

NORTH LAKE SCHOOL DISTRICT ANNUAL NOTICES 2016-2017

Annual Notice of Special Education Referral and Evaluation Procedures

Upon request, the North Lake School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Liesl R. Ackley, Director of Special Education, North Lake School District, at 262-966-2033 or by writing her at P.O. Box 188, North Lake, WI 53064.

Federal Special Milk Program

The North Lake School District participates in the Federal Special Milk Program. In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, or disability. If you believe you have been discriminated against, contact the Secretary of Agriculture, 1400 Independence Avenue, S.W., Washington, DC 20250.

Homeless Children

The [McKinney-Vento Homeless Education Assistance Improvements Act](#) defines children and youth who are homeless (twenty-one years of age and younger) as:

1. Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters;
 - abandoned in hospitals; or
 - awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who qualify as homeless because they are living in circumstances described above.

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

1. There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
2. All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.

3. Enrollment and transportation rights, including transportation to the school of origin. "School of origin" is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
4. Written explanation of a child or youth's school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
5. Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

The local district staff person (liaison) for homeless children is Liesl R. Ackley, North Lake School District Superintendent. She can be reached at 262-966-2033 or acklie@northlakeschool.org. Please contact Liesl R. Ackley for additional information about homeless issues.

Human Growth and Development Instruction

School districts that offer human growth and development instruction are required by [Wisconsin statute 118.019\(3\)](#) of the state statutes to provide parents/guardians with the following information annually:

1. an outline of the human growth and development curriculum used at their child's grade level;
2. information about how they can inspect the complete curriculum and instructional materials;
3. an explanation that no student may be required to take instruction in human growth and development generally or in specified subjects within the program if the parent/guardian files a written request that the student be exempted; and
4. a statement that students exempted from human growth and development instruction will still receive instruction in the subjects under [Section 118.01\(2\)\(d\)](#) of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body), unless exempted, and of the state statutes (knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students).

Individuals with Disabilities in Education Act

[Individuals with Disabilities in Education Act](#) mandates that all children with possible exceptional education needs, birth through age 21, are located, identified, screened, and where necessary under [Individuals with Disabilities in Education Act](#), are referred for multi-disciplinary team evaluation and individualized programming. The State of Wisconsin and local school districts are attempting to locate all children who may be in need of exceptional education services. We are looking for:

1. Young children who may have difficulty sitting, walking, seeing or hearing.
2. School-age children who are not receiving educational services due to severe physical, emotional, mental, or learning problems.
3. Those young people to age 21 who have not graduated from high school and desire further exceptional education services.

If you are aware of any such child, please contact Liesl R. Ackley, North Lake School District Superintendent, at 262-966-2033.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records. Pupil records are defined in the pupil records notice set forth below.

Interrogations & Searches - Policy #6016 (Including School Lockers)

The right of inspection of students' school lockers or articles is inherent in the authority granted school boards and administrators. The School District provides a locker for the convenience of the students to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. 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, the building principal, a police/fire officer, other law enforcement officers, or other person(s) designated by the administration.

Any unauthorized item found may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified of items removed and retained from the locker.

Meningococcal Disease Information

According to [Section 118.07\(3\)](#) of the state statutes, each school district must provide the parents/guardians of students enrolled in grades 6 to 12 in the district with information about meningococcal disease, including: (a) the causes and symptoms of the disease, (b) how it is spread, and (c) how to obtain additional information about the disease and the availability, effectiveness, and risks of vaccinations against the disease.

Meningococcal disease, commonly known as bacterial meningitis, is a rare but potentially fatal infection that can occur among teenagers and college students. While meningococcal disease is rare and difficult to contract, it is very serious. There is now a vaccine that may help to prevent this infection.

Meningococcal bacteria can potentially be transmitted through close contact with an infected person through direct contact with respiratory and/or oral secretions from an infected person (for example, through sharing drinking containers or kissing). Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious, because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

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

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

For more information about meningococcal disease and immunization, please feel free to contact Becky Dorow, health room attendant, at 262-966-2033 ext. 118.

North Lake School District Annual Asbestos Notification 2016-2017

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 notify all parents, guardians and staff members, as well as organizations representing them, of activities and events with the asbestos containing building materials annually.

Asbestos has been used in many building materials due to its outstanding insulating and strengthening properties. When it is undisturbed or intact, it poses little hazard to human health. It is only when damage has or may occur that the quality of the school's management program becomes an issue.

In 1998, the North Lake School District was inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. The North Lake School District prepared, and the state approved, a comprehensive management plan for the asbestos.

Once every three years, certified inspectors must re-inspect remaining materials. In addition, every six months the rule requires a walk-through (called "surveillance") in any area containing asbestos.

Short-term workers including outside contractors such as telephone repair workers, electricians, etc., must be provided information regarding the location of asbestos. All short-term workers shall contact the lead maintenance person before commencing work.

The North Lake School District has a list of the location and type of asbestos containing materials found in the building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at twenty-five (25) cents per page.

Our goal is to be in full compliance with AHERA. It is our policy to maintain a safe and healthful 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 North Lake School District also requires that all new building materials introduced into the North Lake School District are free from asbestos. For all new buildings/additions, the architect responsible for the design will certify that no materials are used containing asbestos. If new buildings are acquired, they will also be inspected. For more information, contact Karl Ashenfelter, Director of Buildings & Grounds, (262) 966-2033, ext. 142.

Pupil Nondiscrimination - Policy #6026

The North Lake School District is committed to equal educational opportunity for all students in the district. It is the policy of the North Lake School District, pursuant to [Wisconsin Statute 118.13](#), and, [PI 9 Pupil Nondiscrimination](#) that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation of physical, mental, emotional, or learning disability, or a disability under Section 504 of the Rehabilitation Act of 1973 may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1973 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District 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. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District encourages informal resolution of discrimination complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's equal educational opportunities policy. It shall be the responsibility of the District Administrator to examine policies and develop new policies where needed to ensure that the North Lake School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s. 118.13, Wis. Stats., PI 9, Wis. Admin. Code, Title IX of the Educational Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the District's compliance with s. 118.13, Wis. Stats. is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

Any questions concerning this policy, or policy compliance, should be directed to Mrs. Liesl R. Ackley, North Lake School District Superintendent. This policy applies to all school operations, including school-sponsored programs and activities.

Pupil Records and Directory Data

The records of North Lake School District students shall be maintained in the interest of the student to assist the school in providing appropriate educational experiences. The Board recognizes the need for confidentiality of pupil records. Therefore, the District shall maintain the confidentiality of pupil records at collection, storage, disclosure, and destruction. Pupil records shall be available for inspection or release only with proper notification, or prior written approval of the parent/legal guardian, except in situations where legal requirements specify release of records without such notification or prior approval.

The District Administrator shall have primary responsibility for the collection, maintenance, and dissemination of pupil records in accordance with State and federal laws and established procedures. All persons collecting or using pupil records shall be trained in confidentiality policies and procedures.

For purposes of Board policy and its implementing guidelines, pupil records will include data kept in any form regarding students. Confidentiality provisions shall apply to information maintained in record form and oral exchanges regarding the contents of such record information.

Pupil records include: (1) student progress records – courses taken, grades, immunization records, extracurricular activities and attendance; and, (2) student behavioral records – 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, physical health records other than immunization records, law enforcement agency records obtained by the District and any other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. The District has also adopted a student records policy and procedures. This notice is subject to state and federal laws and the District's policy and procedures. Accordingly, the following shall apply in the District:

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such requests without unnecessary delay. Copies of the District's student records procedures are available upon request at the School District Office. Regular office hours are 7:00am to 3:00pm Monday through Friday.
2. An adult student, or the parent(s) or guardian of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a law enforcement officer(s) who is individually designated by the School Board and assigned to the District; a person 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 School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person 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 responsibility.

The District also, upon request, forwards a student's records to another school without consent in accordance with state law for purposes related to the student's enrollment or transfer. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

As per State Statute 118.125(2)(j) [Wisconsin Statute 118.125\(2\)\(j\)](#), certain personally identifiable information contained in a student's record is directory data and may be disclosed without prior written consent (please see Board Policy #6025). Directory data includes: *student's name, parent(s) name(s), address, telephone number, student's date of birth, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, name of school previously attended, student's dates of attendance, and student's photograph*. As per local policy, parents' names, addresses and phone numbers may be disclosed in addition to the above list, with the major intent of this addition to enable the continuation of the annual North Lake Family Directory.

Please note: From the date of notifying parents of the policy, parents have 14 days to inform the school that all, or any part of the directory data listed above, may not be released without their prior consent. Parent requests to withhold directory data must be in writing. At the end of the 14 day period, each student's records will be appropriately marked to indicate the items which the District Administrator will not release based on parent/guardian requests in writing. The designation will remain in effect until it is modified by the written direction of the student's parent or legal guardian. A parent must inform the district at the beginning of each school year of this request.

School Performance Data on WISEdash

In accordance with [Wisconsin Statute 115.38\(2\)](#), detailed district information about test results, attendance, and more can be accessed on the DPI WISEdash Public Portal site:
<http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp>.

Student Attendance – Policy #6002

Wisconsin State Statutes ([Wisconsin Statute 118.15](#) and [Wisconsin Statute 118.16](#)) require school attendance of a child ages six to eighteen unless he/she is excused, has graduated, or is enrolled in any alternative education program. The law further requires that any person having the control of a child ages six to eighteen shall require the child to attend school regularly during the full period and hours that school is in session.

All students are required to attend all classes each day that school is in session unless an excuse is given in writing or by phone by the parent or guardian. These excuses shall be determined to be acceptable or unacceptable by school authorities. Examples of acceptable excuses are emergency, illness, death in the family, quarantine, religious services, or court appearances. Doctor's excuses for illness may be required if the number of days absent due to illness become excessive. Family trips should be pre-approved by the administration with provisions to insure the educational process is not unduly interrupted. Excuses not included in these must have the approval of the district administrator/designee or shall be counted as an unexcused absence.

If a child is absent without an acceptable excuse for part or all of five (5) or more days or parts of days on which school is held during a semester, he/she shall be determined to be habitually truant. The School District shall then take such steps to end the truancy as are necessary according to the law. In addition, the District is hereby notifying you pursuant to Wisconsin State Statute 118.15(1)(f) of the following:

1. you have a right to request the school board to provide your enrolled child with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes, and
2. a copy of the decision-making process to be used in responding to such requests under [Wisconsin Statute 118.15\(d\), \(dm\) and \(e\)](#).

Student Bullying – Policy #6033

[Wisconsin Statute 118.46](#) of the state statutes requires the Board to distribute the district's policy prohibiting bullying to all students enrolled in the school district and to their parents and guardians annually. The District's policy on student bullying is found located in Board Policy #6033. The policy is also available to any person who requests it.

The District is committed to providing a safe, supportive and respectful school environment for all students and strictly enforces a prohibition against bullying. Bullying behavior interferes with student learning and has a detrimental effect on the personal health and well-being of students, and will not be tolerated in the District.

Bullying of students is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, and through the use of digital technologies. "Bullying" is defined as deliberate or persistent behavior, using words or actions that is intended to cause fear, physical harm or psychological distress on a student and has the effect of doing any of the following:

1. substantially interfering with a student's education or school performance;
2. creating an intimidating or fearful environment in a school setting for a student or group of students; or
3. substantially disrupting the orderly operation of the school.

All District staff must be alert to and aware of the signs of bullying and intervene promptly and firmly against it.

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to the building principal or a school guidance counselor. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

Students found to be in violation of this policy shall be subject to disciplinary action ranging from positive behavioral interventions and supports up to and including suspension or expulsion from school. Referrals may also be made to law enforcement officials. When determining the appropriate consequences and remedial action, the building principal shall consider the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, and the context in which the alleged bullying incident(s) occurred.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to and including discharge. Employee disciplinary action shall be consistent with provisions of any applicable employee collective bargaining agreement.

The building principal shall inform staff, students and parents and guardians of this policy annually. In addition, the building principal shall provide annual training to staff members on the recognition and prevention of bullying and their roles and responsibilities under this policy.

Student Privacy

Federal law [20 U.S.C. § 1232(h) [Pupil Rights Amendment](#)] requires the North Lake School District to notify parents and obtain written consent before your child participates in any survey (including an evaluation) funded in whole or in part by the U.S. Department of Education that reveals information concerning any of the following:

1. political affiliations or beliefs of the student or the student's parent or guardian;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom students have close family relationships;
6. legally recognized privileged or analogous relationships such as those with lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent or guardian; or
8. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Title I

Parents may request the following information about their child's teachers or paraprofessionals in their children's classroom:

1. The grade level and subject the teacher is certified to teach
2. The type of license the teacher holds (i.e., emergency, provisional, or regular license)
3. The undergraduate and/or graduate degree of the teacher

Parents of students at our school receiving Title I funds will also receive:

1. A notification if their child has been taught for 20 consecutive days or more by a teacher who does not meet the Requirements of being "highly qualified."
2. The achievement level of their child after the state academic assessments are available

Finally, parents can view North Lake School's report card, the parent involvement policy, and required state and district assessments at www.northlakeschool.org. Please contact Mrs. Liesl R. Ackley, Superintendent, at acklie@northlakeschool.org with any questions.