

**SCHOOL DISTRICT OF HILLSBORO
ANNUAL NOTICES REQUIRED BY LAW**

NONDISCRIMINATION

It is the policy of the School District of Hillsboro that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the persons' sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination under related federal statutes, including Title IX of the Educational Amendments of 1972 (sex), Title II, Title VI and Title VII of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990. This policy also prohibits harassment.

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

Any questions concerning s. 118.13, Wis. Stats., of Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Chris Koopman, MS/HS Principal
Hillsboro Middle/High School
777 School Rd
Hillsboro, WI 54634
(608) 489-2221

Missy Herek, Elementary Principal
Hillsboro Elementary School
853 Hillsborough Ave.
Hillsboro, WI 54634
(608) 489-2224

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Eric Auel, School Psychologist
School District of Hillsboro
777 School Rd
Hillsboro, WI 54634
(608) 489-2221

(PI 9.05 Wisconsin Admin Code and Board Policy 2260, 2260.01, 3122, 3362, 4122, 4362, 5517 and 5517.01)

STUDENT ANTI-HARASSMENT

The School District of Hillsboro is committed to maintaining a learning and working environment for students and employees free from harassment, discrimination, or intimidation.

Harassment refers to the acts of physical, verbal, or psychological behavior based on race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap which would create an intimidating, hostile, or offensive environment.

Students who experience harassment may immediately make it clear that such behavior is offensive. Students are entitled to due process protection and are encouraged to report the incidents to:

Chris Koopman, MS/HS Principal
Hillsboro Middle/High School
777 School Rd
Hillsboro, WI 54634
(608) 489-2221

Missy Herek, Elementary Principal
Hillsboro Elementary School
853 Hillsborough Ave.
Hillsboro, WI 54634
(608) 489-2224

There shall be no retaliation against students who file complaints in good faith under this policy. A complaint shall be submitted within forty-five (45) working days of the occurrence of the incident being reported. (Board Policy 5517)

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The School District of Hillsboro Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It includes, but is not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior may immediately report the situation to the building principal or assistant principal, or the Superintendent of Schools. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal may be filed with the Superintendent of Schools. Complaints against the Superintendent of Schools may be filed with the Board President.

There shall be no retaliation against students who file complaints or otherwise participate in an investigation concerning allegations of aggressive behavior. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation may be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentional false reports may result in disciplinary action. (Wis. Stats 118.46.46(2) and Board Policy 5517.01)

STUDENT RELIGIOUS ACCOMMODATIONS

All students shall be provided reasonable accommodations for sincerely held religious beliefs with regard to examination and academic requirements. See the “Nondiscrimination” notice in this publication for the process for receiving and resolving complaints. (Wisconsin Admin Code PI 41.04 (1)(A) and Board Policy 2270)

STUDENT RECORDS -THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) gives parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records (34 CFR 99.10) within 45 days of the date the school receives a request for access. The school will notify the parent or the “eligible student” of the time and place where the records may be inspected.
- The right to submit a written request for an amendment of the student’s education records (34 CFR 99.20, 99.21, and 99.22) that the parent or student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records except as specified by law (34 CFR 99.30 and 99.31)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office Department of Education, 400 Maryland Ave, SW Washington, DC 20202- 4605

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These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).

(See Board Policy 8330 – Student Records, for more information)

DIRECTORY DATA MILITARY RECRUITERS ACCESS OF STUDENTS/RECORDS

The Family Educational Rights and Privacy Act (FERPA) also requires the School District of Hillsboro, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the School District of Hillsboro to include this information in certain school publications. Examples could include such items as: a playbill, showing your student’s role in a drama production; school yearbook; an honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses and phone numbers to military recruiters upon their request. The law requires a school district to notify a student of his/her right to opt-out by requesting that the school district does not release information to military recruiters. Students have the right to request that private information is not released to military recruiters. Students choosing to withhold private information from military recruiters should contact the high school office for an opt-out form. The School District of Hillsboro has designated the following information as directory information:

- a student's name;
- photograph;
- participation in officially-recognized activities and sports;
- height and/or weight, if a member of an athletic team;
- date of graduation;
- degrees and awards received.

STUDENT ATTENDANCE

In accordance with state law, all parents must cause children between 6 and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or parent, or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools, and the community. The parent or guardian of absent students is expected to notify the school on the day the absence occurs. The school shall report a student's unexcused absences to the parent or guardian. Students are allowed and encouraged to make up work missed during excused absences from school. It is the student's responsibility to request assignments and schedule make-up exams. Missing school for unexcused absences will have a negative impact on a student's grade and in some cases contribute to the overall failure of a course. The school shall have the authority to initiate action as stated in Board Policy 5200 to secure a student and/or parents or guardians compliance with compulsory attendance law. (Wis. Stats §§ 118.15(1) and 118.16 and Board Policy 5200)

STUDENT LOCKER SEARCHES

Every student has the right to the use of the locker which has been assigned to him/her. The lockers remain the property of the school district. This policy does not preclude periodic inspections for the purposes of cleaning lockers, or, for example such actions as recovering library materials and textbooks. School administrators or their designees may search lockers with or without prior notice to the student. The student must use the locker assigned to them by the professional staff to the school. (Wis. Stats. § 118.3325 and Board Policy 5771)

YOUTH OPTIONS PROGRAMS

Students in the 9th, 10th and 11th grades will be provided with information about the Youth Options Program prior to October 1. (Wis. Stats. § 118.55(8))

MENINGOCOCCAL DISEASE INFORMATION

This information is given out in registration letter and on district website by school nurse.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

The School District of Hillsboro recognizes the family as a major forum for developmental experiences. In identifying its role, the district serves to reinforce that which is taught at home by providing learning experiences that can be used to make healthy life choices now and in the future. The school will make available upon written request to the principal the topic related to human growth and development. If you have any questions about the Human Growth and Development Curriculum, feel free to contact the counselor or principal at the high school. (Wis. Stats. §§ 118.019(2) and (3) and Board Policy 2414)

SPECIAL EDUCATION (Child Find) ACTIVITIES

The School District of Hillsboro must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting Curt Bisarek, Superintendent, at 608-489-2221 or by writing him at, 777 School Rd, Hillsboro WI 54634. (Wis. Stats. §§ 115.77(1)(a) and (h), 115.77(3)(d), 115.792, 115.80, and Board Policy 2460)

TITLE I PROGRAMS/TEACHER/PARAPROFESSIONALS QUALIFICATIONS

Since the School District of Hillsboro received federal Title I program funds, the district has developed a parent involvement policy. It is the desire of the District to establish positive partnerships with families and community. Everyone gains if school, home and community work together to promote high achievement for all students. To that end, the District shall provide a variety of opportunities for families and community to become involved in children's education. (Board Policy 2261.01)

Additionally, parents and/or guardians may request and obtain information regarding: (1) the professional qualifications of their child's teachers including – whether the teachers has met state licensing criteria for the grade level(s) and subject area(s) taught; whether the teacher is teaching under emergency or provisional status through which state licensing criteria has been waived; and the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; (2) the professional qualifications of paraprofessionals providing instructional-related services to their child. Parents will be notified if their child is assigned to, or taught for four or more consecutive weeks by a teacher who is not “highly qualified”. This applies to all teachers, not just those who work in Title I programs. Parents will be given information on the achievement level of their child on

each of the state academic assessments as soon as is practicably possible after the assessment is taken. (Board Policy 2261.02)

If you want to see the state qualification for your student's teacher, you may ask personnel at the Board of Education office or access the information on the DPI website at: www.dpi.wi.gov/tepd/lisearch.html (ESEA as referenced)

PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS

The parents/guardians of limited English Proficient (English Learner) students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP
- Child's academic achievement level and level of English proficiency (including method of measurement)
- The methods used for language instruction
- How the language program will meet the child's instructional needs
- How the program will help the child to learn English and meet the academic standards for promotion or graduation
- The exit requirements for the language program
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program (ESEA, Wis. Stats. § 115.96(2), and Board Policy 2260.02)

CHILD NUTRITION PROGRAM

The School District of Hillsboro participates in the National School Lunch Program and School Breakfast Program and Special Milk Program. Its participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found at each school office and the District central office. The policy may be reviewed by any interested party. (USDA law and Board Policy 8531)

SCHOOL WELLNESS POLICY

School districts participating in federally subsidized child nutrition programs (e.g. National School Lunch Program, School Breakfast Program, Special Milk Program and After-School Snack Program) are required to establish local school wellness policies. The policy was formally adopted by the Board of Education and was recently reviewed by the School Wellness Committee, as required annually by the policy. (Board Policy 8510)

AHERA MANAGEMENT PLAN

The School District of Hillsboro has hereby provided notification of the availability of the Asbestos Emergency Response Act Management Plan. Plans for the school are available in the office of the principal during regular business hours for your inspection and review, or at the District Administration Office at 777 School Rd., Hillsboro, WI 54634. (AHERA law and Board Policy 8431.01)

ELECTOR REGISTRATION INFORMATION

Per state law, principals of every high school shall communicate elector registration information to students. (Wis. Stats. § 6.28 (2)(b))

STUDENT PRIVACY – RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations or beliefs of the student or student's parents; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (608) 489-2224 (voice).

Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605 (Federal PPRA law as referenced) (Board Policy 2416)

STUDENT SURVEYS

School districts receiving funds under any U.S. Department of Education program must notify parents of their right to inspect certain student surveys and other activities that collect, disclose, or use personal information from students including materials designed to sell or market student information to others. The types of surveys include those created by third parties (outside the school district) and their subject matter is specified below. Parents must be notified of their rights before the survey is distributed to students. School districts must provide the survey to parents within a reasonable amount of time after the request and before the surveys are distributed to

students. Districts must also involve parents in developing and adopting policies that establish the rights of parents, upon request, to inspect student surveys and opt their children out.

Examples of activities used to collect, disclosure or use of personal information from students including materials designed to sell or market student information to others would include:

- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students.
- The administration of any survey containing one or more of the eight protected areas of information including: political affiliations or beliefs of the student or student's parents; mental or psychological problem of the student or student's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or relationships such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parents; and income. (Schools must obtain active consent and may not use an opt out feature if the survey is funded in whole or in part with Department of Education funds) (FEDERAL ESEA LAW and Board Policy 2416)

EDUCATION OF HOMELESS CHILDREN AND YOUTH

The school district's designated liaison for homeless children and youth will ensure that the educational rights of homeless children and youth are disseminated where such children and youths receive services such as the schools and family shelters. Homeless children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children/youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel. (McKinney Vento Act and Board Policy 5111.01)

SCHOOL PERFORMANCE DATA

Under Section 115.38(2) of the state statutes, school boards are required to notify, by January 1 each year, the parent/guardian of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed to those parents/guardians who request it by May 1 each year. District and school data regarding test results, graduation, attendance, other academic indicators, teacher quality, and more can be located on the DPI WINSS website. To find information for the School District of Hillsboro or your student's school, go to: <http://data.dpi.state.wi.us/data/selschool.asp>. If you do not have home web access, visit the Hillsboro Public Library or contact your school's principal for access to a school computer. For tips on how to use the Data Analysis Section of WINSS, go to: <http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp>. For further information or assistance, contact Curt Bisarek at 608-489-2221, ext. 1504. (Wis. Stats. § 115.38(2) and Board Policy 2700.01)

WIRELESS COMMUNICATION DEVICES/TWO-WAY COMMUNICATION DEVICES

The Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. The

District also recognizes that students at different ages should have different privileges with wireless communication devices while on school premises. Therefore, high school students may use wireless communication devices before and after school, during lunch and in between classes, as long as they do not create a distraction, disruption or otherwise interfere with the education environment. Further guidelines may be developed by building administration. The use of wireless communication devices is strictly prohibited at the middle school and all elementary schools. Students who have a cell phone must turn it off and keep it in their locker. The use of a wireless communication device in locker rooms is strictly prohibited. Individuals who violate this policy will be subject to school disciplinary action and possible legal referral. (Wis. Stats. § 118.258 and Board Policy 5136 & 9151)

Board Policies can be accessed at

<https://www.boarddocs.com/wi/hills/Board.nsf/Public?open&id=policies>

****Please refer to the Student Enrollment Form for waiver options available to parents/guardians/students.**