

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 school 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, when necessary, the school district will provide reasonable accommodations for a student's participation in or attendance at programs and activities to assure full accessibility. The school district will also provide reasonable accommodations of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

ANTI-HARASSMENT STATEMENT

The school district is committed to providing a safe, positive, and nurturing educational environment for all of its students, and encourages the promotion of positive interpersonal relationships between members of the school community. The Board of Education does not tolerate any harassment of students, including harassment based on race or sex. This prohibition includes physical, verbal, graphic and/or written harassment, as well as gestures, comments, threats, or actions which cause, or threaten to cause, bodily harm or personal degradation. Harassing behavior toward any student, whether by other students, staff, or third parties, is strictly prohibited.

Anti-harassment applies to all school district activities, including activities on school property or while traveling to or from school, and those occurring off school property if the student or

employee is at any school-sponsored, school-approved, or school-related activity or function (i.e. field trips or athletic events where students are under the school's control or engagement of an employee in school business).

REPORTING HARASSMENT/BULLYING

Any parent or student who believes he/she has been subjected to harassment/bullying based on race or sex is encouraged to report the incident(s). This report may be in oral, electronic or written form. The school district is committed to conduct a prompt investigation. Such investigation will be completed with ten (10) school days of the report(s), and notice will be provided to the complainant(s) within fifteen (15) school days.

Incidents of harassment/bullying may be reported to the building administrator at a student's school of attendance

- Gayle Daniel, Crescent Elementary School Principal - 715-365-9120
daniegay@rhinelander.k12.wi.us
- Martha Knudtson, Pelican Elementary School Principal - 715-365-9160
knutsmar@rhinelander.k12.wi.us
- Alex Bontz, Northwoods Community Elementary School Principal
715-282-8200
bontzale@rhinelander.k12.wi.us
- Paul Johnson, Central Intermediate School Principal - 715-365-9616
johnspau@rhinelander.k12.wi.us
- Richard Gretzinger, James Williams Middle School Principal - 715-365-9220
gretzric@rhinelander.k12.wi.us

- David Ditzler, Rhinelander High School Principal - 715-365-9500
ditzldav@rhinelander.k12.wi.us
- Building Teachers;
- Pupil Services Office Staff (including school counselors, school psychologists, school nurses, and school social workers) 715-365-9700, ext. 5752
- Brian Paulson, Activities Director
715-365-9500
paulsbri@rhinelander.k12.wi.us
- Police Liaison Officer;
- Maggie Peterson, Director of Pupil Services and Special Education
715-365-9700
petermag@rhinelander.k12.wi.us
- Kelli Jacobi, Superintendent of Schools
715-365-9700
jacobkel@rhinelander.k12.wi.us

DISCIPLINE AND RETALIATION

Students or staff found to have engaged in acts of harassment/bullying, including those based on race or sex, will be promptly disciplined. Such discipline may include:

- Students: Suspension or Expulsion (if circumstances warrant)
- Employees: Termination (if circumstances warrant)

Students or staff members who retaliate against those individuals who make a report of harassment/bullying will be promptly disciplined.

(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)

COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the school 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 school 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 Superintendent.
2. The Superintendent, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction, and will review the facts comprising the alleged discrimination with the building principal, or other appropriate persons. Within thirty (30) days after receiving the complaint, the Superintendent shall decide the merits of the case, determine the action to be taken, if any, and prepare a written report of the findings and resolution of the case for the grievant.
3. If the grievant is dissatisfied with the decision of the Superintendent, he/she may submit a written appeal to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting called for the purpose of hearing the appeal. Within fifteen (15) days

after hearing the appeal, the Board shall provide a written decision, by mail or hand-delivery, to the grievant and the Superintendent.

4. If the grievant is dissatisfied with the Board's decision, within thirty (30) days of receipt of the decision, he/she may 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.

The school district has a formal complaint resolution procedure to address allegations or violations of its nondiscrimination policy. Any questions concerning the school district's nondiscrimination policy and grievance procedures, 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 is required to locate, identify, and evaluate all children with disabilities, including children who are homeless or who have disabilities and are attending private schools in the school district. The process of locating, identifying, and evaluating children with disabilities is known as 'Child Find'. The notice informs parents of the records that 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 that may be 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 a child's academic performance, behavior, and health. This information is used to determine whether a child needs special education services. Personally identifiable information directly related to a child and maintained by a child's school is considered 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, as well as records available only to persons involved in the psychological treatment of a student are **not** considered student records.

The school district maintains several classes of student records.

- "Progress records" include grades, courses a student has taken, as well as a student'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 a student ceases to be enrolled.

- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to a 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 a student 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 a student's parents, the school district destroys information that is no longer needed.
- "Directory data" includes a 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.

- Student physical health records" include basic health information about a student, including a student's immunization records, an emergency medical card, a log of first aid and medicine administered to a 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 (i.e. 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's physical health record is treated as a patient health care record under Wisconsin Statutes Sections 146.81 to 146.84. Any student record concerning HIV (human immune-deficiency virus) testing is treated as provided under Wisconsin Statutes Section 252.15.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Wisconsin Statutes Section 118.125, 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 forty-five (45) days of receipt of the request.** Parents or eligible students should submit to the building 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 (IEP), or any due process hearing; and in no case more than forty-five (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 school 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 a student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school district decides not to amend the record, the parent or eligible student will be notified of the decision, as well as 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 right to consent to disclosures of personally identifiable information in a student's education records, except to the extent those federal and state laws authorize disclosure without consent.** (*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 school 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 school district has contracted to perform a special task (i.e. an attorney or auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee (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 school district discloses education records without consent to officials of another school district in

which a student seeks or intends to enroll. Also, the school district discloses "directory data" without consent, unless the parent notifies the school 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 school district to comply with the requirements of FERPA (Family Educational Rights and Privacy Act).** 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 sources. 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 is required to evaluate a child for eligibility of special education services. A request for evaluation is known as a referral. When the school district receives a referral, it 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 school 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 a 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 has a disability, may also make a referral, to the school district in which the child resides. A referral of a homeless child may be made. Referrals must be in writing and include the reason why the person believes a child has a disability. A referral may be made by contacting Maggie Peterson, Director of Special Education and 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), which 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 Department of Public

Instruction (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 a 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 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.
5. 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 Wisconsin Department of Public Instruction's website at <http://dpi.wi.gov>

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

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

- Placement and reason why their child was identified as LEP (Limited English Proficient)
- 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, English Language Proficiency)

For more information about programs for English language learners, contact:

Mary Rudis
 School District of Rhinelander
 665 Coolidge Avenue, Suite B
 Rhinelander, Wisconsin 54501
 (715-365-9700)
rudismar@rhinelander.k12.wi.us

STUDENT IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases within thirty (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 Kgn 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: A child must have received one (1) dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note:

A dose four (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 (4) doses are required. However, if a child received the 3rd dose after the 4th birthday, further doses are not required. (Note: A dose four (4) days or less before the 4th birthday is also acceptable)
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If a child received a dose of a tetanus-containing vaccine, such as Td, within five (5) years of entering the grade in which Tdap is required, the child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four (4) doses are required. However, if a child received the 3rd dose after the 4th birthday, further doses are not required. (Note: A dose four (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 four (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 (1) dose of each vaccine

required for their age and/or grade level within thirty (30) days of admission. The second dose of DTPDT and Polio vaccines must be received within ninety (90) school days of admission. Within thirty (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 (i.e. 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 thirty percent (30%) 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 forty-eight (48) hours of initial symptoms. Up to eighty-three percent (83%) 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 district's nurse at 715-365-9235 or visit the following websites to learn more about meningococcal disease, vaccine information, and public health resources:

- 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 the ages of five (5) (if the child is enrolled in a five-year-old program) and six (6) and eighteen (18) 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. *(Please reference school district Policy 5200, Attendance.)*

Any student who has reached the age of sixteen (16) must be excused from school attendance by the 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 requirement
- d. The written agreement is approved by the 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 Board in accordance with its 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 to extend beyond the end of the current school year.

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

Students participating in the school district's 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.

(No school board, school board member, individual education program team under Wisconsin Statute 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.)

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 school 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 district personnel. For information or services, please contact:

Mary Rudis
School Social Worker
School District of Rhinelander
665 Coolidge Avenue, Suite B
Rhinelander, Wisconsin 54501
(715-365-9700)
rudismar@rhinelander.k12.wi.us

ACCOMMODATING A STUDENT'S RELIGIOUS BELIEFS

The Board 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 sincerely held religious beliefs 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 and in a timely manner of his/her decision. If a parent/guardian is not satisfied with the building principal's decision, he/she may appeal to the Superintendent and, if necessary, to the Board. Appeals beyond the Board may be made to the State Superintendent of Public Instruction in accordance with provisions of state law.

Accommodations made shall be provided to students without prejudicial effect. *(Please reference school district Policy 2260, Equal Educational Opportunities.)*

ASBESTOS MANAGEMENT PLAN

A certified asbestos inspector has completed the required three year major re-inspection of all known Asbestos Containing Building Materials within all school district facilities. 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 (Code of Federal Regulations) 763-86 and 763-87, the school district has a list of the location(s), type(s) of asbestos-containing materials found in each school building, and a description and time table for proper asbestos management.

A copy of the Asbestos Management Plan is available for public review in each school office and in the Administration Center, which is located at 665 Coolidge Avenue, Suite B (upper level), Rhinelander, WI 54501. Copies of the plan are available at 25 cents for the first page and 10 cents for each page thereafter. Questions related to the plan should be directed to Kelly Marinoff, designated Asbestos Program Manager under contract with MacNeil Environmental, Inc., Burnsville, Minnesota, 1-800-232-5209, extension 241. The designated person must 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;

- Plan and all other asbestos information is provided 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 and is committed to ensuring that parents are fully informed about the instructional materials, resources, and services students choose to use at the school district's libraries or Library Media Centers. Upon request, parents or guardians of a student under the age of sixteen (16) have the right to review 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. (*Refer to Policy 9130, Public Complaints/Concerns.*)

PEST MANAGEMENT NOTIFICATION

An Integrated Pest Management (IPM) notification approach for controlling insects, rodents, and weeds is used in the school district. 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. The school district accomplishes this through routine cleaning and maintenance, and routinely monitors the school building and grounds to detect any pests that are present. The pest monitoring team consists of the building maintenance, custodial, office, and teaching staff, including students. Pest sightings are reported to Jeff Zdroik, Supervisor of Plant Operation, (715-365-9500,

ext. 8128) who evaluates the "pest problem" and determines the appropriate pest management techniques to use for addressing pest issues. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

The school district only uses chemicals (pesticides) when necessary to eliminate a pest problem, and will use the least toxic products whenever possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. As necessary, these areas will be secured against access for the period specified, taking into account all precautions found on the pesticide product label. The school district will provide notice of specific pesticide use to any school staff member, student, or parent who requests this notification. For a copy of the notification, contact Jeff Zdroik and provide your name, address and daytime phone number. The school district will try to provide its pesticide notification list, including 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. The school district will provide notice either in writing or by phone at least twenty-four (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 Theresa Maney, Director of Instruction, 665 Coolidge Avenue, Suite B, Rhinelander, WI 54501 – (715) 365-9700, ext. 5740.

STUDENT ASSESSMENT INFORMATION

Parents may request information regarding any state and local school district policy pertaining to student participation in assessments as mandated by law and by the school district. The school 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, (715) 365-9700, ext. 5740.

SEARCH AND SEIZURE

Policy 5771, Search and Seizure, specifies that the Board retains ownership and possesses control of all student lockers. Lockers are subject to search as outlined in the policy.

STUDENT SURVEYS AND QUESTIONNAIRES

Policy 2416, Student Privacy and Parental Access to Information, outlines 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

Policy 5517.01, Bullying and Other Forms of Aggressive Behavior, prohibits bullying and other forms of aggressive behavior. Any student that believes he/she has been or is a victim of bullying or other aggressive behavior should immediately report the situation to a teacher, counselor, principal, or other school district 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 policy may do so by contacting the Superintendent's office at 665 Coolidge Avenue, Suite B, Rhinelander, WI 54501 – (715) 365-9750, or by accessing the district website at

<http://www.rhinelander.k12.wi.us/board/districtpolicies.cfm>

LEGAL REERENCES

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

Pursuant to Wisconsin Statutes Section 6.28(2)(6) each school board is to assure that the principal of every high school communicates elector registration information to their students.

PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS
SPECIAL MILK PROGRAM

RELEASE STATEMENT

The School District of Rhinelander has announced its policy for children whose parents/guardians are unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. Each school office, as well as the Administration Center, has a copy of the school breakfast/lunch policy, which may be reviewed by any interested party.

The chart below indicates a household size and income criteria that is used for determining a student's free or reduced 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	\$15,678	\$ 15,678.01 and \$22,311	\$ 1,307	\$ 1,307.01 and \$1,860
2	21,112	21,112.01 and 30,044	1,760	1,760.01 and 2,504
3	26,546	26,546.01 and 37,777	2,213	2,213.01 and 3,149
4	31,980	31,980.01 and 45,510	2,665	2,665.01 and 3,793
5	37,414	37,414.01 and 53,243	3,118	3,118.01 and 4,437
6	42,848	42,848.01 and 60,976	3,571	3,571.01 and 5,082
7	48,282	48,282.01 and 68,709	4,024	4,024.01 and 5,726
8	53,716	53,716.01 and 76,442	4,447	4,447.01 and 6,371
For each additional household member, add	+ 5,434	+ 5,434 and +7,733	+ 453	+ 453 and + 645

Application forms are sent annually to all homes with a notice to parents/guardians. To apply for free or reduced price meals, households must complete the application and return it to their child's school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies of the application are available at each school office. 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 (Food Distribution Program on Indian Reservations), or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare, FDPIR or W-2 case number and the names of all school children on the application, sign the application and return it to your child's 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 all information requested on the application (*Provide names of all household members and the last four digits of respondents social security number, or*

mark the appropriate box if respondent has no social security number. Also, the income received by each household member must be provided by amount and source, i.e. wages, welfare, child support, etc.).

Under the provisions of the school district's free and reduced price meal policy (Policy 8531, Free and Reduced Price Meals), the Food Service Director/Official, will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling, he/she may wish to discuss the decision with 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 the Superintendent of Schools, 665 Coolidge Avenue - Suite B, Rhinelander, WI 54501, 715-365-9750. If a hearing is needed to appeal the decision of the Superintendent, the process will follow a hearing procedure as stated in Policy 8531, Free and Reduced Price Meals.

If a household member becomes unemployed or if the household size changes, the family should contact the attending school. Such changes may make the household eligible for reduced price meals, free meals, or free milk in the event that due to the changes, the household income falls at or below the eligibility levels, and parents/guardians may reapply.

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, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for the 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, or at any USDA office; or write a letter addressed to USDA providing 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.