

# **ANNUAL NOTICES**

**Child Nutrition Programs** School districts that participate in USDA child nutrition programs (e.g. National School Lunch or Breakfast Programs, special milk programs) are required to provide an annual notice to each household in the district informing parents/guardians of the child nutrition programs offered in the district and eligibility requirements for free or reduced price meals/milk. An application form must also be included with the notice. This information should be provided at the beginning of the school year. According to the DPI, school districts can determine the method of distribution of the letter and application, except that the information may not simply be set at locations for pick up, as that may be discriminatory. Applications are given at registration each year, can be found on the website, or picked up at the office.

## **Education of Homeless Children and Youths**

The school district's designated liaison for homeless children and youths is expected to ensure that public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters. Basically, homeless children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children/youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel. Parents of homeless children will have meaningful opportunities to participate in the education of their children. These opportunities include: special notices to events, parent-teacher conferences, newsletter information, and access to student records.

**Student Privacy** School districts are to notify parents of the specific and approximate dates during the school year when certain activities will be scheduled or expected to be scheduled. The activities and dates are as follows:

1. Activities involving collection, disclosure or use of personal information collected from students for the purpose of marketing for selling that information.  
N/A – Cambria-Friesland School District will not be involved in this activity.
2. The administration of any survey containing one or more of the following items: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or of the student's family; sex behavior attitudes; illegal anti-social self-incriminating or demeaning behavior; critical appraisals of other individuals with whom students have close family relationships; legally recognize privileged or analogous relationships such as those of lawyers, physicians, and administrators; religious practice affiliations or beliefs of the student or student's family; income, or other than required by law to determine eligibility for participation in a program for receiving financial assistance in such program.  
\*The only activity that the Cambria-Friesland School District will be involved in is ascertaining medical, mental, and psychological data on the student provided that a written release is signed by the parent and/or guardian.
3. Any non-emergency, invasive physical examination or screening that is required: (a) as a condition of attendance, (b) administered by the school and is scheduled by the school in advance, and (c) not

necessary to protect the immediate health and safety of the students.

\*Non-Applicable --The Cambria-Friesland School District will not be involved in this activity.

## **Human Growth and Development Instruction**

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

- An outline of the human growth and development curriculum at their child's grade level;
- Information about how they can inspect the complete curriculum and instructional materials;
- 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
- A statement that students exempted from human growth and development instruction will still receive instruction in subjects under section 118.01(2)(d)2c 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 section 118.01(2)(d)8 of the state statutes (knowledge of effective means by which students may recognize, avoid, prevent and halt physical or psychologically intrusive or abusive situations which may be harmful to students).

**Locker/Desktop Searches** The Cambria-Friesland School District has adopted a Policy #JFGA regarding student lockers and/or desk searches: The Cambria-Friesland School District provides a locker and desk for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school related materials. No student shall use the locker or the desk for any other purpose.

The locker/desk assigned to a student is the property of the Cambria-Friesland School District. At no time does the District relinquish its exclusive control of such lockers. The locker/desk 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, or a school employee designated by the administrator or building principal.

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

**School Performance Plan** Under Section 115.38(2), school boards are required to notify, by January 1 each year, the parent/guardian of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed by May 1<sup>st</sup> each year to those parents/guardian who request it. If the district maintains an Internet site (Cambria-Friesland does) the school and school district performance report must be available to the public on that site.

**Notice of Suicide Prevention Resources** According to section 115.365(3) of the state statutes, each school board must annually inform its professional staff of the resources available from the DPI and other sources regarding suicide prevention. Information describing the suicide prevention resources and services and how staff can access them, along with model notices, are available on DPI's Web site. School officials should also review existing district policies and any special grants they receive to see if they include any special annual notice requirements.

**Student Records (Wisconsin Law)** If a school district has designated student directory data in accordance with §118.125 of the state statutes, the district must notify parents, legal guardians or guardian ad litem: (1) of the categories of information that the board has designated as directory data with respect to each student; and (2) that they have 14 days to inform the school that all or any part of the directory data may not be released without the prior consent of the parent, guardian or guardian ad litem. The district must allow the parent, guardian or guardian ad litem 14 days to provide this response before any student directory data is released. This notice is required by §118.125(2)(j) of the state statutes.

**Student Records (Federal Law)** The federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notices of student and parent rights regarding student records. This notice must inform parents/guardians and adult students of their right to:

1. Inspect and review the student's education records. The notice must address the procedure for exercising this right.
2. Seek amendment of the student's education records that they parent/guardian or adult student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice must address the procedure for requesting the amendment of records.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA (and other federal and state laws) authorize disclosure without consent. FERPA states that if a district has a policy of disclosing education records to other school officials, including teachers within the district, a specification of criteria for determining who constitutes a legitimate educational interest must be included in the annual notice. Keep in mind that under state law, school districts are required to make student records available to district employees who are required by the DPI to hold a license, law enforcement officers who are individually designated by the school board and assigned to the school district, and to other school district officials who have been determined by the school board to have legitimate education interests, including safety interests, in the records.
- The student records notice must also include statement clarifying that the district forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer.
4. File a complaint with the Family Policy Compliance Office of the U. S. Department of Education alleging district noncompliance with FERPA requirements.

If the district has designated student directory data in accordance with section 118.125 of the state statutes, the district must notify parents, legal guardians or guardian ad litem: (1) of the categories of information that the board has designated as directory data with respect to each student; (2) that they have 14 days to inform the school that all of any part of the directory data may not be released without the prior consent of the parent, guardian or guardian ad litem. The district must allow the parent, guardian or guardian ad litem 14 days to provide this response before any student directory data is released. This notice is required by section 118.125(2) (j) of the state statutes.

A parent or guardian wishing to obtain permission for school personnel to release records or review pupil progress with other adults (grandparents, step parents, daycare worker, etc) must first sign a "Release of Information" form which may be obtained at the school office of the Cambria-Friesland School District.

If you do not want the Cambria-Friesland School District to disclose directory information from your child's education record without prior written consent, you must notify the district in writing by September of each current school district.

**Special Education** School districts are required by section 115.77(1)(h) of the state statutes to demonstrate to the satisfaction of DPI that it regularly publicizes information regarding its special education procedures and services. School districts are also required to:

- At least annually, inform parents and persons required to make referrals under section 115.777(1)(a) of the state statutes (i.e., physicians, nurses, social workers, administrators of social service agencies) about the district's referral and evaluation procedures. This notice is required by section 115.777(3)(d) of the state statutes.
- Once a year, give to the parents of a student with a disability a full explanation of the procedural safeguards available under section 115.792(3) of the state statutes and under applicable federal law relating to all of the following:
  - independent educational evaluation;
  - prior written notice;
  - parental consent;
  - access to educational records;
  - opportunity to present and resolve complaints, including the period in which the student's parents may request a due process hearing and the opportunity for the district to resolve the issues presented by the request;
  - the student's placement during pendency of due process proceedings;
  - procedures for students who are subject to placement in interim alternative educational settings;
  - requirements for the unilateral placement by parents of students in private schools at public expense;
  - mediation;
  - due process hearings under section 115.80;
  - civil actions, including the period in which to file a civil action; and attorney fees.

The notice described above must be written in an easily understandable manner and in the native language of the student's parents unless it clearly is not feasible to do so. This notice must also be given to the parents of a student with a disability upon the student's initial referral or parental request for evaluation, upon the first occurrence of the filing of a request for a due process hearing, and upon request by the student's parent.

**Title I Programs** School districts that receive federal Title I program funds are required to notify parents of their district's parent involvement policy in an understandable and uniform format, and to the extent practicable, in a language that parents can understand.

Schools receiving Title I funds area also required to notify parents at the beginning of the school year that they may request and obtain information regarding:

1. The professional qualifications of their child's classroom teachers, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; (c) the undergraduate degree major of the teacher, and any graduate certification of degree held by the teacher, including the field of discipline of the certification of degree.
2. The professional qualifications of paraprofessionals providing instructional-related services to their child.

The above notification must be given to parents of each student attending the school, not just to parents of students participating in the Title I program. Parents who request teacher and/or paraprofessional information must be provided the information in a timely manner.

All teachers in the Cambria-Friesland School District are highly qualified by Wisconsin's DPI and under the federal government's guidelines in the Elementary and Secondary Act. If parents/guardian wants to see the state qualification on their child's teacher, they may contact the school principal or find it on the DPI website at [www.dpi.state.wi.us/dpi](http://www.dpi.state.wi.us/dpi). In addition, the Cambria-Friesland School District employs instructional aides

who are qualified for their positions and receive ongoing training and professional development for this work.

In a case of a school identified for school improvement, for corrective action or for restructuring, a district must notify the parents of all students enrolled in the school of their option to transfer to another public school served by another district. This notification must be given at least 14 days before the start of the school year. The district must also notify parents of eligible students of the availability of supplemental education services in a manner that is clearly distinguished from other school improvement information that parents receive. The notice must inform parents of the benefit of supplemental education services and indicate providers who are able to serve students with disabilities or limited English proficiency students.

### **Youth Options Program** The Cambria-Friesland School District has adopted Policy #IGCD regarding Youth Options.

The youth options program allows all public high school juniors and seniors who meet certain requirements to take postsecondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private nonprofit institutions of higher education.

Correspondence courses do not fall under the youth options program.

The student does not have to pay for a postsecondary course if the school board determines the course may receive high school credit and the course is not comparable to courses offered in the school district.

### **Eligibility And Student/Parent Responsibilities**

- A. To qualify for the youth option program, a student must:
1. Have completed the 10<sup>th</sup> grade to be in good academic standing and have no record of disciplinary problems to attend a technical college.
  2. Academic standing at the Cambria-Friesland School District is defined as a cumulative GPA of 2.0.
  3. Apply to the college in the school semester prior to the one in that the student plans to attend the postsecondary course.
  4. Notify the school board [complete form PI-8700A of the student's intention of enrolling in a college no later than March 1<sup>st</sup> for a course taken in the fall semester; October 1<sup>st</sup> for a course to be taken in the spring semester.
  5. Notify the school board if a student is admitted to the college.
  6. Notify the school board if the student is registered to attend a postsecondary course.
  7. A parent or guardian is responsible for satisfactory student attendance and the student's compliance with the compulsory school attendance under state statute 118.15 (1)(a).
  8. The school board shall determine whether a postsecondary course is eligible for a high school credit, how much high school credit may be awarded and whether the course is comparable to a course offered at the school district. The district administrator will make this recommendation to the board.
  9. The parents and students are responsible for transportation between the school and the college.

### **Payment Of Tuition And Fees**

- A. The school board must pay an institution of higher education for any course that is taken for high school credit and that is not comparable to a course offered in the school district.

- B. The school board must pay a technical college for any course that is taken for high school credit that is not 80% comparable to the courses offered by the Cambria-Friesland School District.
- C. The student must pay for a postsecondary course taken at an institution of higher education or technical college for postsecondary credit only.
- D. The student must pay for incidental college fees such as for a parking permit and for equipment, tools, and supplies that would become property of the student unless the school board agrees to loan such equipment to the pupil.
- E. The maximum number of post-secondary credits that can be taken during a student's junior and/or senior year is 18.
- F. If a student receives a failing grade or fails to complete [drops] a course for which the Cambria-Friesland School District has made payment, the school district will require reimbursement for all costs related to this course.
- G. Students who fail to provide reimbursement for a dropped and/or failed course as described in letter G are not eligible for the youth options program.

The Cambria-Friesland School District will follow all rules and regulations that are promulgated by the Department of Public Instruction regarding the youth options program.

### **Student Attendance** School districts are required by section 118.16(4)(d) of the state statutes to provide each student enrolled in district schools with a copy of established school attendance policies.

In addition, school districts are required by section 118.15(1)(f) of the state statutes to notify students and their parents or guardians of the following at the beginning of each school term:

- their right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes, and
- the decision-making process to be used in responding to such requests under sections 118.15(1)(dm) and (e) of the state statutes.

### **Student Nondiscrimination** PI 9.05 of the Wisconsin Administrative Code requires school districts to provide an annual public notice of board policies on student nondiscrimination, the name and address of the employee designated to handle discrimination complaints and the complaint procedures. This must be a class 1 legal notice (one insertion) published in a newspaper or published as outlined in section 120.11(4) of the state statutes. Student nondiscrimination statements must also be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities. The complaint procedure must also be included in student and staff handbooks.

Federal nondiscrimination laws also require districts to notify students, parents/guardians, and employees of student nondiscrimination prohibitions and complaint procedures. In addition, prior to the beginning of each school year, districts must advise students, parents/guardians, employees and the general public that all career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.) This notification is to include a brief summary of program offerings, admission criteria, and the name or title, office address and phone number of the person designated to coordinate district compliance with nondiscrimination laws.

The Board has the following policy in place JB-E(1): It is the policy of the Cambria-Friesland School District that no person may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Cambria-Friesland School District.

Any questions concerning this policy should be directed to: Timothy Raymond, District Administrator, Cambria-Friesland School District, 410 East Edgewater Street, Cambria, WI 53923, (920) 348-5548. **Student Religious Accommodations** School districts are required by PI 41.04(1)(a) of the Wisconsin Administrative Code to provide annual written notification to all students, the parent or guardian of minor students, and instructors of the district's policies providing for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examination and other academic requirements. The notice must also include the process for receiving and resolving complaints. Many school districts include this information in their annual student nondiscrimination notice.

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

If a school district has a policy/rule that prohibits the use or possession of electronic communication devices while on school premises, the district must provide each student enrolled in the district with a copy of the policy according to section 118.258(s) of the state statutes.

High school students may use their phone at the teacher's discretion. Each classroom teacher at the high school reserves the right to allow or deny phone use within their classroom. All other students (middle school and elementary) are prohibited from using electronic devices during the academic school day. If students violate the use of cell phones, the phone could be confiscated by the teacher or principal and returned to the student at the end of the day. If another violation occurs, a parent may be asked to pick up the cell phone for the student.

**Tobacco/Alcohol Products and Related Items** Tobacco and alcohol in any form is prohibited on school property, at all school events both home and away, on any school vehicle at any time. No student may attend a school-sponsored event who is under the influence of alcohol and/or illegal drugs. If reasonable suspicion arises that a student may be in possession of drugs and/or alcohol either on their person or in a school locker, the school administration may conduct a search of the student's locker and the police may be contacted. If reasonable suspicion arises that a student may be under the influence of drugs or alcohol, the police may be contacted. Periodically throughout the school year, the school administration may utilize the Columbia County drug dog at school to conduct a check of student lockers and parking lot for illegal substances.

Use and/or possession of medication on school property or at school-sponsored activities must have permission of the building principal or designee and should be kept in the middle/high school office.

In addition to the ones listed above include confiscation of the items and referral to the police-sheriff's department.

## **Section 504 of the Rehabilitation Act of 1973**

**Information** Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who: (1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing,

speaking, breathing, learning, and working); (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Cambria-Friesland School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

## **Student Bullying**

**Harassment/Bullying** The Board has the following policy (GBAA/JBA) in place, with revisions made in June 2010. In order to maintain a school environment that encourages optimum human growth and development for its students and employees, it is the policy of the Cambria-Friesland School District to maintain and ensure a learning and working environment for all personnel and students that is free of harassment or intimidation based upon race, religion, national origin or other status protected under Title VII and the Fair Employment Act.

Any person who believes he/she has been harassed may file a complaint in accordance with procedures established for dealing with discrimination.

Sexual harassment is defined for purposes of this policy as:

A. Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.

B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status (for employees) and one's student/academic status (for students).

C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive by others; or any other sexually oriented comments, innuendos and actions that offend others

D. Engaging in any type of sexually oriented conduct that would interfere with the activities of an individual. This includes extending unwanted sexual attentions to someone such that personal productivity is reduced.

E. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions and because of the existence at the school site of sexually oriented materials including, but not limited to, photographs and posters.

An employee/student who believes he/she has been the subject of harassment should report the matter as soon as possible to his/her principal. If the employee/student believes that their principal is involved in the harassment, the matter should be brought to the immediate attention of the district administrator. If the employee/student believes that the district administrator is involved in the harassment, the matter shall be brought to the attention of the principal/designee. An investigation will be undertaken to determine the facts.

After appropriate investigation, any supervisor or other employee found to have harassed another employee/student and any student found to have harassed another student/employee will be subject to appropriate sanctions. Depending upon all circumstances, such sanctions could include appropriate disciplinary action, termination of employment (for employees)

and legal consequences brought by the victim through related criminal and/or civil charges.

Whether a particular action or incident is a purely personal, social matter without a discriminatory effect requires a factual determination based on the facts. False accusations of sexual harassment can have serious adverse effects. The board expects all employees/students to act honestly and responsibly in complying with and enforcing this policy. Retaliation against persons who make harassment complaints or assist in bringing them will not be tolerated. It is the board's desire to continue providing a pleasant working environment for all employees/students, free of harassment.

It is the intention of the board that confidentiality be maintained to the maximum extent possible in investigation of the allegations of harassment.

## Bullying

### Introduction

The Cambria-Friesland School District shall strive to provide a safe, secure, and respectful learning environment for all persons in school buildings, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on the bullies, the victims, and the bystanders. The district will consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

### Definition

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

Bullying behavior can be:

- Physical (e.g. assault, hitting, kicking, theft)
- Verbal (e.g. threatening or intimidating language, name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, social exclusion and isolation, using technology in a hurtful manner – electronic aggression commonly referred to as cyber bullying)
- Between students and students, students and adults, or adults and adults

### Prohibition

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. Educational environments include, but are not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. Cyberspace is defined as "a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers."

In situations in which the bullying or cyber bullying originated off school property or from a non-school computer, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational process so that it impedes the day to day operations of the school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds or through cyber space that is intended to endanger the health, safety or property of others at school, students, a District employee, or a school board member.

### Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator or his/her designee to be a recipient of such reports. All such reports, either verbal or in writing are to be

taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

### Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of the policy, the principal or his/her designee may take disciplinary action including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

### Disclosure and Public Reporting

The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians, and employees of the district. Distribution may include access to the policy via the district website. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained by the Exe on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

### Harassment/Bullying Complaint Procedures (GBAA/JBA-R) Education

A. Each employee/student in the district will receive a copy, along with a cover memorandum of the policy and administrative rules on harassment.

B. There will be an on-going in-service program which will provide participants an understanding of harassment.

#### Complaint Procedure

A. Employees/students who feel they are the victims of harassment should report their concerns to anyone in the administration. They, in no way, should feel that their first (or only) recourse is to their immediate supervisor. The following complaint procedure should be utilized if at all possible.

**Step 1:** Complaints are to be presented to the appropriate principal/designee. The Harassment/Bullying Complaint Form (GBAA/JBA-E) may be completed by the complainant if he/she wishes.

**Step 2:** The appropriate principal/designee shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, and permit a response to the allegation and arrange to meet and discuss the complaint with each concerned party within five (5) working days after receipt of the written complaint, if deemed necessary. The appropriate principal/designee shall give a written answer to the complainant within ten (10) working days after receipt of the written complaint.

**Step 3:** If the complainant is not satisfied with the answer of the appropriate principal/designee, he/she may submit a written appeal to the district administrator/designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within five (5) working days after receipt of the appropriate principal/designee's answer. The district administrator/designee shall arrange to meet and discuss the complaint with each concerned party. The district administrator/designee shall give a written answer to the complainant's appeal within ten (10) working days after receipt of the appeal.

**Step 4:** If the complainant is not satisfied with the answer, a written appeal with the Board of Education may be filed within five

(5) working days after receipt of the Step 3 answer. The Board of Education shall, within ten (10) working days, conduct a hearing, which will be held in executive session at which the complainant shall be given an opportunity to present the complaint. The board shall give a written answer to the complainant within ten (10) working days following completion of the hearing.

If the complainant is not satisfied with the answer from the Board of Education, he/she may contact: Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, Wisconsin 53203

**Child Find** The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting District Administrator, Cambria-Friesland School District, at 348-5135 ext. 157, or by writing him at 410 E. Edgewater Street, Cambria, WI 53923.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be a part of the kindergarten screening this spring.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him/her for services is a child with a disability has a legal duty to report the child as a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the district may be sent to: District Administrator, Cambria-Friesland School District, 410 E. Edgewater St., Cambria, WI 53923.

The school district maintains pupils' records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They 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.

The School District maintains several classes of pupil records:

- Progress records; include grades, courses the child has taken, the child's attendance records, 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 pupil's behavior, tests relating specially to achievement or measurement of ability, physical health records other than immunization, and lead screening records, law enforcement officer's records, and other pupil records that are not progress records. Law enforcement officers' records are maintained separately from other pupil 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 pupil 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 must recently previously attended by the student.
- Pupil physical health records, include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil. An athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screen test such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84 Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.12, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individual with Disability Education Act (IDEA), and section 1118.125, Wisconsin Statutes, afford parents and student over 18 year 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 request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(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 necessary 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 specific information. 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 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 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 advise them of their 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 the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31 and section 118.125(2) to (2) (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 with 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 Ave., SW, Washington D.C., 20202-4605

**Recruiter Access to Student Records** Districts receiving federal education funds are required to notify parents of secondary school students: (1) That a secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and (2) that the district must comply with such request.

School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents as outlined above. Federal guidelines issued to implement this requirement state that if a school district does not designate student names, addresses and/or telephone listings as directory data it must still provide all three items to military recruiters and institutions of higher education upon request.

**Higher Education** School districts receiving federal education funds are required to provide, on request made by an institution of higher education, access to secondary school student's names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents.

**Meningitis** The State of Wisconsin has asked that we share information with parents about a potentially deadly disease that disproportionately affects teens. Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11 to 12 year olds), adolescents at high school entry (15-year olds), if they have not previously been immunized, and for college freshmen living in dormitories. Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococcemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

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

Immunization is the most effective way to prevent this very serious disease.

**About Meningococcal Disease** Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash. Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Approximately 10%-14% of people that contract the disease die from it. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyles factors include crowded living situation (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact. To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites:

- [www.cdc.gov](http://www.cdc.gov) - This CDC website includes the CDC recommendations and information on the meningococcal vaccine
- [http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal\\_42072\\_0541.pdf](http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_0541.pdf) - The Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/Meningococcal.htm> - another Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/LocalHealth/index.htm> - a list of local Wisconsin public health departments and contact information
- American Academy of Family Physicians, [www.aafp.org](http://www.aafp.org).
- American Academy of Pediatrics, [www.app.org](http://www.app.org).
- Meningitis Foundation of America, [www.musa.org](http://www.musa.org).
- National Meningitis Association, [www.nmaus.org](http://www.nmaus.org).

**Asbestos Management Plan** As a result of the federal law AHERA (Asbestos Hazard Emergency Response Act) all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities. Environmental Management Consulting, Inc. (EMC) has completed a comprehensive asbestos inspection and management plan for the District. This plan and report is available for your review during normal business hours at the Cambria-Friesland School District Office.

As a result of the inspection asbestos-containing building materials (ACBM) have been identified and their condition assessed. An on-going operations and maintenance program, which includes periodic surveillance of the ACM every six months and re-inspections of the materials by certified personnel every three years, has been implemented by the District. If you have any questions regarding this plan, please contact Brad DeYoung.

