted by a certified school district psychologist in conjunction with other Pupil Services Department staff.
  - c. Be conducted at no cost to the parent(s)/guardian(s).
3. After the evaluation has been completed, a conference shall be held with the parent(s)/guardian(s) to consider the appropriateness of early admission.
4. Admission or exemption from the Wisconsin mandatory kindergarten completion requirement will be based on the following conditions:

- a. Kindergarten
  1. The child demonstrates the social, emotional, physical, and mental maturity normally expected for advanced performance in kindergarten and beyond.
- b. First Grade
  1. The child was admitted to and successfully completed kindergarten under (a) above; or
  2. The child successfully completed a program for five-year-old children which the school district deems equivalent to kindergarten; or
  3. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country, or territory in which completion of 5-year-old kindergarten is not a prerequisite to entering first grade; or
  4. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country, or territory in which completion of 5-year-old kindergarten is a prerequisite to entering first grade and the child was exempted from the requirement to complete 5-year-old kindergarten in the state, country, or territory from which the child moved.

The decision to grant early admission to kindergarten or first grade before the legal entrance age, and/or without completion of 5-year-old kindergarten, shall be made by the building principal.

If admission is denied under this policy, the child's parent(s)/guardian(s) may appeal to the Superintendent of Schools. The Superintendent shall meet with the child's parent(s)/guardian(s) to discuss the admission request, review relevant student data related to the request, and make a decision. The Superintendent's decision shall be final.

A child who is of compulsory attendance age (six years old), who has not completed five-year-old kindergarten, and who has not been granted an exemption to the mandatory kindergarten completion requirement, shall be placed in 5-year-old kindergarten in the District, or be expected to meet compulsory attendance requirements through other means authorized by state law.

The Wisconsin Rapids Public Schools does not discriminate in the methods, practices and materials used for evaluating students on the basis of gender, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental, sexual orientation or physical, mental, emotional or learning disability or handicap in its educational programs or activities.

To make application, parents may call the Pupil Services Department at 715-424-6724 or write to the Director of Pupil Services, 510 Peach Street, Wis. Rapids, WI by the May 1 deadline.

## **18. Bilingual-Bicultural Education Program**

The Wisconsin Rapids Public Schools (WRPS) has established a bilingual-bicultural English Language Learning (ELL) program to assist Limited English Proficiency (LEP) children to help them succeed academically within the school district. Children who are eligible typically come from families where a language other than English is spoken at home or from other countries via adoption or immigration. The ELL program provides:

1. Instruction in reading, writing, and speaking the English language, and
2. Through the use of the native language of the limited-English proficient pupil, instruction in the subjects necessary to permit the pupil to progress effectively through the educational system.

Students are identified for participation in the ELL program through the student's registration card, a Home Language Survey that indicates a language other than English is spoken at home, or a referral to ELL by school staff, parent, or guardian. Students referred for ELL are assessed by ELL certified teachers to determine if the student meets entrance criteria for the program. Written parent permission is required for admission into the ELL program. Referrals for ELL services may be made by contacting the Pupil Services Director at the WRPS Central Office at 715-424-6724.

## 19. Education of Homeless Children and Youth

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. The District's designated liaison for homeless children and youths may be reached at 715-424-6730, ext. 3174.

## 20. Title I Funds - Parents Right to Receive Teacher and Paraprofessional Qualification Information

Federal law requires that parents of each student attending any school receiving Title I funds may request and obtain information regarding the professional qualifications of their child's classroom teachers, including:

- ✓ Whether the student's teacher has met state qualification and 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 have been waived.
- ✓ Whether the student's teacher is teaching in the field of discipline of the certification of the teacher.

All teachers have at least a bachelor's degree in the Wisconsin Rapids Public Schools and many have advanced degrees. In addition, over 99% of the teachers in this district are fully licensed for their assignment. If you want to see the state qualification for your child's teacher, you may find it on the DPI Website at <http://tepd1.dpi.wi.gov/licensing/license-lookup-introduction>.

In addition, if the student is provided services by paraprofessionals, parents may request their qualifications. Parents may request teacher and/or paraprofessional qualification information through their building principal.

Programs supported by Title 1 funds must be designed and implemented in consultation with parents of the students being served. Parent and family engagement strategies will be coordinated and integrated with other local, state, and federal initiatives. Title 1 funded schools will send out information annually to parents concerning the District parent and family engagement policy. (See Board Policy [342.5](#))

## 21. Student Privacy/Surveys

The School Board respects the privacy rights of parents and their children. Parents/guardians will be notified about any activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- political affiliations or beliefs of students or their family;
- mental and psychological problems students or their family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or their parents; or
- income (other than that required by law to determine eligibility for program participation or financial assistance).

The building principal shall notify parents/guardians at the beginning of each year of the specific or approximate dates during the school year when such survey activities are scheduled involving their children. Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing any of the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional materials should be made to the building principal or his/her designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay. (See Board Policy [441](#).)

## **22. Annual Asbestos Notification**

As a result of the federal law AHERA (Asbestos Hazard Emergency Response Act) all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all parents, guardians and staff members, as well as organizations representing them, of activities and events with the asbestos containing building materials.

In 1988, all buildings owned, leased, or “under the control of” the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos located within its buildings, safely and responsibly.

Once every three years, certified inspectors must re-inspect remaining materials. In addition, a periodic surveillance of all known asbestos containing materials is completed every six months.

The School District has a list of the location(s) and type(s) of asbestos containing materials found in the building(s) and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review at the Buildings & Grounds office located at 2510 Industrial Street. Copies are also available for a fee. It is the goal of the District to be in full compliance with AHERA. It is our policy to maintain a safe and healthy environment for our students and our staff members. This shall be accomplished by strict enforcement of the policies regarding asbestos by the asbestos manager and the school officials.

The School District also requires that all new building materials introduced into the school district are free from asbestos. For all new buildings/additions, the architect responsible for the design certifies that to the best of their knowledge, no asbestos containing materials are used.

This program will remain in effect until all asbestos containing building materials have been removed from District facilities. Please direct any questions or concerns to the Buildings & Grounds office at 715-424-6718.

## **23. Indoor Environmental Quality Management Plan**

Wisconsin Rapids Public School buildings which are kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12(5) and 121.02(1)(i) and Wisconsin Administrative Code PI 8.01(2)(i), the District has taken appropriate steps to provide and maintain safe and healthful facilities.

As required in Wisconsin Statute 118.075(3) and (4), the District maintains indoor environmental quality (IE) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

The District has adopted an IEQ plan. Questions related to the program or to obtain a copy of the plan, please contact the Director of Buildings & Grounds at 715-424-6718.

## **24. Meningococcal Disease Information**

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.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor’s visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories.

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). The disease can be transmitted through close contact with an infected person by way of respiratory and/or oral secretions (for example, through sharing drink containers or kissing). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases

are among teenagers and college students. 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.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease.

To learn more about meningococcal disease or vaccine information, feel free to contact your school nurse or visit the following web sites:

- [www.cdc.gov](http://www.cdc.gov) – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- <http://www.dhs.wisconsin.gov/communicable/> – Wisconsin Department of Health Services communicable disease fact webpage.
- <http://ssp.wi.gov/files/ssp/pdf/mengcdcfact.pdf> - The Wisconsin Department of Public Instruction Fact Sheet for the community.
- <http://dhs.wi.gov/localhealth/> A list of local Wisconsin public health departments and contact information.
- American Academy of Family Physicians, [www.aafp.org](http://www.aafp.org)
- American Academy of Pediatrics, [www.aap.org](http://www.aap.org)
- Meningitis Foundation of America, [www.musa.org](http://www.musa.org)
- National Meningitis Association, [www.nmaus.org](http://www.nmaus.org)

## **25. Smoking and/or Use of Tobacco/Nicotine Products Prohibited**

Smoking and/or the use, possession, or transfer of a nicotine product, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS) products is prohibited on District property owned, rented by or under the control of the Board including buildings, grounds, and District vehicles.

Students in violation of this policy will be held to the Student Code of Conduct and/or expectations as outlined in Student Handbooks.

Students in violation of this policy who are participating in WIAA activities will be subject to disciplinary measures as per WIAA guidelines.

Violations shall be processed in accordance with State Statutes and established procedures at each building level.

- 26. School Accountability Report Cards:** Each public school in the state is required to provide a copy of the schools' accountability report that is published by the Wisconsin Department of Public Instruction (DPI) to parents/guardians. These reports are available on each school's website. Links are also available through the [www.wrps.org](http://www.wrps.org) webpage by clicking on the "Parents" tab or through the DPI website at <https://apps2.dpi.wi.gov/reportcards/>.
- 27. School Performance Report:** Each year, public school districts in Wisconsin are required to share student achievement data. Multiple measures of student learning are used to measure school performance and student achievement. Access to student achievement data compiled by the District and the Department of Public Instruction on assessments, attendance, discipline, graduate rates, truancy, drop-outs, retentions, academic course work and financial information may be found by visiting the Wisconsin District & School Performance Reports webpage at <https://apps2.dpi.wi.gov/sdpr/spr.action>. Links are also available through the [www.wrps.org](http://www.wrps.org) webpage by clicking on the "Parents" tab. If you do not have Web access, visit the local library, or contact the District administrative office at 715-424-6701 to request specific information or data you are interested in.
- 28. Student Assessments:** The State of Wisconsin Student Assessment System (WSAS) is a comprehensive statewide program designed to provide information about what students know and are able to do in core academic areas. In addition

to state assessments, Wisconsin Rapids Public Schools assesses all students in reading and math to ensure they are meeting grade level curriculum benchmarks. Information on both state and district annual assessments (*including the subject matter assessed, the purpose of the assessment, the source of the requirement for the assessment, and, when available, the assessment schedule and format for disseminating results*) are available through the [www.wrps.org](http://www.wrps.org) webpage by clicking on the “Parents” tab. Parents will also be notified of specific assessment information prior to each test administration via building newsletters and websites.

Parents may request information regarding state or local school district policy regarding student participation in any mandated assessments by contacting the Curriculum Department at 715-424-6721. Parents may opt their student out of a state or district assessment by submitting a written request to the building principal per Wis. Stats. 118.30(2)(b)3. This request may come at any time during the testing window. All students excused by parent opt-out are marked as “not tested” students in school and district reporting determinations.

**29. Education for Employment/Academic and Career Planning Services Program:** Education for Employment is integrated into the WRPS curriculum and includes career awareness at grades K-5, career exploration at grades 6-8, and career planning and preparation at grades 9-12. In addition, parents will receive multiple opportunities during each school year to participate in their student’s academic and career planning. More information regarding Education for Employment and Academic and Career Planning are available through the [www.wrps.org](http://www.wrps.org) webpage by clicking on the “Parents” tab. The WRPS Education for Employment Plan and Education for Employment annual review report are also available through the WRPS webpage. Questions may be directed to the Curriculum Department at 715-424-6721.

**30. Notice of Educational Options**

Educational options available to pupils include [public schools](#), [private schools](#), private schools participating in a [parental choice program](#), [charter schools](#), [Special Needs Scholarship Program](#), [home-based](#) private educational program, [virtual schools](#), full-time [open enrollment](#), [Youth Options](#), and [Course Options](#). More information is available at [www.wrps.org](http://www.wrps.org) by clicking on the “Parents” tab.

**31. Academic Standards**

The WRPS Board of Education annually adopts academic standards. A listing of these standards can be viewed on the [www.wrps.org](http://www.wrps.org) webpage under the “Parents” tab.

***Thank you for taking the time to read through this Annual  
Notice information!***