



School District of HOWARDS GROVE

ANNUAL NOTIFICATION OF RIGHTS - IMPORTANT, PLEASE READ

As required by law, the Howards Grove School District annually notifies community members of the School District Policies and Procedures related to:

SCHOOL PERFORMANCE REPORT – Public Release

Legislation in Wisconsin's most recent budget requires school districts to release a copy of the most recent school accountability report. This information can be located on the district website at the following link: <http://www.hgtigers.org> or by searching "School report card" on the Department of Public Instruction website.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - Board Policy 2260

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, including transgender status, change of sex or gender identity, military status, or physical, mental, emotional, or learning disability in any of its student program and activities. In order to achieve the aforesaid goal, the Board directs the District Administrator to:

A. **Curriculum Content** - review current and proposed courses of study and textbooks to detect any bias based upon race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability (except as authorized by law), military status, or physical, mental, emotional, or learning disability ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society, and provide that necessary programs are available for students with limited use of the English language.

B. **Staff Training** - develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, including transgender status, change of sex or gender identity, military status, or physical, mental, emotional, or learning disability in all aspects of the program.

C. **Student Access** - review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, including transgender status, change of sex or gender identity, military status, or physical, mental, emotional, or learning disability, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.

D. **District Support** - require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

E. **Student Evaluation** - require that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, including transgender status, change of sex or gender identity, military status, or physical, mental, emotional, or learning disability.

Scott Fritz (920-565-4450) shall act as the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children, ages 3-21, with disabilities who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs. (Title IX, 34C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106)

COMPULSORY STUDENT ATTENDANCE – Board Policy 5200

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, or this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term. Students may be excused for illness, necessary appointments which cannot be scheduled outside the school day, the funeral of a relative, legal proceedings which require the student's presence, college visits (junior or senior status only), a job interview/fair, or family trip, vacation or observance of a religious holiday consistent with the student's creed or belief.

BOARD ADOPTED ACADEMIC STANDARDS – Public Release

2015 Wisconsin Act 55 requires identification of the academic standards adopted that will be in effect for the school year. The Howards Grove School District Board of Education will act on approval of The Wisconsin Academic Standards. The Howards Grove School District will utilize the Common Core Academic Standards, adopted and approved yearly.

PARENTS RIGHT TO REQUEST PROGRAM MODIFICATIONS - Board Policy 2240

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the building principal that either content or activities conflict with his/her religious beliefs or value system, the principal will consider a written request for his/her child to be excused for particular classes for specified reasons. If a request is not honored, that decision may be appealed to the District Administrator. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during time of parent requested absences.

PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS – Board Policy 2260.02

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)

DIRECTORY INFORMATION - Board Policy 8330

The Howards Grove School District maintains student records for each student attending school in the District. These records include: 1) student progress records (i.e. courses taken, grades, attendance, immunizations, extra-curricular activities), and 2) student behavioral records (i.e. standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating to an individual student's behavior, student physical health other than immunizations, law enforcement records obtained by the District and other student records which are not progress records).

Further, the District has designated the following student record information as directory data: student's name, address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, and degrees and awards received. This information may be disclosed to any person unless the eligible student, or parent, legal guardian, or guardian ad litem of a minor student, informs the school within fourteen (14) days of receipt of this notice that all or any part of the directory data may not be released without the prior consent of the eligible student, or parent, legal guardian, or guardian ad litem. This designation will remain in effect until it is modified by the written direction of the eligible student or the parent, legal guardian, or guardian ad litem of a minor student.

State and Federal laws require that the maintenance of student records assure confidentiality. Accordingly, the following shall apply in the District:

- A. An eligible student, or the parent(s)/guardian of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. Copies of the District's student records procedures are available upon request at the District office. Regular office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.
- B. An eligible student, or the parent(s)/guardian of a minor student, has the right to request the amendment of the student's school records if s/he believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made to the District Administrator in accordance with the established District procedures. A parent or eligible student must

identify specific errors or omissions in the records and provide all pertinent information that justifies modification of the record. Copies of the District's procedures are available upon request as outlined above.

- C. An eligible student, or the parent(s)/guardian of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that State and Federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on the behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison officers); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a specific 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/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's record to another school or school district, if the student seeks to enroll in that school or school district, without consent upon request in accordance with State law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

- D. An eligible student, or the parent(s)/guardian of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with the Federal Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) requirements. The name and address of the office that administers FERPA is": Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 203202-4605.

Student progress records shall be retained permanently after the student ceases to be enrolled in the District. All student behavioral records will be destroyed one (1) year after the date the student graduates from or last attends a school in the District unless the student, or the parent/guardian of a minor student, gives permission that the records may be maintained for a longer period of time.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION - Board Policy 2416

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall ensure that procedures are established whereby parents may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

Additionally, in accordance with Policy 2240, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where, under the supervision of a staff member, the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

The term "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

This section does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, student or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curricular and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities;
- F. student recognition programs.

SEARCH AND SEIZURE – Board Policy 5771

The Board of Education has charged school authorities with responsibility for the safety and well-being of the students in their care. In discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with Board Policy 5771. Additional details regarding Search and Seizure authority is available by requesting a complete copy of policy 5771.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING – Board Policy 7440.01

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The District Administrator is responsible for authorizing where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents.

DRUG-FREE SCHOOLS – Board Policy 5530

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and school procedures, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

SCHOOL PERFORMANCE REPORT Board Policy 2700.01

Each school board shall, upon request, distribute to the parent or guardian a copy of the report. The data will be from the previous school year. If you have access to a computer, the data provided in the School District Performance Report is found through a link on

the school district website at www.hgtigers.org. You will not need to request a copy of the report if you choose to view the School Performance Report via the school district website. If you are requesting a copy of the report, please contact the District Office at 920-565-4454.

HIGHLY QUALIFIED TEACHERS – Board Policy 3120

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, The Howards Grove School District is required to make sure that all parents of students are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:
 - a. information on the level of achievement of their child(ren) on the required State academic assessments;
 - b. timely notice if the parent's child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified".

If you want to see the state qualification for your child's teacher please contact us or find it on the DPI website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

ASBESTOS NOTIFICATION – Board Policy 8431.01

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Howards Grove 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 in April and October with full re-inspections every three years. For more information please contact the Director of Building and Grounds, at 920-565-4454 ext. 253.

INDOOR ENVIRONMENTAL QUALITY PLAN – Board Policy 8405

The Howards Grove 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 2012 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the Director of Buildings and Grounds at 920-565-4454 ext. 253.

CONTROL OF BLOOD BORNE PATHOGENS – Board Policy 8453.01

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally-mandated procedures is a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if a situation does develop you will understand the reason for your request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES – Public Release

Upon request, the Howards Grove 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 **Tracy Bandt, Director of Special Education, Howards Grove School District, at 920-565-4457 Ext. 134, or by writing her at 902 Tyler Road Howards Grove, WI 53083.**

NATIONAL SCHOOL LUNCH PROGRAM, SPECIAL MILK PROGRAM – Public Release

The School District of Howards Grove has announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and/or milk for split-session students served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

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

FAMILY SIZE INCOME SCALE

For determining Eligibility for Free & Reduced Price Meals or Milk

	Annual Income Level		Monthly Income Level	
	Free	Reduced Price	Free	Reduced Price
Family (Household) size	<i>Must be at or below figure listed</i>	<i>Must be at or between figures listed</i>	<i>Must be at or below figure listed</i>	<i>Must be at or between figures listed</i>
1	\$15,782	\$ 15,782.01 and \$22,459	\$ 1,316	\$ 1,316.01 and \$1,872
2	21,398	21,398.01 and 30,451	1,784	1,784.01 and 2,538
3	27,014	27,014.01 and 38,443	2,252	2,252.01 and 3,204
4	32,630	32,630.01 and 46,435	2,720	2,720.01 and 3,870
5	38,246	38,246.01 and 54,427	3,188	3,188.01 and 4,536
6	43,862	43,862.01 and 62,419	3,656	3,656.01 and 5,202
7	49,478	49,478.01 and 70,411	4,124	4,124.01 and 5,868
8	55,094	55,094.01 and 78,403	4,592	4,592.01 and 6,534
For each additional household member, add	+ 5,616	+ 5,616 and +7,992	+ 468	+ 468 and + 666

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

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDPIR or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare FDPIR or W02 case number, list names of all school children, sign the application and return it to the school office.

For school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark then "I do not have a Social Security Number) box. Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal policy Sherry Herr will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make an oral or written request to: The School Board President, 403 Audubon Rd, Howards Grove WI 53083; Phone: (920) 565-4454. If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

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

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

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

Non-discrimination Statement: The U.S. Department of Agriculture prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's Target Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

NOTICE OF CHILD FIND ACTIVITY FOR THE HOWARDS GROVE SCHOOL DISTRICT – Public Release

The School District of Howards Grove, upon request, will screen any child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting **Tracy Bandt, Director of Special Education, Howards Grove School District, at 920-565-4457 Ext. 134, or by writing her at 902 Tyler Road Howards Grove, WI 53083** .

Annually, the District conducts developmental screening of preschool children at the kindergarten screening at Howards Grove Elementary School in the spring. The information from the screening is also used to determine whether a child should be evaluated for a suspected disability.

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. Student records are defined as all records relating to an individual student other than notes or records for personal use by teachers or other certified personnel which are not available to others and records necessary for and available only to persons involved in psychological treatment of a student. These personal notes and records become a part of a student's records only when they are used to affect the student's educational experience. The guidance counselor will have primary responsibility for maintaining the confidentiality of all student records. All requests for transfer of student records should be made to the guidance department who will determine whether the inspection or transfer is permitted.

No person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the School District of Howards Grove.