Shawano School District – Legal Notices, Policies & Programs

ACADEMIC STANDARDS

The Shawano School District will continue to implement the Wisconsin Academic Standards while also referencing National Standards. Details of the Wisconsin standards can be viewed at http://dpi.wi.gov/standards.

ACCOUNTABILITY – SCHOOL/DISTRICT

Accountability Report Cards are available at https://apps2.dpi.wi.gov/reportcards/ Assessment results are publicly posted in WISEdash. Results from assessments will all be reported in the WISEdash Public Portal (http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp).

ALCOHOL / DRUG POSSESSION OR USE PROHIBITED (POLICY #5530 – DRUG PREVENTION)

The Shawano School District regards chemical abuses, addiction or dependency as it does any other behavioral/medical problem. The District believes that it has an educational role in helping students make responsible decisions. SSD believes that the use and possession of alcohol and other drugs is unlawful and harmful. For this reason, disciplinary sanctions are provided.

ASBESTOS NOTIFICATION

In accordance with federal legislation (Asbestos Hazard Emergency Response Ace-AHERA) each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and have a plan of management. SSD is up-to-date and a complete review of the plan may be obtained from the Director of Buildings and Grounds, 1310 South Union Street, Shawano, WI 54166

DISTRICT AND SCHOOL ASSESSMENT

Assessment results will be publicly posted in WISEdash. Once results are released for all required state assessments they will be reported in the WISEdash Public Portal: http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp

ATTENDANCE (POLICY 5200)

In accordance with State law, all parents/guardians are responsible to have their children (between ages 6-18 years old) attend school fulltime unless they have a legal excuse. (Wisconsin State Statute 118.15(1)(a) or SSD Policy #5200.)

BULLYING AND HARASSMENT

(SSD POLICIES – 0145 – SEXUAL & OTHER FORMS OF HARASSMENT, 3362 & 4362 – EMPLOYEE ANTI-HARASSMENT, 5517 – STUDENT ANTI-HARASSMENT, 5517.01 BULLYING)

All students/employees have a right to feel safe; therefore, harassment and/or bullying will not be tolerated. The District strives to provide a safe, secure and respectful learning environment for all students and school personnel in school buildings and on school grounds, school buses and at school-sponsored activities

Compliance Officers:
Matt Peterson – mpeterson@shawanoschools.org
Alyssa Rakun – arakun@shawanoschools.org

CHILD NUTRITION PROGRAMS

(SSD Policy 8500 – Food Service)

Children need healthy meals to learn. Shawano School District participates in the National School Lunch and Breakfast Program. The District offers healthy meals for breakfast and lunch every school day. Breakfast and Lunch menus along with information relating to our food service program and nutrition are available on the District website at: http://www.shawanoschools.com/families/food-service.cfm

MEAL PRICES:
(BOARD APPROVED)

BREAKFAST - ELEMENTARY……	$1.50
BREAKFAST – MIDDLE & HIGH SCHOOL……..	$1.50
ADULT BREAKFAST……	$2.80
REDUCED BREAKFAST……	$ .30
ELEMENTARY…….	$2.70
MIDDLE & HIGH SCHOOL…..	$2.75, $3.00 & $4.05
ADULT LUNCH…….	$5.00
REDUCED LUNCH……..	$ .40
MILK……	$ .35

As your child may qualify for free or reduced meal prices, Free & Reduced Lunch applications are made available during our Yearly Online Data Review and are also available at any time on-line through Skyward – Family Access. (Lunch prices, if raised, are done at very small increments.) Policy #8531 – Free and Reduced.

Students may also bring their own lunch to school to be eaten in the school's cafeteria.

DIRECTORY INFORMATION / STUDENT RECORDS / STUDENT PRIVACY

(SSD POLICY 2416- STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION/STUDENT RECORDS, POLICY 8330 – STUDENT RECORDS)

The Shawano School District maintains student records for each student attending school in the District. State and federal law require that the maintenance of such records assure confidentiality. Accordingly, only those individuals or agencies specifically authorized by state and federal law are granted access to a student's records. An adult student, or the parent/guardian of a minor student, may inspect, review and obtain copies of student records kept by the school in accordance with Board policy and established procedure. (SSD Policy #2416 and #8330. However, in accordance with the Family Educational Rights & Privacy Act and Wisconsin State Statute 188.125(1(b) and (2)(j), the Shawano School District has declared the following personally identifiable information contained in a student's education records as "directory data/information": a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; or degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice. Any parent or eligible student that refuses to allow disclosure of directory data that participates in extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information

obtained during the course of the student's participation in extra-curricular activities

MEDICATION ADMNISTRATION TO STUDENTS ((POLICY #5330)

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

EDUCATIONAL OPTIONS

The Shawano School District is focused on providing a quality education to all of the students within our district. In addition to the traditional, high quality education offered with our classrooms, the Shawano School District seeks to provide educational options to meet the diverse needs and interests of its students. Please visit each of our schools websites and review their handbook which lists the Educational Options that are available and review the information on eligibility and the availability of other educational opportunities for school-age students as provided by Wisconsin Statutes.

Shawano Community High School (Grades 9-12)
https://schs.shawanoschools.com
Shawano Community Middle School (Grades 6 -8)
https://scms.shawanoschools.com
Olga Brener Intermediate School (Grades 3 - 5)
https://ob.shawanoschools.com
Hillcrest Primary School (Grades pk-2)_
https://hps.shawanoschools.com
LEADS Primary Charter School (Grade pk-2 & virtual
https://leads.shawanoschools.com

Shawano Head Start is a partner in our 4K Community Collaborative and offer 4K instruction in coordination with the Shawano School District.

USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES (POLICY #5136)

It is the policy of the Shawano School District to restrict the use of personal cell phones and other electronic equipment. Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment as approved by the building principal.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

The Board recognizes that our electronic communications system (network) will allow unprecedented opportunities for students, to communicate, learn access and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security and cost of maintaining systems. The District will endeavor to make certain that these concerns are appropriately addressed, but cannot ensure that problems will not arise.

Shawano School District – Legal Notices, Policies & Programs

ENGLISH LANGUAGE LEARNERS (POLICY #2260.02)

All limited-English speaking students enrolled in SSD will be accessed on the basis of individual need to accord with their level of proficiency in English. The District will notify the student's parent(s)/guardian(s) regarding the student's inclusion in or exemption from the competency testing program. For more information about this service, please contact the Director Student Services 715-526-3194, ext. 8040 or the Building Principal of a specific school in our District.

EQUAL EDUCATIONAL OPPORTUNITIES / NONDISCRIMINATION (POLICY #2260)

The Shawano School District does not discriminate on the basis of religion, sex, race national origin, age, ancestry, creed, color, political affiliation, National Guard membership, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap or other bases prohibited under state or federal law. It is the policy of the Shawano School District that no person may be denied admission to any public school in this District or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public service, recreational, or other program as required by Section 118.13 of the Wisconsin State Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 Rehabilitation Act (handicap) and Americans Disabilities Act of 1990 (disability). Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

The District encourages informal resolution of complaints. A formal complaint procedure is available and may be obtained from the District Administrative Office, 1310 South Union Street, Shawano, WI 54166. Any questions concerning the nondiscrimination policies or procedure should be directed to the District Administrator, Shawano School District, 1310 South Union Street, Shawano, WI 54166 or call 715-526-3194.

EQUAL OPPORTUNITY EMPLOYMENT (POLICY #3122 AND #4122)

The Shawano School District complies with the provision or Title IX of the educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of sex, age, creed, religion, disability, marital status, race, color or nature origin / ancestry in its employment practices. Questions regarding compliances may be directed to the District Administrator, 1310 South Union Street, Shawano, Wisconsin 54166 or call 715-526-3194.

HOMELESS CHILDREN (POLICY #5111.01)

The McKinney-Vento Act defines homeless children and youth (21 years and younger) as: 1) lacking a fixed, regular, adequate nighttime residence; 2) sharing the housing of others due to lack of their own; 3) have primary residence that is public or private but not ordinarily used or designated as sleeping accommodations; 4) abandoned. If you are aware of, or acquainted with, any children who may qualify as homeless, please contact the Director of Pupil Services at 715-526-3194, ext. 8040.

MENINGOCOCCAL DISEASE INFORMATION

Meningococcal disease, a type of meningitis, is a bacterial infection that is potentially life-threatening. It is transmitted through direct contact with respiratory and/or oral secretions from infected persons. Symptoms may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

The Center for Disease Control and Prevention (CDC) recommend routine meningococcal immunization for adolescents at one of the following times; 11 to 12 year olds; 15 years olds at high school entry; college freshmen living in dormitories. The meningococcal vaccine provides protection against four of the five types of bacteria that cause meningococcal disease. Immunization is the most effective way to prevent this very serious disease.

For more information, please go to your healthcare provider, your local public health department, or the school nurses, Jessica Wiesman and Heather Demerath at Extension 8108.

NOTIFICATION OF LOCKER SEARCHES

(Policy #5771 Search and Seizure)

The school provides a locker for the convenience of the student.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an associate principal, a police liaison officer, fireman, or a school employee or agent designated by the district administrator or building principal. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

OPEN RECORDS NOTICE

Section 19.34 (1), Wis. Stats., requires the Shawano School District to adopt, prominently display and make available for inspection and copying at its offices a notice containing a description of its organization and the established times and places at which, the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records and the costs thereof. Section 19.34 (1), Wis. Stats., also requires the District separately identify each position in the District that constitutes a local public office.

Notice is hereby provided for the following required by the Wisconsin Open Records Law:

1. Description of the District: The Shawano School District is a Wisconsin public school district providing instruction to students in grades 4K-12. The District is comprised of one (1) high school, one (1) middle school, one (1) intermediate school, and one (1) primary schools. The District is governed by a school board make up of nine (9) members.

2. Records Custodian: Superintendent Kurt Krizan

3. Means of Requesting Records: The public may seek access to records and/or request copies of records in the District's custody using one of the following methods:

- in person at the District Office during business hours
- by mailing a request to the records custodian
- via email to kkrizan@shawanoschools.org

The District office location and mailing address is 1310 South Union Street, Shawano, WI, 54166.

4. Costs of Obtaining Records: The District will impose fees as set forth in Board policy 8310, including but not limited to $0.10 per copy page, actual postage, and location fees when applicable.

5. Local Public Offices: The District has deemed the following positions in the District as "local public offices" as defined by Wisconsin Statutes 19.32(1dm):

Superintendent
Business Manager
Director of Curriculum, Instruction and Assessment
Director of Facilities
Director of Technology
Director of Pupil Services
High School Principal
Middle School Principal
High School and Middle School Associate Principals
Elementary School Principal

RECRUITER ACCESS TO STUDENTS RECORDS

Districts receiving federal education funds are required to notify parents of secondary school students:

1 That a secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental or student consent; and
2 That the district must comply with such request.

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

SCREENING AND EVALUATION OF POSSIBLE SPECIAL NEEDS STUDENTS

The Shawano School District provides evaluations and special services to those students identified as handicapped in accordance with the state and federal guidelines. Each child between birth to 21 years of age is entitled to screening for, and evaluation of, suspected handicapping conditions. These services are at no cost to the parents or student identified. Child Find days are scheduled each school year. In addition, screening of other students will be done at parental request. Requests can be made by contacting the building principal or by contacting Brandie Genske, Director of Pupil Services, 526-3194, extension 8040.

SPECIAL NEEDS SCHOLARSHIP PROGRAM

As per state budget bill 2015 Wisconsin Act 55 (https://docs.legis.wisconsin.gov/2015/related/acts/55), and Wis. Stat. Sec. 115.7915(5) (https://docs.legis.wisconsin.gov/statutes/statutes/115/V/7915/5), school boards are required to annually notify the parents/guardians of each child with a disability enrolled in the school district of the new Special Needs Scholarship Program (private school voucher program), which is available to students with an individualized educational program (IEP) who meet specified conditions outlined in state law.

STUDENT RELIGIOUS ACCOMMODATIONS

The Board recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs. Parents/guardians may make requests to the building principal. The requests will be judged individually, based upon state and federal guidelines. Any questions may be directed to the District Administrator, 1310 South Union Street, Shawano, Wisconsin 54166 or call 715-526-3194.

SUICIDE PREVENTION (POLICY #5350)

The Shawano School District recognizes that adolescent students undergo stresses of development and personal growth. To use suicide as a solution is a tragedy. For more information about suicide prevention contact: American Foundation for suicide (www.afsp.org), Suicide Prevention Resource Center (www.sprc.org), Mental Health America of Wisconsin (www.mhawisconsin.org), Helping Others Prevent/Educate about Suicide (www.suicidepreventionlifeline.org)

TITLE 1 PROGRAM (POLICY #2261)

School districts that receive federal Title 1 program funds are required to notify parents of their district's parent involvement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Schools receiving Title 1 funds are also required to notify parents at the beginning of the school year that they may request and obtain information regarding:

1. The professional qualifications of their child's classroom teachers, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) 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.

The above notifications must be given to the parents of each student attending a school in the district that receives Title 1 funds, not just to the parents of students participating in the Title 1 program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner.

In addition to the above notification, a school receiving Title 1 funds must:

- Notify parents if their child is assigned to, or taught for four or more consecutive weeks by a teacher(s) who is not "highly qualifies". This provision applies

to all teachers in a school that receives Title 1 funds, including substitute teachers, not just those who work in Title 1 programs.
- Provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicable possible after the assessment is taken.

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

EARLY COLLEGE CREDIT PROGRAM (POLICY #2271)

The Shawano School District will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved 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 authorized institutions of higher education provided they complete the course(s) and receive a passing grade. The Early College Credit program is outlined under Wisconsin State Statutes 118.37 and 118.55 and Chapter PI40. SSD's responsibility to pay costs will be limited to 18 credits during a student's lifetime of eligibility.

NONDISCRIMINATION

The Board of the Shawano School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Alyssa Rakun
Human Resources Manager
715-526-3194
1310 South Union Street
Shawano, WI 54166
arakun@shawanoschools.org

Matt Peterson
Principal – Olga Brener School
715-526-3194
1300 South Union Street
Shawano, WI 54166
mpeterson@shawanoschools.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.shawanoschools.com. The grievance process and procedures specifically address 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.