



# **School District of Elcho Annual Notices**

**2018-2019**

# School District of Elcho

## Annual Notices

The Annual Notices are published by the School District of Elcho to keep families with school-aged children informed of the policies of our schools, and to communicate expectations and guidelines for the education of our children. The District also provides a PK-5 Family Handbook and 6-8 and 9-12 Student Handbooks as more complete resources, given to families at the beginning of each school year, or upon enrollment in the district. These documents can also be accessed on our website at [www.elcho.k12.wi.us](http://www.elcho.k12.wi.us).

If you have any questions or concerns, please contact your building principal or anyone listed below at 715.275.3226

*District Administrator:*

William Fisher

*Director of Special Education/ 6-12 Principal:*

Shawn Rude

*Director of Instruction/ PK-5 Principal:*

Betsy Gruszynski

*Financial Assistant:*

Lindsay Joerns

*Food Service Director:*

Charlie Ferrigno

*Director of Buildings and Grounds:*

Robert Jensen

*It is the policy of the School District of Elcho that no person 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 person's sex, race, color, religion, national origin, ancestry, creed, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by Section 118.13 of the 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 and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).*

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<http://www.elcho.k12.wi.us>

## RIGHTS AND RESPONSIBILITIES

### Anti-Bullying Policy

Bullying is an act of social violence and is related to other behaviors based on the abuse of personal and social power. The School District of Elcho has adopted anti-bullying procedures (Policy 443.71) to ensure that students are learning in a supportive, safe, and caring environment without fear of being bullied at school or during school-related activities. Students will be provided information on recognizing and preventing bullying, and shall be fully informed of the complaint processes.

### Attendance

**PURPOSE:** To establish District philosophy and to summarize law regarding compulsory student attendance.

**POLICY:** The Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

The Board, in recognition of the statutory requirements (Wisconsin Compulsory School Attendance Act 285, 118.15) for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. State law requires every child between six and eighteen years of age to be in school attendance unless he/she:

(1) Is excused temporarily for physical or mental reasons, or other reasons defined by the Board; (2) Has graduated; (3) Has been authorized to attend an alternative educational program; or (4) Has been excused by his/her parent/guardian prior to an absence for up to 10 days.

It is the responsibility of parents/guardians to ensure their child's regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes eighteen years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

It is the responsibility of the School District to notify the parents/guardians of the truancy and to provide information about the policy and procedures regarding attendance/truancy. It is also the responsibility of the District to contact the appropriate agencies and authorities as per policy rules and guidelines.

*For more information see Board of Education Policy 431.0 – Rules and Guidelines*

### Assessments

Parents may request a copy of policies regarding the participation in mandated testing. The parent may also receive information regarding the parental right to opt out of any testing, where applicable. The District will utilize the website [elcho.k12.wi.us](http://elcho.k12.wi.us) to disseminate information regarding the testing schedules for any state or district-required assessments. This information may be updated periodically throughout the year as information becomes available.

*For more information see Board of Education Policy 346 - Testing Programs & 346.1 - Testing Exemptions*

## Academic Standards

State law requires the District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography, and history that have been adopted by the school board and that will be in effect during each school year. Accordingly, the District academic standards that will be in effect in these specific content areas for this school year are listed below. Electronic links to the detailed version of the applicable standards are provided when available. To the extent a parent or guardian would like to review a copy of any of the standards in an alternative format, please contact: Betsy Gruszynski, Director of Curriculum & Instruction.

<b>Content Area / Subject</b>	<b>Academic Standards 2018-2019</b>
<b>English Language Arts</b> <i>Includes Reading and Writing</i>	<p>The District has adopted the Common Core State Standards for English Language Arts, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction.</p> <p>A copy of these standards can be located and reviewed online:  <a href="https://dpi.wi.gov/sites/default/files/imce/standards/pdf/ela-stds-app-a-revision.pdf">https://dpi.wi.gov/sites/default/files/imce/standards/pdf/ela-stds-app-a-revision.pdf</a></p>
<b>Mathematics</b>	<p>The District has adopted the Common Core State Standards for Mathematics, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction.</p> <p>A copy of these standards can be located and reviewed online:  <a href="https://dpi.wi.gov/sites/default/files/imce/standards/pdf/common-core-math-standards.pdf">https://dpi.wi.gov/sites/default/files/imce/standards/pdf/common-core-math-standards.pdf</a></p>
<b>Science</b>	<p>Starting in the 2018-2019 school year the District has adopted the 2017 Wisconsin Standards for Science.</p> <p>A copy of these standards can be located and reviewed online:  <a href="https://dpi.wi.gov/sites/default/files/imce/science/WI-Standards-for-Science-2017.pdf">https://dpi.wi.gov/sites/default/files/imce/science/WI-Standards-for-Science-2017.pdf</a></p>
<b>Social Studies</b> <i>Includes history and geography</i>	<p>Starting in the 2018-2019 school year the District has adopted the Wisconsin Standards for Social Studies.</p> <p>A copy of these standards can be located and reviewed online:  <a href="https://dpi.wi.gov/sites/default/files/imce/standards/New%20pdfs/2018_WI_Social_Studies_Standards.pdf">https://dpi.wi.gov/sites/default/files/imce/standards/New%20pdfs/2018_WI_Social_Studies_Standards.pdf</a></p>

## **Non-Discrimination Policy**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; and all other Federal, State, school rules, laws, regulations and policies, the School District of Elcho, shall not discriminate on the basis of sex, age, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.) These opportunities include career exploration and planning for all middle school students and other opportunities that become available.

It is the intent of the School District of Elcho to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Complaint procedures for Title IX, Section 504 and Americans with Disabilities Act have been established for students, their parents, and employees who feel discrimination has been shown by the School District of Elcho.

Specific complaints of alleged discrimination under Title IX, Section 504 and Americans with Disabilities Act should be referred to:

District Administrator  
School District of Elcho  
P.O. Box 800  
Elcho, WI 54428  
715.275.3226

Also complaints can be filed with the Office for Civil Rights.

Office of Civil Rights - Region V  
300 South Wacker Drive  
8th Floor  
Chicago, IL 60606  
313.353.2520

## **General Discrimination Complaint Procedures**

Any complaint alleging noncompliance with Title IX must be in writing and included with it, a statement of facts comprising the alleged noncompliance and be signed and dated. All teacher employee complaints must go through the established employee handbook grievance procedures.

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent or resident of the district complaining of discrimination on the basis of sex, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.

## **General Discrimination Complaint Procedures - *continued***

2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged nondiscrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
4. If the grievant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

## **Religious Beliefs and Customs**

The Pledge of Allegiance or national anthem shall be offered to students each day at a time established by the teacher or principal. No student may be compelled against the student's objections or those of the student's parent(s)/guardian to recite the pledge or to sing the anthem. (Policy 323.2)

In the spirit of tolerance, the District recognizes that students and staff members should be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it. Written parent requests to excuse the student from participation in any activity is required. Students choosing not to participate in practices contrary to their religious beliefs may not be penalized in any manner and should be given appropriate alternative educational activities.

Students are allowed, with written permission of a parent or guardian, to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required school period. The supervisor of such religious instruction is required to report to the school the names of the pupils who attended such weekly religious instruction. The school may deny this privilege for students who fail to attend instructions.

## **School Performance Report**

The parent/guardian of each student enrolled in the district has the right to request a school performance report and/or a district performance report. The report must be distributed to those parents/guardians who request it by May 1 each year. Links to performance reports will also be available to the public on the district website.

## **Student Locker Searches**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without notice, without student consent, and without a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. (Policy 445)

## **Student Records**

Student records are collected and maintained about a student from the date of entry in the District according to the provisions of board policy number 347.0. Records collected include progress records, behavioral records, directory information, and law enforcement information. The principal of the student's school is responsible for the maintenance of these records. All records relating to individual students are confidential. Records may be made available to persons employed in the school which the student attends who are certified or licensed under State law, for legitimate educational purposes including safety interests.

Right to Inspect Pupil Records and Receive Copies: Any pupil 18 years of age or older, or any parent, guardian, or guardian ad litem of a minor will be given an opportunity to inspect the pupil's records within a reasonable time after the request and not to exceed 45 days from the date of the request. Minor pupils have the right to inspect progress records only. Copies of such records will be provided on request within a reasonable time period after inspection and at a cost of 15 cents per page.

1. Once a pupil has attained the age of 18, the consent required of and the rights accorded to the parent or guardian of the pupil while a minor, shall thereafter only be required of and accorded to the pupil.
2. An adult pupil or the parent or guardian of a minor pupil on request may be allowed to inspect the behavioral records only in the presence of a person qualified to explain and interpret the records. A minor pupil may take part in this inspection as long as the parent or guardian is present.
3. The inspection of progress records by the minor pupil, adult pupil, parent or guardian must take place in the presence of a designated school employee.

Right to Challenge Contents of Pupil Records: An adult pupil, or the parent or guardian of a minor pupil, will be provided an opportunity for a hearing to challenge the content of both progress and behavioral records. The purpose of this hearing is to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data, and to insert into these records a written explanation of the adult pupil or parent inspection of the content of such records, if they elect to do so. The right to a hearing does not extend to permit a parent or student to contest the grade given the student's performance in a course.

Directory Data: Information such as the student's name; address; telephone listing; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; photographs; degrees, honors and awards received; and the name of the school most recently attended by the student shall be considered public information and may be released, unless parent(s)/guardian(s) or adult students refuse the release, in writing, on their own initiative.

Recruiter Access to Student Records: Parents of high school students or adult students who do not want their student's name, address and telephone listing released to school photography salespeople, ring salespeople, institutions of higher education and/or military recruiters should contact the high school administration within fourteen (14) days of the start of school. The district must comply with such request. Information cannot be released after this notification to administration without prior written parental/adult student consent.

## **Use or Possession of Two-Way Communication Devices**

The Elcho School District allows student use of electronic communication devices before and after school, during passing periods in the hallways, and during lunch periods. *(With limitations for grades PK-5, who are not permitted to use during the school day without teacher permission. See Elementary Family Handbook.)* The expectations for student use of electronic devices within classrooms will be limited to educational purposes at the discretion of the individual classroom teacher. Electronic communication devices are prohibited in bathrooms and locker rooms at all times. The use of electronic communication devices while on field trips or other school-sponsored activities will be at the discretion of the teacher/advisor/coach. Electronic communication devices may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual. The School District will not be responsible for loss, damage, or theft of any personally owned electronic or digital device brought to school. (Policy 443.5)

## **Parental Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Parental Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, antisocial, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District of Elcho has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District of Elcho will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District of Elcho will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District of Elcho will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## PROGRAMS AND SERVICES

### Education of Homeless Children and Youth

The McKinney-Vento Homeless Education Assistance Act of 2001 requires districts to identify a homeless liaison to assist students and families who experience homelessness by ensuring immediate enrollment of school-age students, making transportation arrangements including transportation to the school of origin, and by providing free school books, supplies, meals, and course fee waivers. Additionally, the liaison will inform district staff and community agencies about who is considered homeless under the Act, initiate a referral process for both staff and community agencies to refer students to the liaison, and provide a listing of community agencies that can help homeless families and youth with basic needs.

*District Homeless Liaison: School Counselor, 715.275.3225 extension 1160*

### Human Growth and Development Instruction

Human Growth and Development instruction is integrated within the curriculum areas of K-12, and specific notices are sent to parents by the school nurse or classroom teacher prior to units of instruction. Parents may inspect the actual curriculum and instructional materials by contacting the classroom teacher or the director of instruction at (715) 275-3225.

No student may be required to take instruction in human growth and development generally or in specified subjects within the program if the parent/guardian files a written request that the student be exempted. Students exempted from human growth and development instruction will still receive instruction in the subjects under section 118.01(2)(d)2c of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body), unless exempted, and section 118.01(2)(d)8 of the state statutes (knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students).

### Special Education

All children with disabilities in the School District of Elcho are provided a free appropriate public education. Special education and related services are provided to all children with disabilities from age three to age twenty-one who are residents of the School District of Elcho. (Policy 342.1)

“Child with a disability” means a child who, by reasons of any of the following, needs special education and related services.

- Cognitive disability
- Orthopedic impairment (physical disability)
- Visual impairment
- Hearing impairment
- Speech or language impairment
- Significant developmental delay
- Other health impairment
- Emotional behavioral disability
- Specific learning disability
- Emotional behavioral disability
- Specific learning disability
- Autism
- Traumatic brain injury

Child Find: The District identifies, locates, and evaluates all children with disabilities, regardless of the severity of their disability, who are in need of special education and related services, including children attending private

## **Special Education - *continued***

schools, children who are not yet three years of age, highly mobile children such as migrant and homeless children, and children who are suspected of being a child with a disability even though they are advancing grade levels.

The District has an on-going special educational screening program to locate and screen all children who are residents of the school district and who have not graduated from high school.

The law also requires the school district's personnel to refer any child suspected of having a disability, which affects learning. Before any referral is made, however, the person making the referral shall inform the child's parent(s) that the referral will be made. If a parent has a concern about their own child, they are encouraged to contact the classroom teacher, school counselor, or building principal. Although it is not required, a Teacher Assistance Team (TAT) meeting is called to explore alternatives that will benefit the child.

The TAT will explore all options including Title 1, At-Risk, an RSPE (Referral for School Psychologist Evaluation), referral for special education, or 504 (referral for disability not qualifying for special education). If it is determined that a special education referral is needed, the parent(s) will be informed of the referral and invited to participate in the full Individualized Education Plan (I.E.P.) team process.

The School District of Elcho accepts and processes referrals of children suspected to have a disability. The District has written procedures for accepting and processing referrals. School personnel who reasonably believe a child has a disability are required to make a referral.

Starting with the 2016-2017 school year, the Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. Please visit the Wisconsin Department of Public Instruction web pages for more information: <http://dpi.wi.gov/sms/special-needs-scholarship>

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment; or
- Is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the School District of Elcho recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination will knowingly be permitted against any person with a disability in any of the programs and practices in the school system.

The District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

## **Americans with Disabilities Act (ADA)**

The School District of Elcho will provide a disabled individual access to facilities and will reasonably accommodate the needs of its disabled students, visitors, and employees by making its facilities accessible, providing special assistance to disabled persons and eliminating eligibility criteria for programs, activities, and services that discriminate against disabled individuals.

As per the Americans with Disabilities Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs or activities of the public entity or be subjected to discrimination by any such entity.

The School District of Elcho is committed to fulfilling the intent of the Americans with Disabilities Act. In the event the District is advised of a disability, it will analyze the disability and make reasonable employment and public service accommodations, which address the disability. Each referred disability will be handled case by case as per established guidelines.

Any complaint regarding the interpretation or application of the School District of Elcho's ADA Policy should be referred to:

District Administrator  
School District of Elcho  
P.O. Box 800  
Elcho, WI 54428  
715.275.3226

## **Title I**

Title I is a program funded by the Federal Government designed to serve students in the schools that meet low income eligibility requirements. Once a school is eligible for Title I funding, any child in the school exhibiting academic need (especially in the areas of reading, writing, and math) can be served by specially trained teachers in pull-out or in-class settings.

Parents 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.
- (3) The District's Parent and Family Engagement Policy

## **Meningococcal Disease**

Commonly known as bacterial meningitis, meningococcal disease is a rare but potentially fatal infection that can occur among teenagers and college students. While the disease is rare and difficult to contract, it is very serious. Meningococcal bacteria can be potentially transmitted through close contact with an infected person through direct contact with respiratory and/or oral secretions from an infected person (i.e., through sharing drinking containers or kissing). Meningococcal disease can be misdiagnosed as something less serious because early symptoms, like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms. Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease.

A meningococcal vaccine is available that protects against four out of five strains of bacterium that cause meningococcal disease in the U.S. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not been previously immunized, and for college freshmen living in dormitories. You may contact your child's healthcare provider to help you decide if your child should receive this vaccination. The Lantlade County Health Department offers free meningococcal immunizations for children ages 11 through 18.

For more information about meningococcal disease and immunization, contact the Lantlade County Health Department at 715.627.6250.

## **Parent Concerns - Communication Procedure**

Communication is an essential component to an educational system. Parents and guardians are generally concerned with many aspects of their children's school programming. However, there may be times when specific situations surface that pose a need for information clarification. These situations could center on issues of attendance, discipline, School Board policies, course content or working relationships between students and teachers or administrators.

When such a situation arises, parents and guardians should use the following procedure:

- A. At the school building level, contact the person with whom you have a concern.
  1. Academics: If a student is having a problem in an academic class, contact the teacher for information to help assess the facts. If the problem has not been resolved after speaking with the teacher, contact the building principal.
  2. Extra-curricular activities/athletic programs: If a student is having a problem in an extracurricular activity, contact the activity advisor. If the concerns remain, contact the building principal. If your concern is in regard to any athletic program, contact the particular coach. Should this not satisfy your concern, contact the activities director. Finally, if you seek further attention to this matter, contact the building principal.
- B. If satisfaction is not achieved from the above procedures, contact the district administrator.
- C. If you feel your matter requires continued consideration, you may request that the district administrator present it as a Board of Education agenda item.