



**ANNUAL NOTICES  
2022-2023  
FINAL LISTING**

**ACADEMIC AND CAREER PLANNING SERVICES FOR STUDENTS**

Academic and career planning services are required to be provided to students enrolled in grades 6-12. Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. Please refer to the Rice Lake Area School District website for a complete list of the ACP services provided.

**ACCESS TO PUBLIC RECORDS**

The Rice Lake Area School District is a unified public school district providing education to students in grades 4K-12. The Board of Education, consisting of nine members, is the governing body of the District. Individual members of the Board of Education are elected to or appointed to their office per state statutes.

Section 19.34(1) of the statutes requires that each authority adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization. Also, a statement of the established times and place at which, the legal custodian under 19.33 from whom, and the methods whereby, the public may obtain information and access to records in the custody of the District, make requests for records, or obtain copies of records, and the costs thereof.

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions: board, board committees, district administrator, central office administrators, and building principals.

The Rice Lake Area School District Board of Education has designated the District Administrator as the legal custodian of the public records and property of the District. Also, the Director of Finance and Operations has been designated as the deputy custodian to act when the District Administrator is not available. The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the District at the following place and times:

Place: Rice Lake Area School District Administration Building, 30 Phipps Avenue, Rice Lake, WI 54868

Times: 8:00 A.M. – 4:30 P.M. Monday through Friday except holidays;

8:00 A.M. - 4:00 P.M. Monday through Thursday (Summer Hours)

The Rice Lake Area School District is authorized by State statute 19.35(c) to impose a fee on the requestor which does not exceed the actual, necessary, and direct cost, or reproduction and transcription of the record unless a fee is otherwise specifically established by law. A list of such fees is available at the Rice Lake Area School District Administration Building, 30 Phipps Avenue, Rice Lake, WI 54868.

District records shall be retained and destroyed in accordance with the Board of Education adopted Wisconsin Records Retention Schedule for School Districts.

**ACCOMMODATION OF STUDENT'S RELIGIOUS BELIEFS**

The Rice Lake Area Board of Education shall make reasonable accommodations for a student's sincerely held religious beliefs with regard to all examinations and other academic requirements.

The Board of Education shall permit students, upon written request of a parent or guardian, to be absent from school to obtain religious instruction outside the school during the required school period in accordance with state law.

Students are to be excused from school, upon written request of parent or guardian, for any major religious holidays and within the confines of state law. Students will be given the right to make up course tests or district tests and will not be deprived of any awards as a result of their absence.

Students and parents/guardians will be notified in writing and on an annual basis, of the Board of Education's non-discrimination policies and complaint procedures. Discrimination complaints shall be processed in accordance with established procedures found in Administrative Rule 411. [Policy 411.2](#) Revised 11/14/2016

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Rice Lake School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six-month periodic surveillance of asbestos and full re-inspections every three years. Questions concerning the Asbestos Management Plan or the Surveillance Reports can be directed to the district's designated person, Patrick Blackaller, Director of Finance and Operations.

### **BULLYING AND HARASSMENT BY STUDENTS**

The District does not tolerate harassment or bullying in any form and will take all necessary and appropriate action to eliminate it.

#### **Defining Bullying**

As used in this policy:

1. "Bullying" refers to severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying usually (but not always) involves an actual or a reasonable perception of an imbalance of power between the bully and the victim/target. Bullying occurs when someone purposefully engages in written, spoken, nonverbal, or physical behaviors or communications (including but not limited to actions that threaten, intimidate, insult, degrade, or ostracize) that have the effect of doing any of the following:
  - a. Substantially interfering with any student's education;
  - b. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
  - c. Endangering the health, safety, or property of the target(s) of the behavior; or
  - d. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program.
2. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

Younger students might better understand the meaning of "bullying" when the term is defined to include conduct that one person uses on purpose and typically more than just one time to hurt, put down, embarrass, or scare another person, where the person who is being bullied would have difficulty protecting or defending themselves.

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying, facilitating bullying conduct by others, taking secretive or covert actions, etc.)

While bullying involves deliberate/purposeful conduct, intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of their actions and the manner in which their conduct would be likely to be perceived by the target(s) of the conduct).

Not all behaviors that (1) hurt another person's feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying (or harassment) as defined in this policy. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment.

#### **Defining Harassment**

As used in this policy, the term "harassment" means behavior directed towards another person:

which either: (1) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student's race, age, national origin, ancestry, sex, sexual orientation, religion, creed, gender identity or gender expression, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability;

(2) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student's physical appearance, economic status, or social status; or (3) does not serve a legitimate purpose; **AND**

1. which either: (1) interferes with a student's school performance, an employee's ability to do their work, or any person's ability to perform or participate in a District-related function; (2) interferes with a student's ability to participate in or benefit from any school activity or program; (3) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (4) interferes with or endangers the education, health, safety, or property of the victim/target; (5) causes a disruption to any school-related activity or program; or (6) compromises the District's ability to operate efficiently and effectively.

In addition, as defined and prohibited under the federal Title IX regulations (see 34 C.F.R. §106.30), sexual harassment of a student also expressly includes conduct on the basis of sex within a District program or activity that either (1) involves a District employee conditioning the provision of an aid, benefit, or service of the District on a student's participation in unwelcome sexual conduct; (2) is unwelcome and sufficiently severe, pervasive, and objectively offensive so as to deny a student equal access to an education program or activity; or (3) constitutes sexual assault, stalking, dating violence, or domestic violence as those terms are further defined under the Title IX regulations.

#### Bullying and Harassment by Students is Prohibited

The District prohibits students from bullying or harassing any person when either the aggressor and/or the target (victim) of the behavior is (1) at school or on school grounds; (2) at any school-sponsored activity; (3) using District-provided transportation; (4) under the supervision of a school district authority; (5) communicating using any district-owned computer, digital technology, or system network, or passing information through any type of non-district owned technology or personal electronic device, or (6) otherwise within the scope of the District's disciplinary jurisdiction (such as conduct that occurs away from school that endangers the health, safety or property of a person).

Student violations of this policy will normally be addressed through remedial interventions and/or consequences. The exact response applied to a particular incident shall take into consideration the totality of the relevant circumstances, including but not limited to the nature and severity of the conduct, the age and developmental level of the student, and the student's behavioral history. Possible consequences for students who engage in bullying or harassment (or prohibited retaliation) include, but are not limited to revocation of school-related privileges, temporary removal from class or school activities, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.

The District is not able to investigate and impose the same school-related consequences on a student for all out-of-school conduct that, if the conduct had taken place under other circumstances, would have constituted a violation of this policy and been within the school's jurisdiction for suspension or expulsion. However, where a building or district administrator determines, based on communications with students or parents or guardians, that an out-of-school incident (or alleged incident) is having, or is likely to have, a negative effect within the school environment, the Board of Education authorizes District staff to work with local and county agencies to respond to non-school incidents that are brought to the District's attention through activities that may include a parent meeting, safety planning, counseling, or other appropriate interventions.

#### Application of this Policy to School Officials, District Employees, and Others

The District also prohibits bullying and harassment by District officials, District employees, District volunteers, contracted service providers, and others who are present at a school, on school grounds, or at any school-sponsored activity. While the primary focus of this policy concerns victims/targets who are students, such conduct is prohibited regardless of whether the target of the behavior is a student, school official, District employee, parent or guardian, or other person.

When an employee is alleged to have engaged in bullying, harassment or prohibited retaliation, the incident (including the possible imposition of consequences) will be addressed in a manner consistent with the District's procedures for handling personnel matters. When a person who is neither a student nor an employee violates this policy, the District likewise reserves the right to take appropriate remedial action, including the imposition of possible consequences (such as limiting the individual's access to District property or activities, referral to law enforcement, etc.)

#### Reports/Complaints; Confidentiality

The District shall establish and implement procedures under which incidents and concerns involving bullying, harassment, or any related allegations of retaliation can be reported and addressed in an appropriate manner.

In addition to any other reporting procedures that are established:

1. When the victim/target of the alleged behavior is a student, a person may report the behavior as a complaint using the Report of Bullying or Harassment form; or
2. When the victim/target of the alleged behavior is an employee, a person may report the behavior as a complaint using the Harassment Complaint form under the District's Employee Harassment complaint procedures; or

3. When the victim/target of the alleged behavior is neither an employee nor a student, a person may report the behavior to the appropriate activity supervisor, building principal, or to the Director of Pupil Services. A written complaint is preferred, but, no matter how the report is presented, the person making the report should clearly and expressly identify that he/she is reporting a concern with bullying, harassment, or retaliation.

Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

#### Retaliation and Abuse of Process are Prohibited

Retaliation is prohibited against any person who has reported in good faith (or who is believed to have reported) a possible violation of this policy, or against any person who otherwise participates in any investigation, inquiry, or other proceeding related to an incident, report, or complaint of bullying or harassment. Retaliation includes, but is not limited to, any form of intimidation, harassment, or inappropriate disparate treatment. Such retaliation shall be considered a serious violation of Board policy independent of whether the report, complaint, or allegation in question is substantiated. Allegations or concerns regarding retaliation may be reported to the District using the procedures that are established for reporting harassment and/or bullying.

Knowingly providing false information regarding alleged bullying or harassment, fabricating incidents/allegations, and similar bad-faith conduct shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Possible consequences include, but are not limited to, revocation of school-related privileges, temporary removal from class or school activities, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.

[POLICY 411.3](#) Revised: 07/12/21

#### 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 is mailed out at the beginning of the school year to each household. 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.

Districts are also required to: provide a public news media release to inform the general public that the district sponsors the school meal program(s) and provide public notification of school meal program eligibility, benefits and services, program availability, applicant rights and responsibilities, procedures for filing a complaint and nondiscrimination policies. The district must also post an "And Justice for All" poster at specified locations at every school site, which includes the USDA's nondiscrimination statement and lists USDA contact information for filing a complaint of discrimination.

#### CONCUSSION AND HEAD INJURY/SUDDEN CARDIAC ARREST AWARENESS INFORMATION:

School districts are required by section 118.293 AND 118.2935 of the state statutes to distribute a concussion and head injury/sudden cardiac arrest awareness in youth athletic activities information sheet to (1) each person who will be coaching a youth athletic activity and (2) each student who wishes to participate in the activity at the beginning of a youth athletic activity season, except as otherwise specifically provided. No person may participate in a youth athletic activity unless the person returns the concussion and head injury/sudden cardiac arrest information sheet signed by the person (e.g., student athlete) and, if they are under the age of 19, by their parent/guardian. If the person does not return the signed information sheet, they cannot participate in the youth athletic activity. If a student has already returned an appropriately signed information sheet to a school in connection with a youth athletic activity operated by the school during a given school year, the school is not required to distribute any additional concussion and head injury/sudden cardiac arrest information sheet(s) to the same student in connection with the student's participation in any additional youth athletic activity that is operated by the school during that school year. The student may participate in additional youth athletic activities operated by the school during that school year without returning any additional signed information sheet(s) for those additional activities.

For purposes of this law, a "youth athletic activity" is defined as an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club or entity, or practice or preparation for an organized athletic game or competition against another team, club or entity. This

includes school-sponsored sports as well as other organized youth athletic activities in the schools or community that meet the definition. A “youth athletic activity” does not include a college or university activity or an activity that is incidental to a nonathletic program.

Sample concussion and head injury/sudden cardiac arrest information sheets and signature sheets can be found on [DPI's website](#).

### **EARLY COLLEGE CREDIT PROGRAM:**

Rice Lake Area School District high school students may participate in the Early College Credit Program in accordance with state law requirements and this policy. A student participating in the Early College Credit Program must continuously meet the enrollment and district program participation requirements applicable to the awarding of a high school diploma by the District. All Rice Lake High School students shall be informed of the Early College Credit Program annually. The high school principal shall administer the Early College Credit Program in the District. Students interested in participating shall submit a timely application to the applicable institution of higher education (IHE) and, separately, provide the District with timely notification of (1) their intention to take post-secondary courses under this program prior to enrollment in the course(s) and within designated timelines; (2) their confirmed admission to the IHE; and (3) their confirmed registration in particular courses. An IHE may deny a high school student's enrollment application or the student's request for registration in a specific course if the post-secondary institution determines that the student fails to meet any applicable admission requirements (including course prerequisites), or if the institution determines that there is no space available in the class. The District shall pay for no more than the equivalent of 18 post-secondary semester credits (4½ high school credits) per student through the Early College Credit Program. A student participating in the Early College Credit Program may attend only one post-secondary institution in any semester. Students attending classes at an institution of higher education under the Early College Credit Program shall be responsible for their own transportation costs, except as otherwise required by law. Early College Credit Program Courses through an Institution of Higher Education Eligible high school students may apply for enrollment in Early College Credit Program courses provided by an institution of higher education (e.g., an institution within the University of Wisconsin system, a tribally controlled college, or a private nonprofit college or university in this state). All courses taken at an institution of higher education under the Early College Credit Program must be nonsectarian. Determinations of Course Comparability and High School Credit The high school principal shall determine whether a course taken through the Early College Credit Program is comparable to a course offered in the District, whether it satisfies high school graduation requirements and what, if any, high school credits will be awarded to the student. The high school principal shall deny high school credit for an Early College Credit Program course for any of the reasons permitted by applicable laws and regulations. If a student is not satisfied with the District's decisions, they may appeal to the State Superintendent of Public Instruction within 30 days. 2 A post-secondary course taken under the Early College Credit Program and approved for high school credit by the District shall be granted one-fourth (0.25) high school credit per one semester credit offered by a post-secondary course. Payment for Early College Credit Program Courses taken as part of the Early College Credit Program shall be paid for as follows: 1. If the course is taken for high school credit, and the course is not comparable to a course offered in the District (an approximate 80 percent match in course content), the District shall pay 75% of the costs associated with the course and the State shall pay 25% as required by law. In situations where the District is required to purchase a textbook or similar resource, the student shall return the materials to the high school principal upon completion of the course as a resource for other students. 2. If the course is taken for high school credit and is comparable to a course offered in the District, the student shall pay all of the costs associated with the course as required by law. 3. If the course is taken for post-secondary credit only, the District shall pay 25% of the costs associated with the course, the State shall pay 50% of the costs, and the student shall pay 25% of the costs as required by law. The District shall waive and pay the student's share of the tuition charge if it is determined it would pose an undue financial burden to the student and their family, as determined by DPI administrative rule. 4. If a student receives a failing grade in a course, or fails to complete a course, at an institution of higher education for which the District has made a payment of tuition or other costs, the student's parent or guardian, or the student if they are an adult, shall reimburse the District for the amount paid on the student's behalf unless the Board of Education approves a waiver of this requirement based upon extraordinary and unforeseeable circumstances which were not within the control of the student or their parent or guardian and under which the Board of Education determines that it would not have been reasonable to expect a student to be able to complete and pass the course. If such reimbursement is not provided to the District upon request, the student shall be ineligible for any further participation in the Early College Credit Program. [Policy 343.46](#), Revised 02/28/22

### **EDUCATION FOR EMPLOYMENT PROGRAM**

The purpose of education for employment programs is to do all of the following:

- a) Prepare elementary and secondary pupils for future employment.
- b) Ensure technological literacy; to promote lifelong learning.

- c) Program good citizenship.
- d) Promote cooperation among business, industry, labor, postsecondary schools, and public schools.
- e) Establish a role for public schools in the economic development of Wisconsin.

Please refer to the Rice Lake Area School District [website](#) for a complete list of the services provided.

**EDUCATIONAL OPTIONS:**

**DISTRICT NOTICE OF EDUCATIONAL OPTIONS (K-12 DISTRICT) RICE LAKE AREA SCHOOL DISTRICT  
NOTICE OF EDUCATIONAL OPTIONS FOR CHILDREN WHO RESIDE IN THE SCHOOL DISTRICT**

In the Rice Lake Area School District, children and their families have access to a variety of educational options, including many options that are offered directly by the District. The District’s primary educational pathway and instructional program for students involves a progression from 4-year-old kindergarten through 12th grade, leading to a high school diploma. The schools within the district’s geographic boundaries and each school’s most recent state-assigned performance category (if available), are listed below:

School Name	Type of School	Grades Served	Performance Category
Rice Lake High School	Public	9-12	<a href="#">Meets Few Expectations</a>
Rice Lake Middle School	Public	5-8	<a href="#">Meets Expectations</a>
Haugen Elementary School	Public	4K-4	<a href="#">Exceeds Expectations</a>
Hilltop Elementary School	Public	K-4	<a href="#">Meets Expectations</a>
Tainter Elementary School	Public	4K-4	<a href="#">Meets Expectations</a>
Warriors on Wisconsin	Public	9-12	Not Rated
St. Joseph’s School	Parochial	4K-8	Not Rated
Redeemer Lutheran School	Parochial	4K-5	Not Rated
First Lutheran Church (Preschool)	Parochial	4K	Not Rated
<b>OTHER EDUCATIONAL OPTIONS</b>			
Early College Credit Program	Rice Lake High School		
Start College Now	Rice Lake High School		
Home Schooling			
Open Enrollment			

In connection with the list of District schools provided above, please note the following:

- The school performance categories listed in the table, above, are taken from the accountability reports issued by the Wisconsin Department of Public Instruction. The full version of the District’s most recent school-by-school and District-wide accountability report can be accessed on the District’s website.
- The District offers its 4K program at one or more community-based locations other than the elementary school(s) that are listed above.
- Information about attendance areas for each of the District’s schools can be obtained from the District’s website.

Examples of some of the programs and other educational opportunities offered to eligible students who are enrolled in and attending the District’s schools include the following:

- Special education programs and services for students with disabilities
- Early childhood special education (for children with disabilities who are at least 3 years old but not yet school-age)
- English language learner programming
- A bilingual-bicultural education program
- Gifted and talented program
- An education for employment program
- Career and Technical Education (CTE) opportunities
- The youth apprenticeship program, which combines work-based learning opportunities with related classroom instruction for high school students who are in 11th or 12th grade.
- Individualized program and curriculum modifications
- Alternative education program(s)
- At-risk education (e.g., for students identified as being at-risk of not graduating from high school)
- Summer school classes

Educational options for high school students who are enrolled in the Rice Lake Area School District that involve part-time attendance to take courses at an educational institution other than a District school include the following:

- The Part-time Open Enrollment Program, which provides opportunities for public high school students to apply for approval to take up to 2 courses at a time in nonresident school districts.
- The Technical College Course Program (“Start College Now” Program), which
  - provides opportunities to apply for approval to take courses at technical colleges; and
  - is available only to high school students who are in 11th or 12th grade.
- The Early College Credit Program, which
  - provides opportunities to apply for approval to take nonsectarian courses at institutions of higher education; and
  - is available to eligible high school students.

**Other Educational Options (other than primary enrollment/attendance in a District school or District program)**

Additional educational options for children who reside in the Rice Lake Area School District that involve full-time (or at least primary) enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of the District include the following:

- Full-time Open Enrollment involving attendance in a public school (including a charter school) of a nonresident school district.
- A child with a disability who meets the program’s specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the “Special Needs Scholarship Program,” as established under state law.
- Enrollment in a private school of the family’s choosing (at the family’s own cost, as applicable).
- Enrollment in a home-based private educational program as provided under state law.
- High school students meeting certain age and other eligibility requirements may be permitted to attend a technical college or certain other programs for the purpose of completing a program leading to the student’s high school graduation or to a high school equivalency diploma.

Additional educational options for children who reside in the Rice Lake Area School District but who are enrolled in and attending a private school or home-based private educational program include the following:

- Such students may have the opportunity to attend summer school classes/programs offered in the District.
- Private school students in the high school grades have the opportunity to apply for approval to take up two courses per semester in a District school, pursuant to section 118.145(4) of the state statutes.
- Students who are enrolled in a home-based private educational program have the opportunity to:
  - Apply for approval to take up to two courses per semester in public schools as provided under section 118.53 of the state statutes.
  - Participate in District interscholastic athletics and other District extracurricular activities as provided under section 118.133 of the state statutes.

For more information about any of the educational options listed in this notice, please contact Marsha Scherz, Director of Instruction and Learning. Additional information about educational options is also available from the Wisconsin Department of Public Instruction at <https://dpi.wi.gov/ed-options>.

[Exhibit 341](#)

Revised 02/28/2022

**FERPA**

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

- **The right to inspect and review the student’s education records within 45 days of receipt of the request.**  
Parents or eligible students should submit to their school principal a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for

special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

- **The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Rice Lake Area 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 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 the student’s education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also, the district discloses “directory data” without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

#### **GRADE OR SUBJECT ADVANCEMENT OF STUDENTS**

Grade or subject advancement decisions shall be made to serve the best interests of the individual student after a comprehensive assessment or judgment of their cognitive abilities, academic progress, social/emotional skills, and behavioral skills.

A student may advance when the following criteria are applicable:

1. The student demonstrates intellectual ability in the superior range/category as determined by a nationally normed, individually administered measure of intellectual ability.
2. The student demonstrates the necessary pre-requisite academic skills for the subsequent/next subject or grade necessary to be successful for advancement.
3. The student shows a high degree of persistence and motivation.
4. The student demonstrates the appropriate social/emotional/behavioral skills necessary to be successful for advancement.

[Policy 344.4](#)

Revised: 08/13/18 Reviewed: 06/10/19

#### **GUIDELINES FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES BY STUDENTS**

Rice Lake Area School District provides students access to the district’s information technology resources with the expectation of responsible use. These resources are provided for educational purposes and includes, but are not limited to, access to the Internet, 3<sup>rd</sup> party and district services, hardware, software, and the underlying network infrastructure. This document presents the guidelines and expectations for students’ responsible use of the Rice Lake Area School District’s information technology resources.

#### **General Statements**

The use of the district’s information technology resources is a privilege, not a right. The Rice Lake Area School District’s information technology resources are not maintained as a public access service or a public forum. The Rice Lake Area School District has the right to place reasonable restrictions on material that is accessed or posted using these resources.

No expectation of privacy exists when using the district’s information technology resources. All activity on such resources may be monitored. The normal operation and maintenance of the District’s technology resources require backup and caching



of data and communications, logging of activity, monitoring of general use patterns, and other such activities that are necessary to provide service. The District reserves the right to inspect any activities or accounts of individual users of information technology resources, including individual login sessions and communications, without notice, unless otherwise prohibited by law.

Internet access provided by the district will be filtered, to the best ability of the district, in order to prevent access to material that is obscene, tasteless, or offensive and to fulfill compliance with the Children's Internet Protection Act (CIPA).

To ensure responsible use of the Rice Lake Area School District's information technology resources, students must:

1. Follow the same rules, good manners, and common sense guidelines that are used with other daily school activities as well as comply with all local, state, and federal laws; all applicable district rules and policies; and all applicable contracts and licenses. Students must use information technology resources only for lawful purposes and not for any purpose that is illegal, immoral, unethical, dishonest, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or the reputation of the district.
2. Use only those information technology resources they are authorized to use, and use them only in the manner and to the extent authorized regardless of whether those resources are securely protected. Students should respect the privacy of other users, their accounts, and information. Filters, firewalls, and other measures are put in place to protect users and the district, under no circumstances should any student attempt to bypass, disable, or otherwise circumvent these protective measures.
3. Respect the finite capacity of the district's information and technology resources and use them only to the extent needed. The District may require users of information technology resources to limit or refrain from specific uses in accordance with this principle. The District will judge the reasonableness of any particular use in the context of all of the relevant circumstances.
4. Use the district's information and technology resources for primarily educational purposes and refrain from commercial use or use for personal financial or political gain. Occasional non-commercial personal use of the district's information technology resources is permitted however, such use should not consume a significant amount of these resources, interfere with classroom performance or other school related responsibilities, interfere with the efficient operation of the District or its information technology resources, and must be otherwise in compliance with these guidelines.
5. Make every effort to protect the security and integrity of the district's information technology resources and their own personal information. Accounts, passwords, and access to District information technology resources may not be shared with, transferred to, or used by anyone other than the person to whom they have been assigned by the District. Students must take care not to damage or destroy District information technology resources and never use such resources in a manner that may be considered negligent or careless.
6. Never post, print, store, send, or view materials that may be considered obscene, pornographic sexually explicit, offensive, or tasteless.
7. Comply with copyright law and district policy in the use, distribution, or reproduction of copyrighted materials.

#### Scope

These guidelines apply to all student users of District information technology resources and to all uses of those resources, whether on campus or from remote locations. Additionally, students who use resources not owned or managed by the district must adhere to the district's responsible use policy and its associated rules while on district property, while participating in district sponsored events, or when conducting district business.

#### Roles and Responsibilities

The use of information technology resources is essentially an individual experience; as such, primary responsibility for use of information technology resources resides with the student. All district staff are responsible for educating students concerning responsible use, and for supervising and monitoring such use. Principals and district administration are responsible for ensuring appropriate education, supervision, and monitoring of student use.

#### Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district information technology resources will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on its information technology resources. The district will not be responsible for financial obligations arising through the unauthorized use of its information technology resources.

#### Penalties and Process

Failure to use information technology resources in a manner that is consistent with the responsible use guidelines established herein will subject users to the regular disciplinary processes and procedures of the district and may result in disciplinary and/or legal actions. Such actions may include:

1. Use of district information technology resources only under direct supervision.
2. Suspension or revocation of access to some or all information technology resources.
3. Suspension from school.
4. Expulsion from school and/or Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by school administrators. The superintendent or designee and the board shall determine when expulsion and/or legal action or actions by the authorities are appropriate. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted using the district's information technology resources.

[Policy](#) and [Rule 363](#)

Revised 3/24/2014

### **HOMELESS EDUCATION**

A. It is the policy of the board to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Wisconsin and Rice Lake Area School District academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

B. Definition of homeless children and youth:

1. The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youths who:

- a. Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- b. Are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations.
- c. Are living in emergency shelters.
- d. Are abandoned in hospitals; or are awaiting foster care placement.
- e. Have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- f. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- g. Runaway children or children who are abandoned.
- h. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition.

2. Homeless status is determined in cooperation with parents or in the case of unaccompanied youth the local educational agency liaison. Homeless status may be documented through a variety of Department of Public Instruction forms such as Homeless Education Program: School Selection Form and/or through direct contact with school district staff. The school district liaison and coordinator informs school personnel, service providers, advocates working with homeless families, the parents or guardians or homeless children and youth, and homeless children and youths of the duties of the local Homeless liaison for homeless children and youths. The district also communicates specific information to parents and guardians of homeless children and youth and unaccompanied youth as they are identified through the enrollment process or by other school district staff or community members. Homeless children and youths 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/youths cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel. The school district ensures that information about the educational rights and services available to homeless children and youth are disseminated when such children and youths receive services such as schools, public libraries, and family shelters.

Homeless liaison:

School Social Worker, Joshua Morey (715) 234-9007, ext. 5262

For additional information contact:

Pupil Services Coordinator/Homeless Coordinator:

Nathan Vlcek

234-9007 ext. 5362

## [Policy 427](#)

Adopted: 04/23/2007

### **HOME-SCHOOLED STUDENTS ATTENDING COURSES IN THE PUBLIC SCHOOLS:**

A student participating in a home-based private educational program (a home-schooled student), regardless of grade level, may take up to two courses during a semester at any public school (i.e., not just in the district in which they reside), according to state law-section 118.53 of the state statutes. Home-schooled students may attend such public school courses provided all of the following conditions are met: (1) the student has met the standards for admission to the course at that grade level, (2) there is sufficient space in the classroom, and (3) the student takes no more than two courses in any public school in the state during any semester. A student could take two courses in one school district or one course in each of two different districts.

For purposes of this law, “course” means study which has the fundamental purposes of developing the knowledge, concepts, and skills in a subject.

Home-schooled student previously could only take up to two courses in the public high school in their school district of residence, similar to private school students and tribal school students under section 118.145(4) of the state statutes.

### **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 used 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 the 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).

This information is sent out at the building level through a letter sent to the household of each student.

### **INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN**

The Rice Lake Area School District would like to inform staff, students, parents, and the public of the district’s indoor environmental quality (IEQ) management plan. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Copies of the plan are available at the district office for fee. The district office is located at 30 Phipps Avenue, Rice Lake, WI. Questions and concerns should be directed to the IEQ Coordinator, Patrick Blackaller, Director of Finance and Operations.

### **LOCKER ROOM PRIVACY**

The Rice Lake School District shall establish measures to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided: Locker rooms are provided for physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and /or school rules. No person may use a cell phone, camera, video recorder or other devices to capture, record, or transfer a representation of a nude or partially nude person, or to take any other photo or video image of a person in a locker room, dressing room, or restroom at any time. Persons violating this policy shall be subject to appropriate disciplinary action in accordance with District procedures and/or penalties under state law or local ordinance. This policy shall be publicized annually and posted in each locker room in the District. Policy enforcement shall be the responsibility of the building principal or his/her designee.

#### [Policy 731.1](#)

Revised 4/10/2017

**MEAL CHARGE POLICY NOTIFICATION:**

The Board of Education will adhere to the federal lunch program as established on a yearly basis. The District Administrator or their designee shall administer the program within the established guidelines furnished through the Department of Public Instruction.

A food service program shall be a part of the regularly scheduled activities in each of the schools of the District to assist in serving the educational, nutritional, social, and cultural needs of all children. The District, therefore, shall provide adequate facilities and minimum subsidy to implement this program. The food service program shall provide well-balanced meals that are nourishing at moderate prices in pleasant surroundings. Prices shall be consistent with a non-profit status. To protect the nutritional integrity of school meals, the sale of foods with minimal nutritional value shall be prohibited in food service areas during school meal periods. Food services facilities may also be available to District personnel as directed by the District Administrator at no expense to the food service program or school District.

The District shall not discriminate in school-sponsored food service programs on the basis of sex, race, national origin, ancestry, creed, color, religion, age, homeless status, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or handicap. Discrimination complaints shall be processed in accordance with established procedures.

**LUNCH CHARGES FOR ELEMENTARY/SECONDARY SCHOOLS**

The Rice Lake Area School District will use an automated lunch accounting system to record lunch payments and to monitor food transactions. The system functions as a debit system, similar to a checking account. There must be sufficient money in the student's individual account to serve the student in the lunch line. The account holder, or parent(s)/guardian(s) are expected to maintain a positive balance in the lunch accounts at all times.

Free or Reduced price meal applications are available at all school buildings any time during the school year to anyone who feels that the financial condition of their family is such that they cannot afford to pay for the cost of a school lunch. Applications are based on gross income and family size in accordance with federal regulations.

**CHARGING POLICY FOR STUDENTS AND STAFF**

It is expected that a positive balance is maintained in each lunch account; however the district will permit, in the event that funds have not yet been received by the district, a student to charge no more than three (3) meals. After the 3<sup>rd</sup> charged meal, the account holder will be notified that they have exceeded the (3) meal lunch credit allowed in the account(s) and that they must provide a meal and beverage from home until payment is made.

If a parent or guardian fails to provide their child(ren) with a bag lunch and beverage or money the student will be offered a sandwich and milk. The appropriate cost for the sandwich and milk will be added to the student's individual account. If after two days the parent or guardian fails to provide a child(ren) with a bag lunch or money, school district personnel may be asked to intercede on behalf of the student(s). If a parent or guardian continues to fail to provide a child(ren) with a meal or money after school personnel have interceded, the district will file a report with the Barron County Health and Human Services Department or other appropriate agency. The Food Service Coordinator at their discretion may temporarily suspend this provision for families with unforeseen hardships.

**MENINGOCOCCAL DISEASE INFORMATION:**

Section 118.07(3) of the Wisconsin state statutes requires that each school district provide the parents/guardians of students enrolled in grades 6 with information about meningococcal disease, including: (a) the causes and symptoms of the disease, (b) how it is spread, and (c) how to obtain additional information about the disease and the availability, effectiveness, and risks of vaccinations against the disease. One time per year, the Rice Lake Area School District provides information to all parents/guardians of students in grade six information about meningococcal disease in accordance with Wisconsin state statute 118.07(3). Questions concerning the school district's Meningococcal Disease Information notice can be directed to the district's designated person, Laurie Johnson, Director of Special Education and Pupil Services.

**NOTICE OF CHILD FIND ACTIVITY**

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, 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 have not graduated from high school. Upon request the school district will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Laurie Johnson, Director of Special Education and Pupil Services, Rice Lake Area School District, at 234-9007 ex. 5010, or by writing her at 30 Phipps Avenue, Rice Lake, WI

54868.

At least annually the district conducts developmental screening of children ages birth-5. Each child's motor, communication, and social skills are observed at various play areas. Each 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 and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Parents learn of the annual child find date through newspaper ads, flyers throughout the community, radio announcements, and the district website.

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 report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child. A referral for Rice Lake Area School District may be sent to Laurie Johnson at the school district address above.

The Rice Lake Area School District provides to the parents of a student with a disability at least one time per year a full explanation of the procedural safeguards available under section 115.792(3) of the state statutes and applicable federal law relating to the following:

- independent education 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.

This notice is also provided to parents 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. The Special Education Procedural Safeguards can also be located on the Rice Lake Area School District website. Questions concerning the school district's special education procedural safeguards can be directed to the district's designated person, Laurie Johnson, Director of Special Education and Pupil Services.

The school district maintains pupil 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 record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil'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 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 most 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 screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not 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 252.15, Wisconsin Statutes.

#### **NOTICE OF SUICIDE PREVENTION RESOURCES:**

The Rice Lake Area School District, in accordance with section 115.365(3) of Wisconsin State Statutes, annually informs all professional staff at the beginning of the school year of the resources available from the Department of Public Instruction and other sources information regarding suicide prevention. Information describing suicide prevention resources and services and how staff can access them are available on the Department of Public Instruction's website. Questions concerning the school district's suicide prevention resources can be directed to the district's designated person, Nathan Vlcek, Pupil Services Coordinator.

#### **PARENT RIGHTS IN RELATION TO DISTRICT PROGRAMS/ACTIVITIES AND STUDENT PRIVACY:**

Parents may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with state and federal laws. These laws also grant parents and guardians the right to inspect certain materials that are part of the District's curriculum or other activities.

1. The parent of a student may, upon request, opt their child out of participation in:
  - a. Instruction in human growth and development;
  - b. Instruction in certain health-related subjects (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);
  - c. Any state-mandated achievement examinations in grades 4, 8, 9, 10 and 11, and in any other grades authorized by the Board of Education and allowed by the Wisconsin Department of Public Instruction.
2. The District shall provide to the parent of each affected student advance notice of the District's intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and the parent shall have, at a minimum, the right to opt their child out of participation in each such activity:
  - a. Any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
  - b. Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by state law.
  - c. Any survey that contains or reveals information concerning any of the following:
    - o political affiliations or beliefs of the student or the student's parent;
    - o mental or psychological problems of the student or the student's family;
    - o sex behavior or attitudes;
    - o illegal, anti-social, self-incriminating or demeaning behavior;
    - o critical appraisals of other individuals with whom students have close family relationships;
    - o legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
    - o religious practices, affiliations or beliefs of the student or student's parent; or
    - o income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If the District intends to require students to participate in any survey, analysis or evaluation that would reveal information concerning any of the eight protected-information categories above, and if the activity in question is

funded in whole or in part by any program of the U.S. Department of Education, then the District shall first obtain the affirmative, written consent of a parent for the student's participation (or, for an adult student, the advance, affirmative consent of the adult student).

District staff shall take additional precautions to protect student privacy when engaging in any of the above-mentioned activities in accordance with established procedures.

3. Upon request to the District, the parent of a student may inspect:
  - a. Any instrument used in the collection of personal information from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
  - b. Any survey the District intends to administer or distribute to students that contains or that would reveal information in any of the eight protected-information categories listed within this policy, above.
  - c. Any survey created by a third party (regardless of content) before the survey is administered or distributed by a school to a student.
  - d. Any instructional materials (exclusive of tests or assessments) used as part of the educational curriculum for the student, which shall be interpreted to include, for example, (1) the curriculum and instructional materials used in any human growth and development instructional program; and (2) the instructional materials used in connection with any survey, analysis or evaluation (including any research or experimentation program or project designed to explore new or unproven teaching methods) that is funded in whole or in part by any U.S. Department of Education program.

Parents shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or his/her designee. Other parent requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner.

For purposes of this policy, the terms "survey," "parent," "invasive physical examination," and "personal information for the purpose of marketing" shall be defined as those terms are defined (including applicable exceptions) in the federal Protection of Pupil Rights Amendment (PPRA).

The District shall inform parents of this policy and related procedures annually at the beginning of each school year. Any changes to this policy shall be made in consultation with parents of students.

If a parent/guardian is not satisfied with the building principal's or designee's decision, he/she may have the request reviewed by the District Administrator and, if still not satisfied with the decision, the Board of Education. Appeals may be made beyond the Board of Education as authorized by law.

[Policy 333](#)

Revised 8/22/2016

### **PROGRAM OR CURRICULUM MODIFICATIONS**

School districts are required by [Section 118.15\(1\)\(f\)](#) of the state statutes to notify students and their parents/guardians of the following at the beginning of each school term:

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

Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications, including but not limited to:

1. Modifications within the child's current academic program.
2. A school work training or work study program.
3. Enrollment in any alternative public school or program located in the school district in which the child resides.
4. Enrollment in any nonsectarian private school or program, or tribal school, located in the school district in which the child resides, which complies with the requirements of 42 USC 2000d. Enrollment of a child under this subdivision shall be pursuant to a contractual agreement under s.121.78(5) that provides for the payment of the child's tuition by the school district.
5. Homebound study, including nonsectarian correspondence courses or other courses of study approved by the school board or nonsectarian tutoring provided by the school in which the child is enrolled.

6. Enrollment in any public educational program located outside the school district in which the child resides. Enrollment of a child under this subdivision may be pursuant to a contractual agreement between school districts. (dm) The school board shall render its decision, in writing, within 90 days of a request under par. (d), except that if the request relates to a child who has been evaluated by an individualized education program team under s. 115.782 and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial. (e) Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications under par. (d) shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall render its determination upon review in writing, if the child's parent or guardian so requests.

#### **PROGRAMS FOR ENGLISH LEARNERS:**

The Rice Lake Area School District uses federal education funds to provide a language instruction education program for children with limited English-proficiency.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements and established District procedures. The degree of curricular and instructional modification, type of support services and their duration will be determined individually based on student need.

For the additional information regarding programs and services for English Language Learners, please reference the Board of Education [Policy](#) and [Rule 342.41](#) Programs and Services for English Learners or contact the EL /Bilingual Coordinator at 715-234-9007 (ext. 5009) Revised 04/27/2020

#### **PROMOTION AND RETENTION OF STUDENTS IN GRADES 1-12**

Per WI State Statute 118.33(6)(a) no student may advance from Grade 4 to Grade 5 or from Grade 8 to Grade 9 unless they have met the established criteria. In order to advance from Grade 4 to Grade 5 or from Grade 8 to Grade 9, a student shall, in addition to the requirements defined in Rice Lake Area School District Policy (344.4), demonstrate proficiency by satisfying requirements from the areas of:

- A. State administered exams
- B. Student Academic Performance Criteria
- C. Teacher Recommendation Criteria based on academic performance
- D. Other Academic Criteria specified by the Board of Education

Per Wisconsin State Statute, the group of students identified as being at risk of retention shall always include all students in grades 5 through 12 who, based in part on any academic factor, have been identified by the district as being at risk of not graduating from high school. Children "at risk" means pupils in grades 5 to 12 who are at risk of not graduating from high school because they are dropouts or are 2 or more of the following:

1. One or more years behind their age group in the number of high school credits attained.
2. Two or more years behind their age group in basic skill levels.
3. Habitual truants, as defined in s. [118.16 \(1\) \(a\)](#).
4. Parents.
5. Adjudicated delinquents.
6. Eighth grade pupils whose score in each subject area on the examination administered under s. [118.30 \(1m\) \(am\) 1](#), or [118.301 \(3\)](#) was below the basic level, 8th grade pupils who failed the examination administered under s. [118.30 \(1m\) \(am\) 2](#), or [118.301 \(3\)](#), and 8th grade pupils who failed to be promoted to the 9th grade.

This Rice Lake Area School District policy addresses end-of-year, grade-to-grade promotion and retention decisions. This policy does not address grade-level acceleration decisions or any decision to adjust the initial grade-level placement of a newly-enrolled student during the student's first school year of attendance in a District school or program.

The Board of Education directs the administration to develop and implement a process for annual promotion and retention decisions that initially identifies students who are at risk of possible retention.

When a student is having academic difficulty in one or more areas and is at risk of possible retention, it is the Board's judgment that no single measure or description of the student's academic progress, knowledge, and skills is sufficient to determine whether the student should be retained or promoted. Accordingly, before making a final decision to promote or retain a student who the District has identified as being at risk of retention, the administration and instructional staff will use a team-based approach to review and consider, at a minimum, the following information about the student's academic progress in relation to established promotion and retention criteria:

1. The results of available District-provided academic assessments, including:
  - Student performance on district administered universal screeners
  - Student performance on district administered common formative and/or summative assessments



- Standardized assessments other than state assessments
- 2. State assessment results (or results from an alternate assessment, if applicable) that are available for the student;
- 3. The student's summative grades and teachers' summative evaluations of the student's academic skills

For each student identified as being at risk of retention, a Grade Advancement Team will be assembled. The team will be made up of the building principal, classroom teacher(s), a school counselor, a school psychologist, academic interventionist(s), and other district personnel as needed. Parents/guardians shall be included in the discussions leading to a decision. By majority decision, excluding the parents, the team will decide that:

1. the student should be promoted; or
2. the student should be retained in combination with the identification of individualized goals and the use of available intervention strategies that are intended to enhance the student's overall development, alleviate an identified barrier that may be inhibiting the student's learning, improve the student's level of engagement with school, and/or provide the student with opportunities to reduce observed gaps in the student's learning relative to grade-level standards.

The District's specific grade-level promotion criteria and other procedures related to promotion and retention decisions will be defined by rule.

The administration is expected to implement this policy and, in conjunction with other instructional staff members, make the promotion and retention decisions for individual students. If a student's parent or guardian disagrees with a District decision regarding promotion or retention, the parent or guardian may submit a written request for reconsideration to the building principal. Except as otherwise required by law, the decision of the District Administrator following such a request shall be final.

Nothing in this policy or in the related criteria and procedures shall be interpreted in a manner that would interfere with or detract from a student's or parent's rights under any applicable state or federal law. For example, in regard to any student who has been referred for a special education evaluation or who is receiving special education and/or related services under an individualized education program (IEP), nothing in this policy or in its implementation shall detract from the authority of the student's IEP team. [POLICY 344.41](#), Revised 07/27/2020

### **PUPIL RECORDS**

The Board of Education recognizes the need for and importance of appropriately maintaining the confidentiality of individually identifiable pupil records throughout the record life cycle (i.e., at the points of collection, storage, use, disclosure, and destruction). The Board of Education appoints the District Administrator as the custodian of pupil records. Protected pupil records shall be available for inspection or release only with the prior approval of the student's parent or guardian (or of an adult student,) except in situations where applicable laws and regulations require or permit the inspection or release of pupil records without such prior approval. [Policy](#) and [Rule 347](#)-Revised 12/9/2019

**SCHOOL ACCOUNTABILITY REPORTS** According to section 115.385(4) of Wisconsin state statutes, each public school in the state of Wisconsin is required to provide a copy of the school's accountability report published by the Wisconsin Department of Public Instruction (DPI) to the parent/guardian of each student enrolled in or attending the school. To view the most recent report cards for the district, please follow [this link](#). If you go to our website, the site can be found by going to District Info, and selecting Student and District Performance.

### **SCHOOL REPORT CARD**

The Rice Lake Area School District must publicly disseminate a school report card to parents and the public that includes the following information at the district and school levels: (1) aggregate student achievement at each proficiency level on state tests, including comparisons to state averages; (2) disaggregated student achievement at each proficiency level on state tests by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged (the local data must also show a comparison to state averages); (3) comparisons of student achievement by subgroup to the state's annual measurable objectives for each group on each test; (4) the percentage of students not tested disaggregated by the above subgroups; (5) the most recent two-year trend in student achievement in each tested subject area and grade level; (6) graduation rates for high school students by subgroup and compared to state averages; (7) the professional qualifications of teachers (aggregate and disaggregated comparing high-poverty to low-poverty schools); (8) the percentage of teachers teaching with emergency or provisional licenses (aggregate and disaggregated, comparing high-poverty to low-poverty schools); and, (9) the percentage of classes not being taught by highly qualified teachers (aggregate and disaggregated, comparing high-poverty to low-poverty schools).

School report cards must be disseminated to all parents of students attending district schools and be in a format and, to the extent practicable, in a language parents can understand. Districts must also make the report cards widely available to the public through means such as posting on the Internet, distribution to the media, and through public agencies.

### **SCHOOL WELLNESS POLICY NOTIFICATION**

This notice serves to inform parents and guardians of the Rice Lake Area School District School Wellness Policy update. All schools that participate in federally-subsidized school meal programs are required by the National School Lunch Act (as amended) to have a local school wellness policy. The School Wellness Policy is in compliance with the regulations set forth by the Food and Nutrition Service of the U.S. Department of Agriculture (USDA). The current Wellness Policy is posted on the Rice Lake Area School District [website](#).

### **SPECIAL EDUCATION**

#### **Special Education Referral and Evaluation Procedures**

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

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

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

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting:

Laurie Johnson, Director of Special Education and Pupil Services  
Rice Lake Area School District, at 715.234.9007 or by writing  
her at 30 Phipps Avenue, Rice Lake, WI 54868

### **SPECIAL NEEDS SCHOLARSHIP PROGRAM**

(issued pursuant to section 115.7915(5)(5) of the state statutes)

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 and as further specified in state law, a child with a disability may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school that is participating in the Special Needs Scholarship Program.

This is a state-administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI.

The Special Needs Scholarship Program is further defined under section 115.7915 of the state statutes. Additional information about the program is available on the website of the Wisconsin Department of Public Instruction: <https://dpi.wi.gov/sms/special-needs-scholarship>.

### **STUDENT ACADEMIC STANDARDS**

The Rice Lake Area School District must notify parents/guardians of students enrolled in the Rice Lake Area School District of the student academic standards that will be in effect for the 2022-2023 school year. These are located on the District Website, under Teaching and Learning, Curriculum, Standards. If you have any questions regarding this notice, please contact Director of Instruction and Learning Marsha Scherz at (715) 234-9007 or [scherzm@ricelake.k12.wi.us](mailto:scherzm@ricelake.k12.wi.us).

## **STUDENT ASSESSMENTS**

Balanced, ongoing assessment is essential to the District's mission of providing an education appropriate to each student. Systematic collection, interpretation and application of assessment data are necessary to determine student learning and progress, to allow for accountability in teaching and learning, and to facilitate appropriate program review.

In addition to standardized achievement tests, District assessment plans and procedures may involve the use of a variety of formal and informal assessment techniques. These may include approaches such as teacher-designed assessments, direct observations of student performance, instruments supplied by book companies, diagnostic assessments, tests of learning aptitude, career awareness and career aptitude/attitude assessments, portfolios, and any assessments required by state and federal laws.

The District expects all assessments to arise from clearly articulated instructional goals and achievement expectations, to serve an instructionally-relevant purpose, to utilize a reasonable and appropriate methodology, and to reasonably control for sources of bias and distortion that can lead to inaccurate assessment. Decisions regarding the assessment of students with disabilities and English language learners shall be made on an individualized basis to the extent required by law and in accordance with established District policies and procedures.

Summary District assessment data will be available to administrators, curriculum committees, and the Board of Education. Appropriate summary assessment reports, as well as [information about the assessments administered to students, will also be provided to the public as required by law](#). Summary data will be used for curriculum development and evaluation, program development and evaluation, establishing District goals, making budgetary decisions, and developing remediation plans at the classroom, building, and District level when needed. Summary data will also be used to monitor the effectiveness of curriculum, materials, and instruction, to identify relevant trends with respect to groups of students, to provide accountability to parents and guardians, and to determine areas for staff development and study.

When maintained by the District, scores, grades, and other assessment data that are personally identifiable to an individual student are legally-protected student records that will not be disclosed except as otherwise permitted or required by applicable law and by the District's student records policies.

The District shall not discriminate in the methods, practices and materials used for testing and evaluating students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures. [Policy 346](#)-Revised 8/22/16

## **STUDENT ATTENDANCE**

School districts are required by [section 118.16\(4\)\(d\)](#) of the state statutes to provide each student enrolled in the district schools with a copy of established school attendance policies. These policies will be provided at the building level through student handbooks and beginning of the year packets.

## **STUDENT CONDUCT AND DISCIPLINE**

It is the policy of the Rice Lake Area School District, pursuant to s. 118.13 of Wisconsin Statutes, and Chapter PI 9 of the Wisconsin Administrative Code, that no person may be denied admission to any school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on the basis of the protected classes of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability.

The District shall maintain a Student Code of Conduct that has been approved by the Board of Education and can be found in the student handbook. At a minimum, the Student Code of Conduct shall set forth (1) any rules of conduct for students that the Board of Education wishes to establish; and (2) standards and procedures surrounding the possible removal of a student from their class due to the student's conduct.

In addition to the rules found in the Student Code of Conduct, the Board of Education authorizes the District Administrator, and any of their appropriately-licensed administrator designees, to set forth additional rules of conduct for students. Further, subject to administrative oversight and to the extent consistent with applicable law and with the District's policies, procedures, and more formal rules of conduct for students, school staff are permitted to issue and reasonably enforce situation-specific conduct directives for students that support the provision of a safe and productive school environment.

### Administrative Responsibilities

The District Administrator, building principals, and other licensed administrators serving in an instructional capacity are jointly responsible for the day-to-day management and oversight of student conduct and discipline matters in the schools. The District Administrator and building principals shall:

1. Ensure that time and resources are dedicated to all of the following elements of the process of managing student behavior: teaching expected behaviors to students, notifying students of prohibited conduct, reinforcing positive behaviors, providing appropriate behavioral interventions, and imposing/enforcing disciplinary sanctions and other reasonable consequences for misconduct.
2. Ensure that the District incorporates the management of student behavior as a topic within the District's professional development plan for staff.
3. Evaluate practices and data with regard to student conduct and discipline in order to identify strengths and areas for improvement in the District's policies and practices.

### Expectations for Staff and Other Adults Who Supervise Students and Student Activities

All District employees and all other authorized agents of the District who teach, supervise, or otherwise work directly with students ultimately share in the responsibility for the day-to-day implementation of the District's policies, procedures, rules, and directives related to student conduct and discipline. In carrying out their respective responsibilities, the Board of Education expects such employees and agents to comply with the following additional policy guidelines:

1. Such employees and agents are expected to model appropriate behaviors for students in connection with school-related activities, including modeling appropriate responses to conflict.
2. Rules and expectations for student conduct and any sanctions for misconduct shall be implemented and enforced, at a minimum, lawfully, without bias or favoritism, and in a non-discriminatory and non-arbitrary manner.
3. Students shall be informed within 24 hours of the reason(s) for any disciplinary sanctions and shall have the opportunity to provide their viewpoint regarding the situation.
4. Timely communication with a student's parent or guardian regarding student conduct and discipline shall be a priority; and, in connection with matters such as disciplinary removals from class and suspensions from school, such communication is also a legal requirement.

### Expectations for Students

The Board of Education expects all students to follow the rules and expectations that are established for student conduct and to demonstrate a developmentally-appropriate level of personal responsibility and accountability for their actions. These rules and expectations apply to all school functions and activities whether held during school hours or after regular school sessions and wherever they are held. [POLICY 442 RULE 442](#)

Revised: 03/08/21

### **STUDENT DIRECTORY DATA**

In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

The District designates the following data elements from student records as "directory data":

- Student's name
- Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- Student's school/grade level
- Degrees and awards received by the student
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The name of the school most recently previously attended by the student
- Dates of attendance (not including daily attendance records)
- Student's date of birth and place of birth
- Student's Home address (For any student who is a participant in the state's address confidentiality program-the Safe at Home Program, the student's home address is the Safe at Home address listed on the Safe at Home authorization card.)
- Student's telephone number

□ Major field of study

1. Separate and independent of the District's designation of student directory data items under this policy, federal law requires the District to provide institutions of higher education and military recruiters, upon their request, with the following contact information for high school students unless an eligible student or the parent or guardian of a minor student has notified the District that such information shall not be released without the prior written consent of a parent or guardian (or adult student, if applicable):

- a. To institutions of higher education: a high school student's name, address, and telephone number.
- b. To military recruiters: a high school student's name, address, telephone number, and electronic mail address.

The District shall notify parents and guardians of high school students (or, if applicable, an adult student) of the option to opt out of such disclosures, and the administration shall implement appropriate procedures for submitting an opt-out decision to the District.

2. Pursuant to a state law requirement, unless the student's parent or guardian (or adult student) has notified the District of their objection to such a disclosure of the student's directory data, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23, a court record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

3. In addition to the situations where the release of certain directory data is required by law, the District discloses student directory data (in the absence of an opt-out decision) only as follows:

- a. In direct connection with school-sponsored activities and within school-sponsored publications and communications, including communications through the District's electronic media sites and in District-approved media releases.
- b. Directly to school-related support organizations/groups, including parent-teacher organizations and booster clubs, or upon the request of such a group or organization.
- c. The District discloses a student's date of birth only for the purpose of acknowledging and observing the student's birthday within the student's school. A student's date of birth is never released in response to a third party's request for access to student directory data.
- d. The District may provide student directory data to, or may allow the collection of student directory data by, District-selected entities that provide school-based commercial products/services for students (e.g., school photographer; yearbook publisher; school newspaper publisher; sellers of school-branded clothing, graduation gowns).

4. Pursuant to federal law, the District may not disclose or confirm a student's directory data without obtaining the written consent of a parent or guardian if other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

5. Pursuant to state law, the District may not disclose or confirm a student's participation in the Safe at Home program, directory data address information or other information prohibited by state law unless the District receives written consent from the student's parent or guardian to release such information.

#### Directory Data Notice and Opt-Out Decisions

The District will provide written notice of the District's designation of student directory data, opt-out rights, and opt-out procedures to parents/guardians and adult students (if applicable). Notice will be provided via publication in the Student Handbook and shall also be made available through the District website. A directory data notice may be combined with, or otherwise referenced within, the District's federally required annual student records notice.

Upon a student's initial enrollment and registration in the District, upon re-enrollment following a gap in enrollment, and upon each continuing student's initial transition into high school, the student's parent or guardian (or adult student, if applicable) shall be provided with a copy of the District's

directory data notice and shall have 14 days to inform the school, in writing, that all or any part of the student's directory data may not be released without prior consent. During such 14-day periods, the District will avoid the release of the student's directory data under this policy.

Regarding decisions to opt out from the school's disclosure of all or any part of the directory data under this policy:

1. Using procedures established by the administration, a parent or guardian (or adult student, if applicable) may make, modify, or withdraw an opt-out decision regarding directory data at any time, but should allow for a reasonable period of time for such a decision to be processed.
2. Unless the District issues express notice to a parent, guardian, or adult student stating that a new opt-out decision is required (in which case a 14-day non-disclosure period will again apply), an opt-out decision from the disclosure of directory data under this policy will remain in effect until it is modified or withdrawn by an appropriate party.
3. Upon a student's withdrawal, transfer, or graduation from the District, the District will continue to honor the last directory data election made on behalf of the former student unless an appropriate party notifies the District, in writing, of a change to such election.
4. Opting out from the disclosure of certain directory data and failing to provide consent for specific disclosures may affect a student's ability to participate in some school functions and activities.
5. A decision to opt out from the school's disclosure of a student's name as directory data cannot be used to prevent the school from using, or requiring the student to use, the student's name (or any equivalent identifier permitted by the school) in the student's curricular activities (e.g., classes).
6. Opting out from the disclosure of directory data under this policy does not prevent the District from disclosing student records without consent (including records that contain directory data) if the District determines that there is a separate exception to the confidentiality of the records that authorizes the disclosure. [Policy 347.1](#)

#### **STUDENT LOCKER SEARCHES:**

Lockers will be assigned to students when they are available. The privilege of using a locker is extended on the basis that it will be kept clean and in good condition. The student shall be financially responsible for any damage to the locker.

School lockers are the property of the Rice Lake Area School District. At no time does the Rice Lake Area School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by designated school officials for any reason, at any time, without notice, without student consent, and without a search warrant. Students are responsible for their assigned locker and its contents.

For purposes of this policy, "designated school officials" include the District Administrator, building principal, school custodian or other employee designated by the District Administrator or building principal, and law enforcement officers at the request or in cooperation with the District Administrator or building principal.

Whenever possible, locker searches shall be conducted in the presence of two school officials as described above.

Any unauthorized item found as a result of a locker search may be given to the parent or guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as circumstances warrant. The adult student or parent or guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

A record shall be kept of all locker searches, including the reason for the search and the findings. Depending upon the search findings, the documentation may be used in subsequent school discipline or legal actions.

Students are to be informed of the locker search policy at the beginning of each school year.

[Policy 444](#)

Revised 11/14/2016

#### **STUDENT NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Rice Lake Area School District, pursuant to s. 118.13 of Wisconsin Statutes, and Chapter PI 9 of the Wisconsin Administrative Code, that no person may be denied admission to any school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on the basis of the protected classes of race, color, religion, national origin,

ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability.

Accordingly, the Board of Education prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational, or other program/activity, including the District's career and technical education opportunities;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs; or
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally-protected classification or characteristic.

As further required by the Board of Education's policies and/or applicable law:

- The District shall provide all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a qualifying disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.
- The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. If any such need is not adequately resolved by the application of regular classroom procedures, a student or the student's parent/guardian may submit a written (including via email) request for such an accommodation to the principal of the student's school. Access to and disclosure of such requests is limited as provided under the District's student records policies. The school principal or their designee shall approve or deny each such request. Potential accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodation granted under this paragraph shall be provided to the student without prejudicial effect.
- Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, such as gifted and talented programming, special education, school-age parents, bilingual-bicultural programs or services, at risk or alternative programs, and other special programs or services; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with *Board Policy 113, 114* and this policy. The *Director of Special Education and Pupil Services* is authorized to receive any student discrimination complaint, including any complaint arising under Chapter PI 9 (student nondiscrimination under state law) or Chapter PI 41 (accommodation of students' religious beliefs) of the Wisconsin Administrative Code.

Any person who is determined to be responsible for any form of unlawful discrimination, any act of prohibited retaliation, or other violation of a District nondiscrimination policy, including this policy, is subject to appropriate disciplinary action and/or other appropriate consequences that are within the District's lawful authority.

**Policy Provisions Incorporated by Reference.** The following provisions of *Board Policy 113 and 114* which addresses the District's commitment to nondiscrimination across all aspects of the District's programs, activities, and operations, are applicable to this student-focused policy and are incorporated by reference:

- The designation of nondiscrimination coordinators, including the District's Title IX Coordinator(s). *Board Policy 113 and 114* provides the direct contact information for the District's nondiscrimination coordinators.
- Procedures under which any person may submit a report, concern, or allegation of prohibited student discrimination or prohibited retaliation to the District.
- Notice that the prohibitions against sex discrimination established by Title IX of the federal Education Amendments of 1972 ("Title IX") and by the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations") apply to the District and extend to protect District students and employees.
- Procedures and conditions under which an individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant") may file a "formal complaint" of "sexual harassment," as those terms are defined in federal regulations for purposes of Title IX.
- The prohibition that no official, employee, or agent of the District or any other person (including a student) may intimidate, threaten, coerce, or unlawfully discriminate against any individual (1) for the purpose of interfering with any right or privilege secured by any nondiscrimination statute or related regulation, or (2) because the individual has made a report or complaint, or testified, assisted, participated, or exercised a legal right to refuse to participate in any manner in an investigation or proceeding conducted under any District nondiscrimination policy.
- The limitations on the extent to which the District can provide or assure confidentiality, but also the commitment to observe any specific confidentiality requirements established by state or federal law.
- The prohibition against bad faith conduct and abuse of process in connection with any report or complaint of possible discrimination or retaliation.
- The responsibility of the administration to issue/post all required notices related to this policy and to the state and federal laws that prohibit student discrimination.
- The responsibility of the administration to maintain adequate records relating to reports and complaints of discrimination or retaliation.
- As a member of the WIAA, the Rice Lake Area School District agrees to abide by the rules and regulations of the WIAA, which protect student athletes from discrimination.

**External Complaints and Proceedings.** By following the procedures and timelines established by the applicable non-District entity, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction. Each such external entity independently determines whether a given complaint falls within the entity's scope of authority.

**Notices and Published Nondiscrimination Statements.** The District Administrator and the District's designated nondiscrimination coordinators shall ensure that notice of this policy and its accompanying complaint procedures is published at the beginning of each school year as a Class 1 legal notice. In addition:

1. A student nondiscrimination statement shall be included on the district website, in the District's student and employee handbooks, course selection handbooks, and other published materials distributed to the public



describing school activities and opportunities;

2. The District's student nondiscrimination complaint procedure shall be included in the District's student and employee handbooks; and
3. The District shall also provide students and parents/guardians of students with notices required under the federal Title IX regulations relating to prohibited sex discrimination.

**Evaluation and Reports.** The District Administrator and the District's designated nondiscrimination coordinators shall ensure that the District annually prepares a summary compliance report regarding student nondiscrimination and that the District completes an evaluation of the status of nondiscrimination and equality of educational opportunity in the District at least once every five years, as further specified under the regulations of the Department of Public Instruction.

The District encourages informal resolution of complaints. However, to address allegations of violations of its Non-Discrimination Policy, the Rice Lake Area School District has a formal grievance process and procedures that includes how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the district will respond. Any questions concerning the Board's Non-Discrimination Policy (see Board Policy 411) should be directed to:

Director of Special Education and Pupil Services  
Laurie Johnson  
Non-discrimination Coordinator  
Title IX Coordinator  
30 Phipps Avenue  
Rice Lake, WI 54868  
Phone: (715) 234-9007 ext. 5010  
johnsonl@ricelake.k12.wi.us  
[Policy 411](#) [Rule 411](#) Revised: 12/13/2021

### **STUDENT NONDISCRIMINATION IN RELATION TO CAREER AND TECHNICAL EDUCATION**

The Rice Lake Area School District offers the following career and technical education programs for all students regardless of sex, color, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, gender identity, or gender expression, including those with limited English proficiency, in grades 9-12.

Agriculture Education  
Art Education  
Business Education  
Technology Education  
Family and Consumer Science

Persons seeking further information concerning the career and technical education offerings and specific prerequisite criteria should contact:

Marsha Scherz  
Director of Instruction and Learning  
Rice Lake Area School District  
715-234-9007  
30 Phipps Avenue  
Rice Lake, WI 54868

Inquiries regarding nondiscrimination policies should be directed to:

Laurie Johnson  
Director of Special Education and Pupil Services  
715-234-9007

**TITLE I PROGRAMS (HAUGEN ELEMENTARY SCHOOL, HILLTOP ELEMENTARY SCHOOL, TANTER ELEMENTARY SCHOOL)**

- **Parent and Family Engagement**

The School Board recognizes the importance of parent/guardian involvement in their children's education. Therefore, the District shall provide appropriate opportunities for parents/guardians to become involved in the design, implementation, and evaluation of District Title I program activities and in improving the academic achievement and school performance of their children. Specifically, the District shall provide for parent/guardian involvement through the following:

- Special activities such as listening sessions and school open houses.
- Regular, meaningful two-way communication between parents/guardians and the schools regarding academic standards and student achievement through school newsletters, report cards, conferences, meetings, telephone contacts, notes, and other appropriate means.
- Participation in the District Advisory Committee.

Parents/guardians of students participating in Title I program services shall be informed annually of this policy and of the opportunities available for them to get involved in their child's educational program and in improving student achievement. [Policy 342.3](#) Revised 05/13/2019

- **Notice Related to Professional Qualifications of Teachers and Paraprofessionals**

In accordance with federal law requirements, the Rice Lake Area School District is informing you that you may request information regarding the professional qualifications of your child's classroom teachers, including the following:

- Whether the teacher has met state licensing criteria for the grade level(s) and subject area taught.
- Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.
- The undergraduate degree major of the teacher, and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

You may also request information regarding the professional qualifications of any paraprofessional providing services to your child. Requests for teacher and paraprofessional qualification information should be directed to the building principal of your child's school. The requested information will be provided to you in a timely manner. [Exhibit I-342.3](#) Revised 05/13/2019

ESSA requires schools who receive Title I funds to notify parents of legal guardians when their child is being taught for four or more consecutive weeks by a teacher who is not considered "high qualified." In Wisconsin, a teacher of a core academic subject is "highly qualified" if he or she completed an approved educator preparation program resulting in a regular license to teach that subject.

- **Student Assessment**

Parents of students attending any school receiving Title I funding may request information regarding the participation in any assessments mandated by law or by the district. Information regarding each state and district assessment can be found on the district [website](#).

- **Student Achievement Level and Academic Growth on State Academic Assessments**

Every Student Succeeds Act (ESSA) requires that parents/guardians are provided information on the achievement and academic growth of their child on each of the state assessments. This information will be shared at parent/teacher conferences.

- **District Report Cards**

ESSA requires districts receiving Title I funds to disseminate an annual school report card. This report card will be posted on the district [website](#).