

STUDENT NONDISCRIMINATION

It is the policy of the School District of Rhinelander that no person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. In addition, reasonable accommodations will be provided for participation or attendance at school district programs and activities, when necessary, to assure full accessibility. The district also will provide reasonable accommodations of student's sincerely held religious beliefs with regard to examinations and other academic requirements. (Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and Wisconsin Statute 118.13 Student Nondiscrimination)

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations or violations of the policy in the School District of Rhinelander. Any questions concerning the district's student nondiscrimination policy and grievance procedure, or requests for information on reasonable accommodations, services, activities, and facilities that are accessible to individuals with impairments, should be directed to:

Maggie Peterson (715-365-9752)
Director of Special Education/Pupil Services
School District of Rhinelander
665 Coolidge Avenue, Suite B
Rhinelander, Wisconsin 54501

NOTICE OF CHILD FIND ACTIVITY; CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION

The School District of Rhinelander is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed. 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 student record.

STUDENT RECORDS

Student 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** student records.

The school district maintains several classes of student records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and

records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the student's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other student records that are not "progress records". Law enforcement officers' records are maintained separately from other student records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when student records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.

- "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, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any student record relating to a student's physical health that is not a student physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any student record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal

will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the School District of Rhinelander to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the

part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- **The rights to consent to disclosures of personally identifiable information in the student's education records, except to the extent those federal and state laws authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

STUDENT PHOTO AND VIDEO POLICY

Throughout the school year, there may be many opportunities for children to be photographed or videotaped and used in a variety of media and communication. If parents or guardians do not want their children to be photographed or videotaped, they must notify the school in writing.

NOTICE TO PARENTS AND INDIVIDUALS REQUIRED TO MAKE REFERRALS

Upon request, the School District of Rhinelander 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 Maggie Peterson - Director of Special Education/Pupil Services, School District of Rhinelander at 715-365-9752 or by writing her at 665 Coolidge Avenue, Suite B, Rhinelander, WI, 54501.

SPECIAL NEEDS SCHOLARSHIP PROGRAM

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the "Special Needs Scholarship Program." Under this scholarship program, a child with a disability may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend a private school that is

participating in the scholarship program. Students who apply for and receive a scholarship may first attend an eligible private school under the program beginning in the 2016--17 school year.

A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI. However, the following are some of the initial eligibility requirements that a child must meet in order to receive a program scholarship that covers attendance at an eligible private school beginning in the 2016--17 school year:

1. The child, or the child's parent or guardian on behalf of the child, must have submitted the required application for a program scholarship to the eligible private school that the child will attend.
2. An individualized education program, or a services plan as defined under 34 C.F.R. §300.37 of the federal special education regulations, must have been completed for the child.
3. The child must have applied to attend a public school in one or more nonresident school districts under the state's full time open enrollment program (see section 118.51 of the statutes) for either the 2011--12, 2012--13, 2013--14, 2014--15, or 2015--16 school year, and all of the open enrollment application(s) submitted for any of those school years must have been denied for one of several specified reasons (including having the DPI affirm the denials if the parent or guardian submitted an appeal).
4. The child must have attended a public school in Wisconsin for the 2015--16 school year.

The initial eligibility requirements that a child must meet in order to receive a program scholarship that covers attendance at an eligible private school beginning in the 2017-18 school year (or beginning in any later school year) are different from the requirements listed above. Additional information about the Special Needs Scholarship Program should be available on the website of the Wisconsin Department of Public Instruction at <http://dpi.wi.gov/>

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

The School District of Rhinelander provides services that support students who are learning the English language. The parents/guardians of English Language Learner students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP
- Child’s academic achievement level and level of English proficiency (including method of measurement)
- The methods used for language instruction
- How the language program will meet the child’s instructional needs
- How the program will help the child to learn English and meet the academic standards for promotion or graduation
- The exit requirements for the language program
- An explanation of parental rights, including the parent’s right to enroll or remove a child from the language instruction program

(ESEA, Wis. Stats. § 115.96(2), and Board Policy 2260.02)

For more information, contact:

Mary Rudis (715-365-9700)
 School Social Worker
 School District of Rhinelander
 665 Coolidge Avenue, Suite B
 Rhinelander, Wisconsin 54501

STUDENT IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, hepatitis B and varicella (chickenpox). Students in Kindergarten through grade 12 are to be immunized according to the requirements for their age or grade level by the beginning of the school year.

The required schedule is as follows:

AGE/GRADE NUMBER OF DOSES

2 yrs thru 4 yrs	4 DTP/DTaP/DT2 3 Polio 3 Hep B 1 MMR5 1 Var6
Grades K thru 5	4 DTP/DTaP/DT/Td1,2 4 Polio4 3 Hep B 2 MMR5 2 Var 6
Grade 6 thru 12	4 DTP/DTaP/DT/Td2 1 Tdap3 4 Polio4 3 Hep B 2 MMR5 2 Var6

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or

5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for all students Pre K through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).

6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Students must present written evidence of completed basic and booster immunizations including the month, day and year the immunization was obtained. Students who are not fully immunized upon admittance to school must receive at least one dose of each vaccine required for their age and/or grade level within 30 days of admission. The second dose of DTPDT and Polio vaccines must be received within 90 school days of admission. Within 30 school days of admission the following year, the students must

have received their second dose of MMR and their third dose (and fourth doses if required for their age/grade) of DTPDT and polio vaccines.

Noncompliance with the immunization requirements could result in denial of school attendance, court action and/or a penalty. Exemptions to the requirements may be obtained for medical, religious or personal conviction reasons. The medical waiver must be signed by a physician. Religious and personal conviction waivers must be signed by a parent, legal guardian or the adult student. Students who do not have the required immunizations may be excluded from school if an outbreak of one of these diseases occurs.

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 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. The school nurse suggests you contact your child's health care provider to help you decide if your child should receive this vaccination.

For more information about meningococcal disease and immunization, please feel free to contact the school nurse at 715-365-9235 or visit the following websites to learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

www.cdc.gov – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.

http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_05041.pdf - The Wisconsin Department of Health and Family Services communicable disease fact sheet.

SCHOOL ATTENDANCE

In accordance with Wisconsin Statute 118.15, the School District of Rhinelander enforces the law that all children between five (5) (if the child is enrolled in a five year old program), and six (6)

and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse or graduate. SDR Board Policy 5200.

Any student who has reached the age of sixteen (16) must be excused from school attendance by the school board provided:

- a) The student has requested permission to withdraw;
- b) The school has received written approval of the student's parent(s) or guardian(s) agreement, in writing, that the student will pursue further education in accordance with state law requirements;
- c) The student and his/her parent(s) or guardian(s) agree, in writing, that the student will pursue further education in accordance with state law requirements;
- d) The written agreement is approved by the school board and administration; and
- e) The student complies with the written agreement. If the agreement is suspended due to non-compliance, the student will be expected to resume attendance at school on a regular basis in accordance with state law and Board policy or be subject to forfeiture for truancy.

The compulsory attendance law does not apply to any student excused by the school board in accordance with the school board's written attendance policy under s. 119.16 (4) and with the written approval of the student(s) or guardian(s). The student's truancy, discipline or school achievement problems or special education needs may not be used as the reason for an excuse under

this provision. The excuse shall be in writing and shall state the time period for which it is effective not 10 extend beyond the end of the current school year.

Any parent(s), or the student if the parent(s) is notified, may request the School District of Rhinelander Board of Education to provide the student with programs or curriculum modification in an attempt to prevent the child from withdrawing from school.

No school board, school board member, individual education program team under s. 115.80, or person employed by a school board or cooperative education service agency may in any manner compel a school age parent to withdraw from the regular educational program. Students participating in a School District of Rhinelander homebound, hospital or neutral site program will be counted as present for the duration of the time they are receiving educational services through the respective program.

HOMELESS CHILDREN AND YOUTH

Homeless children and youth 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 will not be required to attend a separate school or program for homeless children and will not be stigmatized by school personnel. For information or services, please contact:

Mary Rudis (715-365-9700)
School Social Worker
School District of Rhinelander
665 Coolidge Avenue, Suite B
Rhinelander, Wisconsin 54501

ACCOMMODATING A STUDENT'S RELIGIOUS BELIEFS

The School District of Rhinelander Board of Education recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs.

Parents/Guardians may make requests regarding the above to the building principal. All requests shall be judged individually, based upon state and federal guidelines. The principal shall inform the parents/guardians in writing of his/her decision in a timely manner. If a parent/guardian is not satisfied with the building principal's decision, he/she may appeal to the district Administrator and, if necessary, to the school board. Appeals beyond the school board may be made to the State Superintendent of Public Instruction in accordance with provisions of state law.

Accommodations made under this policy shall be provided to students without prejudicial effect. Please reference Policy 2260, Equal Educational Opportunities.

ASBESTOS MANAGEMENT PLAN

Please be advised that a certified asbestos inspector has completed the required three year major re-inspection of all known Asbestos Containing Building Materials within all SDR buildings. This inspector assessed the condition and verified the location of all remaining Asbestos Containing Building Materials (ACBM). An inspection will be done every six months as required between now and the next major three year inspection.

In accordance with the Asbestos Hazardous Emergency Response Act (AHERA) and 40 CFR 763-86 and 763-87, the School District of

Rhinelander has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and time table for their proper management.

A copy of the Asbestos Management Plan is available for public review in each school office and in the Central Administration Office at 665 Coolidge Avenue, Suite B. Copies are available at 25 cents per page. Questions related to the plan should be directed to Mark C. Hegstrom, designated Asbestos Program Manager under contract with MacNeil Environmental, Inc., Burnsville, Minnesota, at 800-232-5209, extension 241. The designated person has to ensure the following actions are performed:

- Inspections, re-inspections, and periodic surveillance's are conducted;
- Management plans are developed and implemented;
- Response actions are developed and implemented (including operation and maintenance);
- Custodial and maintenance personnel are trained;
- Short term workers are given information where asbestos containing building materials are located;
- Warning labels are posted;
- Provide management plan and all other asbestos information to the public;
- Three-year (3) inspections are completed.

RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are fully informed about the instructional materials, resources, and services students choose to use

at the District's libraries or Library Media Centers. Parents or guardians of a student under the age of sixteen (16) have the right to review, upon request, Library Media Center records relating to the use of the library's instructional material center's documents or other materials, resources, or services by the student.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent of Schools for consideration, according to the procedure in Policy 9130.

COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's student non-discrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent/guardian or resident of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district Administrator.
2. The district Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district Administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 30 days after receiving the complaint, the district Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the

findings and the resolution of the case to the grievant.

3. If the grievant is dissatisfied with the decision of the district Administrator, he/she may appeal the decision in writing to the School Board. The School Board shall hear the appeal at its next regular meeting or a special meeting called for the purpose of hearing the appeal. The School Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district Administrator.
4. If the grievant is dissatisfied with the School Board's decision, he/she may, within 30 days, appeal the decision in writing to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of Free Appropriate Public Education (FAPE) of a child with special educational needs shall be processed in accordance with established appeal procedures.
6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

PEST MANAGEMENT NOTIFICATION

An Integrated Pest Management Notification (IPM) approach for controlling insects, rodents, and weeds is used in the School District of Rhinelander. The IPM approach focuses on making school building and grounds an unfavorable habitat for pests by removing food (and water sources) and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect

any pests that are present. The pest monitoring team consists of our building maintenance custodial, office, and teaching staff, and includes our students. Pest sightings are reported to our coordinator, Jeff Zdroik, at 715-365-9546 who evaluates the "pest problem" and determines the appropriate pest management techniques to use to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

We only use chemicals (pesticides) when necessary to eliminate a pest problem. The district will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. These areas will be secured against access as necessary for the period specified and taking into account all precautions found on the pesticide product label. We will provide notice of specific pesticide use to any school staff, student or parent who requests this notification. You can request this notification by contacting, Jeff Zdroik at 715-365-9546 and provide your name, address and daytime phone number. You can make this request at any time during the school year. We will try to provide anyone on our Pesticide Notification list with notice of any use of any chemicals used to control insects, rodents, or weeds made between the time they have joined the list and the end of the school year. We will provide notice either in writing or by phone at least 24 hours prior to the application, if possible. Notice of pesticide applications made to control emergency pest problems will be provided as soon as possible after the application

FIRST GRADE ENTRANCE REQUIREMENT

Beginning in 2011-12, Wisconsin Act 41 prohibits a school board from allowing a child to enter first grade unless the child has completed 5-year-old kindergarten or has received an exemption.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

Parents/guardians will be provided with a copy of the outline for the human growth and development curriculum used at their child's grade level. Inspection of the complete curriculum and instructional materials are available by contacting the Director of Curriculum and Instruction at 665 Coolidge Avenue, Suite B, Rhinelander, WI 54501 or calling 715-365-9700.

STUDENT ASSESSMENT INFORMATION

Parents may request information regarding any state and local district policy regarding student participation in assessments mandated by law and by the District. The District will provide the information in a timely manner related to policy, procedure, and the parental right to opt their child out of mandated assessments. Parents may also request information on assessments mandated by the District including:

- The subject matter assessed
- The purpose for which the assessment is designed and used.
- The source of the requirement of the assessment.
- The amount of time students will spend taking the assessment, the schedule for the assessment, and the time and format for disseminating results, where applicable.

For more information, contact Theresa Maney, Director of Instruction, at (715) 365-9700.

SEARCH AND SEIZURE

Board Policy 5771 specifies that the school board retains ownership and possesses control of all student lockers and subject to search as outlined.

STUDENT SURVEYS AND QUESTIONNAIRES

Board of Education Policies 5700 and 2416 outline procedures related to obtaining information from students through a survey, questionnaire or evaluation type instrument. These instruments must be approved by the Superintendent. The student's parent/guardian will be notified in advance of their student's participation in a survey or questionnaire.

STUDENT BULLYING

Board Policy 5517.01 prohibits bullying and other forms of aggressive behavior. Any student that believes s/he has been or is a victim should immediately report the situation to a teacher, counselor, principal or other administrator. Bullying can include, but is not limited to: physical, verbal, psychological, or cyber-type behavior with hostile or malicious intent to willfully and repeatedly exercise power or control over another person.

OTHER BOARD POLICIES

Anyone wishing to receive a copy of any School District of Rhinelander Board Policy may do so by contacting the Superintendent's office at 665 Coolidge Avenue, Suite B, Rhinelander, WI 54501, calling 715-365-9700, or by accessing the district website at www.rhinelanderk12.wi.us and clicking on the School Board link, and selecting the District Policies link.

LEGAL REF:

Wisconsin Statutes, Section 118.13
Wisconsin Administration Code, PI 9
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
Under Wisconsin Statutes Section 118.15 (1) (b)

ELECTOR REGISTRATION INFORMATION -

Each school board is required by section 6.28(2)(6) of the state statutes to assure that the principal of every high school communicates elector registration information to students.

**PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS,
SPECIAL MILK PROGRAM**

RELEASE STATEMENT

The School District of Rhinelander today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals or free milk if a split-session student does not have access to the school lunch or breakfast service.

**FAMILY SIZE INCOME SCALE
For Determining Eligibility for Free and Reduced Price Meals or Milk**

Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$15,444	\$ 15,444.01 and \$21,978	\$ 1,287	\$ 1,287.01 and \$1,832
2	20,826	20,826.01 and 29,637	1,736	1,736.01 and 2,470
3	26,208	26,208.01 and 37,296	2,184	2,184.01 and 3,108
4	31,590	31,590.01 and 44,955	2,633	2,633.01 and 3,747
5	36,972	36,972.01 and 52,614	3,081	3,081.01 and 4,385
6	42,354	42,354.01 and 60,273	3,530	3,530.01 and 5,023
7	47,749	47,749.01 and 67,951	3,980	3,980.01 and 5,663
8	53,157	53,157.01 and 75,647	4,430	4,430.01 and 6,304
For each additional household member, add	+ 5,408	+ 5,408 and +7,696	+ 451	+ 451 and + 642

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals for children in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare, FDPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal policy, Patricia Karaba, Food Service Director will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: *Kelli Jacobi, 665 Coolidge Ave., Suite B, Rhinelander, WI 54501, 715-365-9700, jacobkel@rhinelander.k12.wi.us*.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Any questions regarding the application should be directed to the determining official.