

GILMAN SCHOOL DISTRICT ANNUAL NOTICES

Equal Education Opportunity

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws. Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Director of Special Education. Anyone who believes that the Gilman School District or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Walter Leipart -
District Administrator
(715) 447-8211 Ext. 108
325 N. Fifth Avenue
Gilman, WI 54433
wleipart@gilman.k12.wi.us

OR-

Cheryl Rosemeyer
Director of Business Services
(715) 447-8211 Ext. 104
325 N. Fifth Avenue
Gilman, WI 54433
chrosemeyer@gilman.k12.wi.us

Complaints can also be directed to:
Office for Civil Rights – Region V
401 S. State Street – 7th Floor
Chicago, Illinois 60605
(312) 353-2520

All students attending Gilman School may participate in educational programs and activities, including but not limited to health, physical education, music and vocational and technical education regardless of race, color, national origin, age, handicap or sex. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Anti-bullying/Cyber Bullying

The School District of Gilman strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The School District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition of Bullying:

Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The

behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying).

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the School District. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation:

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school administration. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school administration. Reports of the bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving the report of bullying shall immediately notify the School District employee assigned to investigate the report. The following School District employees have been identified as the investigator. School administration will be the primary investigator with help from the School District Administrator as needed. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying:

The person assigned by the School District to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever information is necessary to determine the facts and the seriousness of the report. Parents and/or Guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports:

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior. The School District Administration and School board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil Services staff will also provide support for the identified victim(s) if deemed necessary.

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

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)

Access by Military Recruiters

Under the general provisions in Title IX of the recently reauthorized federal Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind (NCLB) Act of 2001, local education agencies (LEAs) receiving funds under this act shall provide armed forces recruiters access to students and student recruiting information.

Student Recruiting Information

LEAs shall provide, upon a request by military recruiters or an institution of higher education, access to high school student names, addresses, and telephone listings, referred to as directory data under s. 118.125, Wis. Stat. A high school student or the parent of the student may request that this information not be released without written parental consent. LEAs are required to notify parents of this option and shall comply with any request. In essence, if a military recruiter asks for the names, addresses, and telephone listing of high school students, that information must be provided by the school officials except in the following circumstances:

- The school is a private school and maintains a religious objection to service in the armed forces that is verifiable through information or materials of the school.
- The school has afforded parents the opportunity to opt out of providing this information to third parties, and the parents opted out.

Attendance

Wisconsin Statute 118.15 established the ultimate responsibility for regular school attendance with each student’s parents/guardians. The parent/guardian of a student is responsible for reporting an absence, its cause, and if required, for sending information upon the student’s return (except where this responsibility of emancipation has been granted by the parent/guardian(s) to a student 18 years of age or older.) Once a student obtains 10 absences, they will be required to provide a doctor’s note for each

absence or it will be marked unexcused. When a child has reached five (5) unexcused absences in a semester, whole day or partial, he/she will be referred to Taylor County as truant.

1. Each student has the responsibility to report to school and scheduled classes on time.
2. Each student has the responsibility to prepare for class and to participate meaningfully.
3. Each student should realize that missing educational opportunities provided in class may affect grades and could result in failure.

When a student absence is necessary if possible please send a note to the office in advance so proper arrangements may be made. If advance notice is not possible, it is necessary for the parent to notify the school, either in writing or by phone please call 715-447-8211 before 8:00 A.M. with the reason for the student's absence. If the school is not notified of an absence, the absence is considered unexcused.

For medical appointments to be excused and not counted as a part of the 10 Parent Request Days, bring a medical note (doctor, dentist, etc.) with the date and time of the appointment in writing from the medical office. Medical notes may be faxed to the school. The Fax number is 715-447-8731.

Different methods of communication will be used to contact parents regarding a student's attendance including, phone calls, letters from the school, parent meetings, letters from police. The school will work in conjunction with law enforcement to enforce local ordinances and state law up to and including truancy citations and fines. For any questions regarding attendance please contact the office.

YOUTH OPTIONS PROGRAM

The Board of Education recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, Technical Colleges, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

If a student receives a failing grade in a course or fails to complete a course, the student's parent or guardian, or the student if an adult, shall reimburse the School District the amount paid on the student's behalf under this program. If the School Board is not reimbursed as requested, the student shall not be eligible for further participation in the program. A grade that constitutes a failing grade in the School District shall constitute a failing grade under this section of the guideline.

The District Administrator shall ensure that students in grades 9-11 and their parents are provided with information regarding the Program by October 1st each year.

Wis. Stats. 118.55

HUMAN GROWTH AND DEVELOPMENT

The Board of Education directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2) Wis. Stats.

The Board authorizes the curriculum to include separating students on the basis of gender as determined by the Committee.

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 and 118.019(5), Wis. Stats., in order to ensure the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District in the design and implementation of this program area.

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that, in the event a student is excused, that student will still receive instruction under Wis. Stat. 118.01(2)(d)2 c unless exempted and under Wis. Stat. 118.01(2)(d)8.

115.35, 118.019, Wis. Stats.

P.I. 8.01(2) (j), Wis. Adm. Code

TITLE I – PARENTS' RIGHT TO KNOW

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the District Administrator shall make sure that all parents of students in that school 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 any 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:
 1. Information on the level of achievement of their child(ren) on the required State academic assessments;
 2. Timely notice if the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified".

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

20 U.S.C. 6311, Elementary and Secondary Education Act of 1965

34 C.F.R. Part 200 et seq.

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 from high school to determine whether a special education referral is appropriate. A request may be made by contacting JamieLee Trawicki, 4K Teacher School District of Gilman, at 715-4478211, ext. 257, or by writing her at 325 North Fifth Avenue, Gilman, Wisconsin 54433.

ENGLISH LANGUAGE PROFICIENCY

The Board of Education recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited command of the English language. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English language learners (ELL), the implementation of curricular and instructional modifications, the assessment of the ELL student's academic progress, and identification of ELL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The parent(s) of ELL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such a manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of ELL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to ELL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an ELL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any ELL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an ELL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.

ELL students will no longer be considered limited-English proficient when they have the language skills necessary to compete with mainstream English speakers.

The District will include in its annual report to the public, information required by statute regarding the performance of ELL students.

P.I. 13 Wis. Admin Code
118.13, 118.30(2), 115 Wis. Stats.

Asbestos management notice to all employees, students, parent/legal guardians of students, and public

From 1988 to 2000 a removal plan was followed and all known asbestos was removed from the facility at 325 North Fifth Avenue in Gilman. In the rebuilding caused by tornado damage more asbestos was found. This was removed in 2001 and 2002.

Legend Technical Services, Inc., of St. Paul, Minnesota has completed the required re-inspection of asbestos-related activities and has notified the district that all known asbestos has been removed from the buildings. Contact District Administrator Walter Leipart at 715-447-8216 ext. 302, if you have any questions.

School Wellness Policy

You can see the policy 8510 on the school website

Homeless Children

The **Homeless Liaison** for the Gilman School District is Mr. Jerry Smith. Parents, school staff, or community members with questions regarding homelessness should contact Mr. Leipart (contact information is given below).

Jerry Smith
325 North Fifth Ave.
Gilman, WI 54433
jsmith@gilman.k12.wi.us
715-447-8211 ext. 107

Definition of Homelessness (per the McKinney-Vento Homeless Education Assistance Act):

The phrase “homeless children and youth” means individuals who lack fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youth who are temporarily sharing the housing of another person due to the loss of housing, economic hardship, or a similar reason or are living in emergency shelters, temporarily housed while waiting for foster care placement, in a motel, hotel, car, campground or similar situation due to lack of housing.

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 Gilman or your student's school, go to: <http://data.dpi.state.wi.us/data/selschool.asp>. If you do not have home web access, contact Gilman School at 715-447-8211.

CHILD NUTRITION PROGRAM

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

STUDENT DESK AND LOCKER SEARCHES

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, Police Liaison Officer, law enforcement, or any other authorized by administration.
Board Policy 5771