



**OCONOMOWOC**  
AREA SCHOOL DISTRICT

EMPOWERING A COMMUNITY OF LEARNERS AND LEADERS

**PARENT AND STUDENT**

**ANNUAL NOTIFICATION**

**July 1, 2020**

*If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at (262)-560-8300 x8343.*

*Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el (262) 560-8300 X8343.*

## **MISSION, VISION, AND CORE VALUES**

### **Mission**

Empowering a community of learners and leaders.

### **Vision**

To be an unrivaled learning community, seeking wisdom, honoring the past, and shaping the future.

### **Non-Negotiable Core Values**

- All learners will be held to high expectations
- All Learners will succeed
- All teachers will collaborate to strengthen each other's effectiveness
- All teachers teach all learners
- All individual learners needs will be met in the general education environments through flexible learning experiences
- All learners will engage in relevant curriculum that is diverse
- All teachers will design instruction by knowing each individual

The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

**Administrative Offices**

915 E Summit Ave  
Oconomowoc WI 53066  
(262) 560-1115

**Greenland Elementary**

440 Coolidge St  
Oconomowoc WI 53066  
(262) 560-8100  
Classes: 8:40 a.m.-3:40 p.m.

**Meadow View Elementary**

1500 Whalen Dr  
Oconomowoc WI  
(262) 560-8000  
Classes: 8:40 a.m.-3:40 p.m.

**Oconomowoc High School**

641 E. Forest St  
Oconomowoc WI 53066  
(262) 560-3100  
Classes: 7:20 a.m.-2:40 p.m.

**Silver Lake Intermediate**

555 Oconomowoc Pkwy  
Oconomowoc WI 53066  
(262) 560-4300  
Classes: 7:35 a.m.-2:55 p.m.

**Ixonia Elementary**

N8425 North St  
Oconomowoc WI 53066  
(262) 560-8400  
Classes: 8:40 a.m.-3:40 p.m.

**Nature Hill Intermediate**

850 Lake Dr  
Oconomowoc WI 53066  
(262) 569-4940  
Classes: 7:35 a.m.-2:55 p.m.

**Park Lawn Elementary**

300 Park Lawn St  
Oconomowoc WI 53066  
(262) 560-8200  
Classes: 8:40 a.m.-3:40 p.m.

**Summit Elementary**

1680 Valley Rd  
Oconomowoc WI 53066  
(262) 560-8300  
Classes: 8:40 a.m.-3:40 p.m.

**For additional information check the website at:**

**[www.oasd.org](http://www.oasd.org)**

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## **PROGRAMS AND SERVICES FOR ENGLISH LANGUAGE LEARNERS 342.7**

It is recognized that there may be students within the Oconomowoc Area School District whose primary language is not English. With that in mind, appropriate services for District students who possess limited or no command of English language shall be provided. The purpose of these services will be to help students acquire English language skills that will enable them to function successfully in an English classroom and to meet established academic standards.

Potential English Language Learners (ELL) students shall be identified through a process that begins when the student is initially enrolled in the district. Pending parent/guardian approval, ELL students begin receiving support. The degree of curricular and instructional modifications, type of support services, and their duration shall be determined individually, shall be based on student need, and shall follow district and state requirements. If a sufficient number of ELL students identified at a specific building are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by state law.

All communication with parent/guardian of potential and identified ELL students shall be consistent with legal requirements and shall be made in such a manner as to ensure that the student's parent/guardian understands them.

The District shall assess the English Proficiency and academic progress of potential and identified ELL students in accordance with legal requirements and established District policy and procedures.

ELL students will be exited from the program when they have met the district guidelines and state criteria for English proficiency. These students will be monitored for two years after exiting. Once a student has been exited, they will no longer take the ACCESS or receive testing accommodations on the state assessments.

**OCOMOMOWOC AREA SCHOOL DISTRICT  
CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION  
OBTAINED THROUGH CHILD FIND ACTIVITIES**

Oconomowoc Area School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year: The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting the Director of Student Services/Special Education, Oconomowoc Area School District, at 262-560-2156, or by written request at 915 E. Summit Ave. Oconomowoc, WI 53066.

**Annually the district conducts developmental screening of preschool children.** Each child's motor, communication, and social skills are observed at various play areas. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Please check district website for dates or contact Erin Lee at 262-560-8234.

This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

**The school district maintains several classes of pupil records.**

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior,

tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

**The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:**

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible

students may ask the Oconomowoc School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the 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.

- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district 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 district has contracted to perform a special 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 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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District 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, S.W., Washington, DC 20202-4605.

## **STUDENT ALCOHOL AND CONTROLLED SUBSTANCE ABUSE 443.4**

The School Board is committed to providing an optimal school environment for student learning and positive youth development. Alcohol and controlled substances use and abuse seriously interfere with such school environment and jeopardize the health and wellbeing of students. With this in mind, the following conduct shall be prohibited by students at all times at school, on school premises, on school buses and while engaged in activities under school district jurisdiction and/or supervision:

- use or possession of alcohol, drug paraphernalia or controlled substances (Prescription medications will be exceptions to this policy when used by the student for whom they were prescribed and in the amount prescribed, and in accordance with the District's medication administration policy.);
- being under the influence of alcohol or controlled substances;
- sale, delivery or intent to sell or deliver alcohol, drug paraphernalia or controlled substances;
- sale, distribution or intent to sell or distribute look-alike alcohol or look-alike drugs (substances that are represented as a drug or alcohol regardless of the true nature of the substance);
- sale or distribution of prescription medication or nonprescription drug products;
- the misuse of prescription medication or nonprescription drug products;
- inappropriate use of inhalant substances (for example, huffing) and the possession of paraphernalia associated with the inappropriate use of inhalant substances.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer or trained school official and shall meet state law requirements. A student may be disciplined for refusing to submit to a required breath test.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including student suspension and/or expulsion, and referral to law enforcement authorities. In all cases, the student shall be referred to the District's student assistance program (SAP) or Student Services Staff. The SAP is designed to educate, assist and support students who have alcohol and other controlled substances-related concerns.

The District also encourages family and community efforts in providing necessary information, skills, role models and experiences which discourage student alcohol and other drug abuse and provide support to students experiencing problems related to alcohol and other drugs. Student referrals to appropriate community agencies may be made by school staff as part of student services interventions.

**STUDENT CHEMICAL ABUSE  
ENFORCEMENT PROCEDURE FOR POLICY VIOLATION 443.4-R(1)**

1. Use/Possession of Alcohol, Controlled Substances or Drug Paraphernalia or Under the Influence of Alcohol or Controlled Substances

Any student of the school district found using or in possession of alcohol, drug paraphernalia or controlled substances, real or counterfeit look-alike drugs, or under the influence of alcohol or controlled substances in a school building, on school property or at a school-related activity may be subject to the following:

First Violation:

  1. One to three day suspension
  2. Parent/guardian notification of suspension and reinstatement conference
  3. Police notification
  4. Referral to Student Assistance Program or Student Services Staff for screening/counseling and possible recommendation for referral to outside agency for assessment.
  5. Possible recommendation to the Board for Expulsion

Second Violation:

  1. One to three day suspension
  2. Parent/guardian notification of suspension and reinstatement conference
  3. Police notification
  4. Referral to Student Assistance Program or Student Services Staff for screening/counseling and possible recommendation for referral to outside agency for assessment
  5. Possible recommendation to the Board for expulsion

Third Violation:

  1. Ten (10) day suspension, with up to 15 day suspension, pending expulsion hearing
  2. Parent/guardian notification of suspension and pending expulsion hearing
  3. Police notification
  4. Recommendation to the Board for expulsion
2. Exchange, Distribution, Sale or Giving Away of Alcohol or Controlled Substances

Any student of the school district found to be exchanging, distributing, selling or giving away alcohol or controlled substances, real or counterfeit look-alike drugs, in the school building, on school property or at any school-related activity (whether participating in or attending) will be subject to the following:

  1. Ten (10) day suspension, with up to 15 day suspension, pending expulsion hearing
  2. Parent/guardian notification of suspension and pending expulsion hearing
  3. Police notification
  4. Recommendation to the Board for expulsion

**ELECTOR REGISTRATION INFORMATION**

The Oconomowoc High School shall be used for registration for enrolled students and members of the high school staff. Upon receiving properly completed registration forms, the forms will be forwarded to the municipality in which the registered student or staff member resides. The form of each high school student who is qualified and will be eligible to vote at the next election shall be filed in such a way that when the student attains the age of 18 years, the student is registered to vote automatically. The principal of the high school will communicate the elector registration information to students.

## **PARENT RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES (Student Privacy) 333**

Parents may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with state and federal laws. The laws also grant parents and guardians the right to inspect certain materials that are part of the District's curriculum and other activities.

1. The parent of a student may, upon request, opt their child out of participation in:
  - a. Instruction in human growth and development;
  - b. Instruction in certain health-related subjects (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);
  - c. Any state-mandated achievement examinations in grades 4, 8 and 10, and in any other grades authorized by the Board and allowed by the Wisconsin Department of Public Instruction.
  - d. Participation in any District programs or activities funded under the federal Safe and Drug-Free Schools and Communities Act.
  
2. The District shall provide to the parent of each affected student advance notice of the District's intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and the parent shall have, at a minimum, the right to opt their child out of participation in each such activity:
  - a. Any activity involving the collection, disclosure of use of personal information collected from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
  - b. Any non-emergency, invasive physical examination or screening that is: a) required as a condition of attendance, b) administered by the school and scheduled by the school in advance, and c) not necessary to protect the immediate health and safety of the student or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by state law.
  - c. Any survey that contains or reveals information concerning any of the following;
    - Political affiliations or beliefs of the student or the student's parent;
    - Mental or psychological problems of the student or the student's family;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating or demeaning behavior;
    - Critical appraisals of other individuals with whom students have close family relationships;
    - Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
    - Religious practices, affiliations or beliefs of the student or student's parent; or
    - Income, other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such a program.

If the District intends to require students to participate in any survey, analysis or evaluation that would reveal information concerning any of the eight protected information categories above, and if the activity in question is funded in whole or in part by any program of the US Dept. of Education, then the District shall first obtain the affirmative, written consent of a parent for the student's participation (or, for an adult student, the advance, affirmative consent of the adult student).

District staff shall take additional precautions to protect student privacy when engaging in any of the above-mentioned activities. All student responses to such surveys shall be anonymous, unless parents were given express notice that the survey would not be anonymous and students shall be informed that their participation is voluntary.

3. Upon request to the District, the parent of a student may inspect:
  - a. Any instrument used in the collection of personal information from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
  - b. Any survey the District intends to administer or distribute to students that contains or that would reveal any information in any of the eight protected-information categories listed above.
  - c. Any survey created by a third party (regardless of content) before the survey is administered or distributed by a school to a student.
  - d. Any instructional materials (exclusive of tests or assessments) used as part of the educational curriculum for the student, i.e. the curriculum and instructional materials used in any human growth and development instructional program and the instructional materials used in connection with any survey, analysis or evaluation (including any research or experimentation program or project designed to explore new or unproven teaching methods) that is funded in whole or in part by any US Dept. of Education program.

Parents shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principals or his/her designee. Other parent requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner.

For the purposes of this policy, the terms "survey," "parent," "invasive physical examination," and "personal information for the purpose of marketing" shall be defined as identified in the federal Protection of Pupil Rights Amendment (PPRA)

## **ANNUAL ASBESTOS NOTIFICATION**

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Beginning in 1988, all buildings owned, leased, or “under the control of” the Oconomowoc Area School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the Oconomowoc Area School District prepared and the state approved a comprehensive management plan for managing the asbestos.

Where the asbestos-containing materials are found, the Oconomowoc Area School District has in place an Operations and Maintenance program. The District has accomplished the following compliance mandates regarding the administration of asbestos in school building

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school’s consultant for asbestos.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic “surveillance” in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.
- In the past year, the Oconomowoc School District conducted asbestos removal.

All outside contractors shall contact the lead maintenance person before commencing work.

A copy of the Asbestos Management Plan is available for review by contacting the school office. Questions related to this plan should be directed to the designated Asbestos Program Manager, Greg Maroo, who can be reached at 262-560-3134.

Our goal at the District is to be in full compliance with asbestos regulations.

It is our policy to maintain a safe and healthful environment for our students and our staff members.

### **ANNUAL INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN NOTIFICATION**

#### **IEQ Plan**

As required in WI Stat. 118.075(3) and (4), the School District has created and maintains an Indoor Environmental Quality (IEQ) Management Plan. This IEQ plan includes measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

A copy of the Indoor Environmental Quality (IEQ) Management Plan is available for review by contacting the District Office. Questions related to this plan should be directed to the Manager of Buildings and Grounds.

### **HUMAN GROWTH AND DEVELOPMENT 341.31**

The Board Oconomowoc Area School District directs that students receive age appropriate instruction in human growth and development, consistent with Chapter 118, to include the following:

- A. Self-esteem, responsible decision-making and personal relationships;
- B. Interpersonal relationships;
- C. Discouragement of adolescent sexual activity;
- D. Family life and skills required of a parent;
- E. Human sexuality, reproduction, contraception, including natural family planning, the recognition, prevention, and treatment of noncasual-contact communicable diseases such as venereal diseases, HBV, and HIV; pre-natal development, childbirth, adoption, available pre-natal and post-natal support, and male responsibility; and
- F. Sex stereotypes and protective behavior.

The District shall also provide instruction in marriage and parental responsibility.

Parents will be informed prior to instruction of the curriculum content and schedule of lessons in grades/courses where human growth and development topics are taught. They will also be advised that they may request to review the curriculum and materials at any time.

No student shall be required to take instruction in human growth and development or in the specific subjects if the student's parent or guardian files a written request that the student be exempted with the principal.

The human growth and development curriculum and materials shall be reviewed at least every three years. An advisory committee (Human Growth & Development Committee) of the Board will complete the review, act on issues related to the above topics and make recommendations to the Board for subsequent action.

### **SCHOOL ATTENDANCE POLICY 431**

The Oconomowoc Area School District 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. While at school students are given many opportunities for learning through direct instruction and assistance with difficult subjects, unfortunately when your child is absent he/she misses learning opportunities.

Fostering punctuality is a shared responsibility between students, parents and the school. It is an important factor in the individual student's character development and future success in postsecondary educational and career opportunities. Student tardiness is disruptive to the learning process and is detrimental to the individual student's educational progress.

In accordance with state law, Wisconsin State Statutes, Sections 118.15 and 118.16, all children, beginning with those enrolled in five-year-old-kindergarten, up to those who are 18 years of age, must attend school full-time until the end of the term, quarter or semester, in which he/she becomes 18 years of age, unless he/she:

1. Is excused temporarily for physical or mental reasons (certification by a licensed physician, or the equivalent shall be sufficient proof) or other reasons defined by the Board,
2. Has graduated, or
3. Has been authorized to attend an alternative educational program.

It is the legal responsibility of the parent(s), guardian(s) or legal custodians to require the child to attend school regularly during the full period and hours that school is in session. It is important to establish a pattern of regular school attendance early in a child's life. School and community resources are available to give support to parents as needed to ensure regular school attendance.

Student absenteeism has far-reaching negative consequences. The school shall determine daily which students are absent and whether that absence is excused. Students attending other school sites as part of an in-district transfer request may be required to return to their neighborhood attendance area school if absences and truancy become a concern that is unable to be resolved.

Excused Absence: The parent or guardian has requested that the student be excused because of

- (1) a personal illness (verification may be required)
- (2) severe illness or a death in the family
- (3) religious observance
- (4) required court appearance
- (5) health appointments (verification may be required)
- (6) disciplinary suspension from school
- (7) special cases of an emergency nature at the discretion of the principal

In accord with Wisconsin Statutes, Section 118.15, a student may be excused for no more than 10 days of pre-planned absences per school year. A Special Absence Request Form is required to be completed prior to a student's absences. Forms are available in the school office. A student who is absent from school will be given the opportunity to complete coursework and assessments missed during the absences. Excessive absences because of a medical reason/ illness may require a medical excuse.

Tardy: Students will be considered tardy if they arrive after the established start time of the school day or class period. A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s) or guardian(s). Appropriate action will be taken consistent with school policy.

Habitual Truancy: a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester is considered a habitual truant. [WI Statutes, Section 118.16(1)(a) and (c)].

Wisconsin State Truancy Regulations: Wisconsin state law requires that any person having under his/her control a child who is enrolled in 5-year-old kindergarten shall cause the child to attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session at the school in which the child is enrolled until the end of the school term. [WI Statutes Section 118.15 (1)(am)] Any person having under his/her control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. [WI Statutes, Section 118.15(1)(a)]

Under state law the following penalties may be imposed on parent(s)/guardian(s) for contributing to truancy: fines of up to \$1000, up to 90 days imprisonment, or both. [WI Statutes, Section 118.15 (5)(a)]

### **PROGRAMS FOR STUDENTS WITH DISABILITIES 342.1**

In recognizing its educational responsibility for all students in the Oconomowoc Area School District, the Board shall provide a free and appropriate public education (F.A.P.E.) for students with disabilities (ages 3-21) as defined by state and federal law.

The following student needs shall be addressed in Special Education programs:

Autism	Other Health Impairment
Cognitive Disability	Speech or Language Impairment
Emotional Behavioral Disability	Traumatic Brain Injury
Hearing Impairment	Visual Impairment
Specific Learning Disability	Significant Developmental Delay
Orthopedic Impairment	

The District shall ensure that all supportive and related services needed to assist an individual student to benefit from Special Education will be provided. Students with disabilities enrolled in private or parochial schools in the District may participate in and have access to District Special Education programs and related services in accordance with state and federal laws.

While learning is an individual process, the student's interaction with non-disabled peers in his/her social and physical environment significantly influences what is learned and how well it is learned. Therefore, as outlined in the student's IEP, each student with a disability shall be educated in the regular classroom environment to the maximum extent appropriate. Involvement of the student's parent(s) or guardian in the educational process is equally essential to the success and development of the student's program and shall be promoted and supported by the Board and the District staff.

The District shall provide relevant staff with professional development resources that address the critical skills and attributes required for effective implementation of student IEPs and effective delivery of academic and behavioral interventions in support of student learning.

All District Special Education programs and the placement of students with disabilities shall be under the direction and supervision of the Director of Student Services, and shall be in accordance with state and federal laws. The determination of the need and extent of services shall be subject to the IEP (Individualized Education Program) developed for the child.

Due process safeguards for parents/student rights and appeal within the parameters of state and federal laws governing the operation of programs for students with disabilities shall be adhered to by the District. The District shall complete all Special Education report forms and District plans, as required by the Department of Public Instruction.

The Oconomowoc Area School District adopts the DPI Model in [policy 342.1](#) and [procedure document](#) to verify their establishment of special education requirements found in state and federal special education regulations.

The Board shall review the District's annual school performance report and other relevant data provided by the administration to monitor the progress of students with disabilities toward identified District student achievement goals and to take appropriate measures to provide for continuous improvement.

The Oconomowoc Area School District shall not discriminate in its educational programs or activities or in admission to programs or activities offered by the District on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap. Discrimination complaints shall be processed in accordance with established procedures by contacting Dyanna Kadrich, the Director of Student Services at 262-560-2156 or [kadrichd@oasd.org](mailto:kadrichd@oasd.org).

## **STUDENT SEARCH ACTIVITIES 446**

It is the policy of the District to provide a safe and healthy environment for all persons in school buildings and on school premises. School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school premises. This includes conducting search activities as outlined in this policy.

- Locker Searches – The Oconomowoc Area School District maintains exclusive ownership and possessory control of lockers provided for the convenience of students, and students shall have no expectation of privacy in their lockers. A school locker is assigned to a student to be used solely and exclusively for the storage of the student's wearing apparel and school-related materials during the time the student is attending school. No student shall use the locker for any other purpose. Locker searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant.
- Search of Students and/or Their Personal Belongings – District staff may conduct a search of a student or the student's personal belongings (e.g., backpacks) when there is

reasonable suspicion that the student has in his/her possession items that violate the law, Board policies or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and sex of the student and nature of the infraction. Searches of a student's person or personal belongings should be conducted outside the presence of other students to the extent possible. No school official shall conduct a strip search of a student.

- Vehicle Searches – The District may search student-operated vehicles parked on school premises when there is reasonable suspicion of a violation of the law, Board policies or school rules or the student has given consent to the search of the vehicle. A student's privilege of obtaining a permit to park a vehicle on school premises during the school day is conditioned on him/her signing a written consent to such a search.
- Use of Canine Units in Search Activities - The Board authorizes the use of trained canine units to detect the presence of drugs or explosive devices on school property under the following conditions: (1) the presence of the canine unit on school property is authorized in advance by the Superintendent or designee or is pursuant to a court order or warrant, (2) a law enforcement officer specifically trained to work safely and competently with the canine unit must handle the canine, and (3) the canine unit is represented by the sheriff or chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or explosive devices. The District shall not use trained canine units to sniff a student's person, including articles of clothing a student is wearing or a bag while the student is holding it. A positive reaction by a trained canine unit will provide reasonable suspicion for a search of a student's locker, vehicle or other property in accordance with this policy.

Search activities under this policy may be conducted by the Superintendent, a site principal or assistant principal, a school employee specifically designated by the Superintendent or site principal, a school liaison officer, or other law enforcement official at the request of or in conjunction with school authorities.

School officials may remove any unauthorized item found as a result of a search. Items removed may be held by the school for return to the student's parent or guardian, or retained for disciplinary proceedings. If the unauthorized item found involves a possible law violation, the item shall be turned over to law enforcement officials. The student and his/her parent or guardian shall be notified of any unauthorized item found that is turned over to law enforcement officials.

## **Anti-Bullying/Hazing 443.71**

### **Introduction**

The Oconomowoc Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying/hazing has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and

vigorously addresses bullying/hazing so that there is no disruption to the learning environment and learning process.

## **Definition**

Bullying is 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 attributes; 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)

Hazing is:

Any intentional or reckless act which endangers the physical health or safety of a student/athlete for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school.

Hazing behavior can be:

Any brutality of a physical nature such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any forced activity which endangers the physical health or safety of the student/athlete.

## **Prohibition**

Bullying/hazing behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. 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/hazing are required to report these acts to building site administrators and/or the director of student services.

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 a school site administrator and/or the director of student services.

Reports of 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 a report of bullying/hazing shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator:

- District Administrators
- Building Administrators
- School Police Liaison Officer

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/hazing**

The person assigned by the district to conduct an investigation of the bullying/hazing report shall, within one school day, interview the person(s) who are the victim(s) of the bullying/hazing and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying/hazing 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/hazing behavior or retaliated against anyone due to the reporting of bullying/hazing 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 provide support for the identified victim(s).

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying/hazing policy.

An annual summary report shall be prepared which includes trends in bullying/hazing behavior and recommendations on how to further reduce bullying/hazing behavior. The annual report will be available to the public.

## EQUAL EDUCATIONAL OPPORTUNITIES 411

The Oconomowoc Area School District is committed and dedicated to the task of providing the best education possible for every student in the District.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other educational programs, activities or opportunities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap. Specifically, the Oconomowoc Area School District prohibits staff, students and volunteers from discriminating against others based on any of these characteristics.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy prohibiting discrimination also applies to the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons.

This policy does not prohibit the District from placing a student in a school, class, program or activity based on objective standards of individual performance or need. In addition, this policy does not prohibit the use of special testing or counseling materials or techniques to meet the individual needs of students. Furthermore this policy does not prohibit separate locker rooms, showers and toilets for males and females, although the District will maintain comparable separate facilities. Finally this policy does not prohibit separate programs in interscholastic athletics for males and females while comparable programs will be available in type, scope and District support.

Complaints regarding the interpretation or application of this policy shall be referred to the Director of Student Services, Dyanna Kadrich, [kadrichd@oasd.org](mailto:kadrichd@oasd.org) 262-560-2156 and processed in accordance with established procedures.

Specifically, the District does not tolerate harassment of any kind, including harassment based on sex, in any of its educational programs or activities as required by Title IX and 34 C.F.R. ch. 106. The District's educational programs or activities include employment with the District. The District has designated the following individuals to serve as the District's Title IX Coordinator. The Title IX Coordinator is responsible for coordinating the District's efforts to comply with Title IX and its regulations. Any inquiries regarding Title IX compliance may be directed to the Title IX Coordinator.

**Student Matters**

Dyanna Kadrich  
Director of Student Services  
915 E. Summit Ave  
Oconomowoc, WI  
(262)560-2156  
kadrichd@oasd.org

**Employee Matters**

Kristen Taylor  
Director of Human Resources  
915 E. Summit Ave  
Oconomowoc, WI  
(262)560-2151  
taylork@oasd.org

To file a complaint of discrimination or harassment other than sexual harassment, please follow the procedures in Board Policy 411-R1 for student complaints and Board Policy 512 for employee complaints.

To file a complaint of sexual harassment under Title IX, please follow the procedures in Board Policy 113.

## **STUDENT DISCRIMINATION COMPLAINT PROCEDURE 411-R(1)**

If any person believes that the Oconomowoc Area School District has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or in some way discriminates on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, he/she may bring forward a complaint to the Director of Student Services Dyanna Kadrich at 262-560-2156 or [kadrichd@oasd.org](mailto:kadrichd@oasd.org). as the responsible District Administrator for Title VI, Title IX, Section 504 or ADA.

### INFORMAL PROCEDURE

The person who believes s/he has a valid basis for complaint shall discuss the concern with the building principal, who shall in turn investigate the complaint and reply to the complainant in writing within 5 school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps. If more time is needed for investigation or review, the number of days may be extended, with mutual agreement of the complainant and principal.

### FORMAL COMPLAINT PROCEDURES

- Step 1: A written statement of the complaint shall be prepared by the complainant, signed and presented to the Director of Student Services Dyanna Kadrich at [kadrichd@oasd.org](mailto:kadrichd@oasd.org) or 262-560-2156. The Director shall further investigate the matters of the complaint and reply in writing to the complainant within 10 school/business days.
- Step 2: If the complainant wishes to appeal this decision of the Director, s/he may submit a signed statement of appeal to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within 10 school/business days.
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at the next regular Board meeting or within 15 school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within 10 school/business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.
- Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights – Region V in Chicago.

## COMPLAINT PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Procedures in Board Policy 342.1 or by contacting the Director of Student Services, Dyanna Kadrich, at 262-560-2156 or kadrichd@oasd.org.

## COMPLAINT PROCEDURE - FEDERAL PROGRAMS

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

## DISSEMINATION OF DISCRIMINATION COMPLAINT PROCEDURES

The discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for making a complaint. The information shall be published in student, parent and staff handbooks, news articles before the start of school and other appropriate times, Board policies posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

## MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

## **SCHOOL WELLNESS PROCEDURE 458-R (1)**

The following goals are established to support the successful implementation of the Wellness Policy with staff and students.

### **Nutrition Education**

Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives. The nutrition education curriculum shall be consistent with state and national standards and guidelines, such as the United States Department of Agriculture (USDA) Dietary Guidelines for Americans.

### **Physical Education and Activity**

The physical education curriculum shall teach students the importance of physical fitness and expose students to a wide variety of physical activities so students develop the concepts and skills necessary for an active, healthy lifestyle. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.

All schools shall encourage students in active play/recreation as appropriate for age level and school schedules. Schools shall also support daily physical activity outside the school day, including active participation in community sponsored lifelong physical activities.

### **School Nutrition Program**

The Food Service Vendor shall promote healthy meals and healthy meal alternatives as part of the educational learning environment to promote a healthy lifestyle and reduce the incidence of childhood obesity. Students shall receive the same quality school lunch and/or breakfast regardless of eligibility status, under all circumstances. The food service program will provide all students affordable access to the varied and nutritious foods and beverages they need to be health and to learn well.

In accordance with Board Policy, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. The guidelines for reimbursable school meals should be consistent with the guidelines issued by the U.S. Department of Agriculture (USDA).

### **Employee Wellness**

The Board supports employee life-long wellness behaviors, linking healthy nutrition and exercise to overall health, job performance and a positive work environment. Health and wellness shall be promoted to District employees. The District shall provide wellness programs, educational opportunities and a healthy work environment to encourage employee health and wellbeing. Staff shall serve as role models for students.

The District shall support an Employee Wellness Program that will raise awareness, provide knowledge and promote activities that empower staff to improve their lives through healthy life choices. In addition, the District will promote annual wellness program recognition for staff who implement and model healthy practices to other staff members and students.

### **Student Wellness**

The school shall provide a healthy environment in which the students eat; this includes an adequate amount of time for students to eat. Activities such as clubs or tutoring shall not

interfere with mealtimes, unless the student may eat during those meetings. All food and beverage products accessible for student purchase shall be limited to products that meet the USDA nutritional guidelines.

### **Wellness Committee**

All school districts participating in the USDA school meals program are required to establish a wellness committee to formulate, implement and evaluate a district wellness policy and report information annually on the school nutrition environment. Membership of the committee shall meet the requirements of the guidelines as set by the State.

A Student Wellness Committee shall be formed to focus on student wellness and will be facilitated by the District Nurse. Membership on the Student Wellness Committee shall include, but not be limited to: parents, students, a school administrator, physical education staff, and school nutrition staff.

The Wellness Committees, which encompass the Employee Wellness Program, are advisory committees, and shall meet on a regular basis to review policy implementation, progress made on attainment of goals, and effective programs and elements. In addition, the Wellness Committees shall report to the Board annually to make recommendations for changes or additions to the policy or procedure and report on progress made in attaining the goals of the policy. All action on policy is subject to approval by the Board.

### **Policy Implementation and Enforcement**

All building administrators are responsible for implementing and enforcing the wellness policy at their buildings. All district employees are responsible for implementing and complying with this policy while in the workplace in the presence of students.

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION 458-R(1)**

The Board shall permit students, with the written permission of parent(s) or guardian, to be absent from school not more than 180 minutes per week to obtain religious instruction during the required school attendance hours. The Board may deny the privilege of released time to students who absent themselves from the religious instruction after requesting the privilege. The time period allotted for the student to be absent from school for the purpose of religious instruction may be determined by the Board.

Any transportation to religious instruction or from religious instruction to a district school shall be the responsibility of the parent(s) or guardian(s) or of the organization sponsoring the religious instruction.

The District assumes no liability for a student who is absent from school in accordance with this policy.

All students in the Oconomowoc Area School District who are required by Wisconsin law to be in school attendance shall be expected to be in full-time attendance or to carry at least the minimum class load as defined by the Board.

Students may be released during the school day to participate in approved activities in accordance with established procedures.

# INFORMATION TECHNOLOGY AND NETWORK USE GUIDELINE

## Policy 363.2 – R (1)

### A. Management, Administration, Monitoring, and Privacy

1. The District has systems in place that monitor usage of and filters the connection to all Information Technology and Network (ITN) resources that connect through OASD provided network access including, but not limited to, computers, mobile devices (e.g., laptops, smart phones, cell phones, etc.), Users should have no expectation of privacy regarding usage of these resources.
2. If a user connects to a site that contains any offensive, disruptive, or harmful material, he/she must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the teacher or supervisor of the incident.

Offensive, disruptive, or harmful data include, but are not limited to any messages, files, or data that contain the following:

- pornographic or erotic images,
- sexual implications,
- racial slurs,
- derogatory gender specific comments,
- information or instructions designed to cause physical harm to another person,
- comments that offensively address a person's age, sexual orientation, religious beliefs, political beliefs, national origin, or disability,
- any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person, and those data or activities which invade the privacy of another person.

The following guidelines must be adhered to by students using a personally-owned electronic device at school:

- Internet access is filtered by the District on personal devices in the same manner as District owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- Staff and students are expected to follow the Acceptable Use Policy (AUP). AUP is available on the web at [http://www.oasd.k12.wi.us/uploaded/OASD/Technology/ITN\\_Policy.pdf](http://www.oasd.k12.wi.us/uploaded/OASD/Technology/ITN_Policy.pdf)
- These devices are the sole responsibility of staff or student owners. The school or District assumes no responsibility for personal devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- Each student is responsible for his/her own device: setup, maintenance, peripherals, software, and charging.

### B. Data Integrity and Security

1. Non-District owned software may not be introduced into the system without approval from the appropriate District personnel. District-owned software may not be introduced to personal devices without approval from the appropriate District personnel.

2. Employees shall download only those materials, which are applicable to their position in the District, and the size of the file(s) downloaded during any one session should not be of excessive size unless given permission of District network personnel. Students may only download files from the Internet that are specifically designated for use in classroom assignments and activities, and then only with the permission and direction of their teacher. The use of the District's ITN resources to transfer data outside of these limits can create congestion that may adversely affect everyone's ability to access ITN resources.

No employee or student may use District ITN resources to download or distribute software or data that is pirated, or in a manner inconsistent with its license agreement or applicable copyright law and District copyright policy. Any software or files transferred in any manner into or via the District's computing facilities becomes the property of the District and may be public record, subject to the restrictions of any existing licensing agreement or applicable copyright law or policy. In any event, such downloaded files, regardless of license or license ownership, may only be used in a manner consistent with their licenses or copyrights, applicable District policy, or other controlling authority.

Unless software or data transferred into the District's computing facilities is part of an approved educational curriculum, students and employees must understand that the unauthorized use or independent installation of non-standard data may cause computers and networks to function erratically, improperly, or cause data loss, and should take that into consideration when installing software not directly related to or approved through an existing curriculum. Users should seek the advice and approval of District network personnel in using non-standard software and data, especially if a download to network hardware is required.

No employee or student may use the District's ITN resources to tamper, disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user or the user's data.

No employee or student may use the District's ITN resources to propagate any virus, worm, Trojan horse, trap-door program code, or any form of destructive or malicious computer instruction. Further, employees or students may not propagate any virus "warnings" via electronic mail except to alert appropriate District network personnel. To that end, all data that is transferred into the District's computing facilities must be checked for viruses before it is run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise deactivated.

Employees and students may not intentionally delete or modify data that is used as part of an approved educational curriculum, except where the deletion or modification of said data is part of that curriculum. Users must respect the fact that, much like a library, software and data are made available for all to use and benefit from.

### C. User IDs and Passwords on District-Owned Assets

An ID and password will be assigned to each authorized user to permit access to ITN resources. Users will be held accountable for all activity that occurs under his/her ID and password, regardless of whether the person assigned to the User ID and password is the actual user. "Strong passwords" contain both upper and lowercase characters, have letters, digits and punctuation characters and are at least (8) eight characters long. Users should not share passwords with anyone nor should they write passwords down and store

them in their office. Users may be instructed to periodically change their password for continued security. If an ID and/or password become disabled or compromised, users should immediately contact District network personnel for assistance.

Remote access to District ITN resources is to be controlled using either a one-time password authentication or a public/private key system with a strong pass-phrase. A pass-phrase is typically composed of multiple words. Because of this, a pass-phrase is more secure against "dictionary attacks." A good pass-phrase is relatively long and contains a combination of upper- and lowercase letters and numeric and punctuation characters. All of the aforementioned rules apply to pass-phrases.

D. Acceptable Use of Electronic Mail

The District's e-mail system is provided to staff and other authorized users for transacting school-related business. E-mail may be used for curriculum discussions, administrative announcements, scheduling, parent and student communications, event notifications, and other school-related business. Limited personal use of the e-mail system is permitted so long as it does not interfere with educational or employment responsibilities, consume more than a trivial amount of network resources, or violate state or federal law, or board policies. Improper use of e-mail may result in loss of network privileges, disciplinary action and/or criminal charges, depending on the severity of the infraction. Allegations of misuse should be reported to District network personnel.

E.

1. The District's e-mail system may NOT be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, cheating, intimidation, forgery, impersonation, solicitation, discrimination, and computer tampering. Users are solely responsible for the content they disseminate via e-mail.

F.

2. The District's e-mail system may NOT be used as a means to bully others (i.e., cyber bullying). Therefore, the following electronic activities are prohibited:
  - a. Sending a message to a person that threatens to inflict injury or physical harm to that person or their property, with the intent to frighten, intimidate, threaten, abuse or harass that person;
  - b. Sending a message to a person that uses any obscene, lewd or profane language or images or suggests any lewd or lascivious act;
  - c. Intentionally preventing or attempting to prevent the disclosure of his or her own identity when sending a message to a person; and
  - d. Sending repeated messages with the intent of harassing that person.
3. The District assumes no liability for direct and/or indirect damages arising from the user's use of the e-mail system. The District is not responsible for any third-party claim, demand, or damage arising out of the use of its e-mail systems or services.
4. Nothing should be included in an electronic mail message that the user would not want read by a third party. The District has security facilities in place to prevent unauthorized access to our internal networks and electronic mail stored there, but be aware that messages transmitted outside our networks may be equally protected, less

protected, or not protected at all.

5. E-mail correspondence may create and constitute pupil records that are protected by state and federal law. Use of full student names and other identifying information should be used with caution. First names, initials, or pseudonyms may be ways to represent student identities within e-mail messages. e-mail discussions about students should ALWAYS BE FACTUAL and not judgment-based.
6. E-mail is part of the District's public record and is centrally archived according to federal and state law after deletion by individual users. e-mail should be retained by the individual user only as long as needed, and not archived or otherwise stored beyond the time that it may reasonably need to be referred to.
7. There should be NO expectation of privacy when sending or receiving e-mail communications. All e-mail is subject to public record. The District maintains the ability to monitor e-mail usage and may do so during routine maintenance or when requested by an investigating authority.
8. E-mail accounts will be granted to long-term substitute employees or third party non-employees on a case-by-case basis. Applications for temporary accounts must be submitted to and approved by Human Resources.
9. E-mail access will be terminated when the user ends his/her association with the District. The District is not obligated to store or forward the contents of an individual's e-mail account after employment or association has ceased.

#### E. Acceptable Use of Mobile Technology Devices

The District permits approved use of mobile technology devices by students and employees in support of teaching and learning, managing resources and connecting with stakeholders. Use of personally-owned devices is permitted for legitimate educational use. Mobile technology devices may include laptop computers, portable digital assistants (PDA), cell phones, gaming devices, iPods/MP3 players, wireless access points, wireless devices, digital cameras, video cameras, storage devices, and other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personally-owned mobile technology devices while on District property or while attending school sponsored activities. The District also reserves the right to examine any device at any time to ensure policy compliance.

This policy sets forth guidelines for safe and acceptable use of mobile devices. Improper use may result in loss of network privileges, device confiscation, disciplinary action and/or criminal charges, depending on the severity of the infraction.

- Internet access is filtered by the District on personal devices in the same manner as district-owned equipment. If network access is needed, a connection to the filtered, wireless network provided by the district is required.
- Staff and students are expected to follow the Acceptable Use Policy (AUP). The AUP is available on the web at [http://www.oasd.org/uploaded/OASD/Technology/ITN\\_Policy.pdf](http://www.oasd.org/uploaded/OASD/Technology/ITN_Policy.pdf)
- Personally-owned devices are the sole responsibility of staff or student owners. The school or district assumes no responsibility for personally-owned devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate lost or stolen devices.
- Personally-owned devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on district property, including school buses.

- Each student is responsible for his/her own personally-owned device: set-up, maintenance, peripherals, software, and charging. The district will not provide support of the operation of personal devices, beyond general connection advice and instruction. District employees will not diagnose, repair, or work on a student’s personally-owned device.
- The possession of electronic devices (personally-owned or district-owned) will not be used as a factor in grading or assessing student work. Students who do not have access to a personally-owned device will be provided with a district- owned device during the class period in which the device is needed, or will be given similar assignments that do not require access to an electronic device.

## 1. Student Use of Mobile Technology Devices

Students will abide by the following terms when using mobile technology devices. All terms are consistent with the Student Handbook at each school.

- a. Students who are issued devices by the District will abide by the following terms:
  - Users assume primary responsibility for the safety and security of the device and content.
  - Students **MAY** use devices to take photographs or to record audio or video while on District property (in a non-harassing manner) or while a student is engaged in school-sponsored activities. However, “no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room” or restroom. Wis. Stat. § 175.22 (2)(d) (2010).
  - Students **MAY NOT** use devices to obtain, create, send, or share inappropriate content or to harass other individuals.
  - Users are not permitted to install software or make significant configuration changes to devices without expressed, written permission from District network personnel. Operating System updates are allowed.
- b. Use of personal devices on school property is permitted. In such instances, students will abide by the following terms:

Students **MAY** use personal devices during non- instructional times and in locations as approved by the building administrator.

Students **MAY** use personal devices during instructional time to enhance the instruction. However, messaging during instruction is not appropriate.

Students **MAY** use personal devices to take photographs or to record audio or video while on District property or while a student is engaged in school- sponsored activities. However, “no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room” or restroom. Wis. Stat. § 175.22 (2)(d) (2010).

Students **MAY NOT** use personal devices to obtain, create, send, or share inappropriate content or to harass other individuals.

Students **MAY NOT** use personal devices to compromise the integrity of the instruction or assessment program.

Site administrators and teachers have the right to prohibit use of devices at certain times or during designated school activities. Electronic devices are to be used at appropriate times as determined by

staff.

An administrator has permission to confiscate a student's personally-owned device and search its contents, and return the device to the parent/guardian in accordance with the law, if there is reason to believe that the Acceptable Use Policy has been violated.

c. **Consequences for Inappropriate Use**

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to mobile technology devices, loss of access to network resources, and/or device confiscation. When a device is confiscated for the **first** time, the student may retrieve the device at the end of the school day. The **second** time, parents or guardians will be contacted regarding the student's inappropriate use. If there is a **third** occurrence, a parent or guardian is required to retrieve the device from the main office. Students who continue to abuse this policy are subject to additional consequences. In the event that the inappropriate use is highly negligent or puts other students at risk, site administrators reserve the right to assign alternative consequences.

2. **Employee Use of Mobile Technology Devices**

a. Employees who are issued devices by the District will abide by the following terms:

- District-provided devices are District property. Users assume primary responsibility for the safety and security of the device and content.
- Users may install software or make configuration changes to devices. However, all software licensing guidelines must be followed.
- Employees are prohibited from seeking and allowing outside servicing or modification of district-owned devices without authorization from the district Technology Services team.

b. Use of personal devices on school property is permitted. In such instances, employees will abide by the following terms:

Devices shall not be connected to the District network through wired methods without permission from the District network personnel.

Devices shall not be used on District premises to obtain inappropriate content.

The user of a device found to be the source of a virus, worms, trojan horses, spyware, or other malicious software on the District network will be held liable for all resulting damages to network resources and will be subject to appropriate disciplinary action.

Accessing, creating or sending inappropriate content stored on personal devices while on District property constitutes a violation of the ITN Use Policy and is subject to the consequences thereof.

Employee assumes all responsibility for the safety of all content on devices. Employees are responsible to provide an accurate, up-to-date inventory of any District file or data that could contain personal identification information.

The use of personal wireless access points or other wireless network enabling equipment is

prohibited on school premises unless approval is granted from District network personnel.

The District shall not be liable for the loss, damage, or misuse of any personal devices.

An administrator may confiscate and examine a staff member's personally-owned device and search its content, in accordance with the law, if there is a reason to believe that the Acceptable Use Policy has been violated.

c. Consequences for Inappropriate Use

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to mobile technology devices, loss of access to network resources, and appropriate disciplinary action up to and including termination of employment. Illegal use of the mobile technology device, such as intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

F. Acceptable Use of the Internet

The District believes that instructional resources available on the Internet outweigh potential risks of permitting Internet access. The internet includes blogs, wikis, podcasts, social- bookmarking, multi-user role-playing environments, video games, and social networking sites. The district permits safe and responsible use of Internet access for educational, professional, and administrative purposes. Limited personal use of the Internet is permitted so long as it does not interfere with educational or employment responsibilities, consume more than a trivial amount of network resources, or violate state or federal law, or board policies.

This policy sets forth guidelines for safe and acceptable use of the Internet. Improper use of the Internet may result in loss of network privileges, disciplinary action and/or criminal charges, depending on the severity of the infraction. Allegations of misuse should be reported to District network personnel.

1. Students: Acceptable Use of Web 2.0 Resources
  - a. The uses of Web 2.0 tools are considered extensions of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity, harassment, racist, sexist or discriminatory remarks.
  - b. Students using blogs, wikis or other web tools are expected to act safely by keeping ALL personal information out of their posts. A student should NEVER post personal information on the web. This includes, but is not limited to, last names, personal details including addresses, phone numbers, family names, email addresses, or photographs. Photographs may be posted with parental/user consent when educationally relevant and in accordance with applicable copyright provisions.
  - c. Students using such tools agree to not share their username or password with anyone besides their teachers and parents.
  - d. Students should take privacy precautions to protect their personal information from being accessed via links to any online login name. In addition,

comments made on social sites, blogs etc. should be monitored and deleted if inappropriate.

- e. Web site links should be read in their entirety to ensure content is appropriate for a school setting.
- f. Publication or posting of information to social networking sites or online spaces must be for educational purposes only and clearly identified as a requisite of the classroom activity. Appropriate sharing of interests, ideas and preferences is encouraged.
- g. Express permission must be granted by the person(s) being filmed or recorded.
- h. Students may not alter, delete or move any digital materials produced on any 'social space' without permission of the owner.
- i. Students may not comment via text on other people's work that is publicly accessible without permission of the teacher.
- j. Teacher and school generated media is subject to copyright. Publishing any part of any copyrighted material or posting, downloading or plagiarizing work is not permitted.
- k. Students and parents must be aware that social network publishing means that everything they publish in the public domain cannot be deleted, moved or suspended by the school. Even if content is deleted, it is likely that it can still be accessed in the future.
- l. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

## 2. Staff: Acceptable Use of Web 2.0 Resources

District policy does not prohibit personal use of Web 2.0 tools for business conducted outside of the school day. **It does, however, include staff and student communications conducted at any time.**

- a. Content posted or added to online spaces must adhere to the ITN Use Policy, applicable privacy policies and laws, and all other Board policies, rules, and regulations.
- b. Information posted or published in online spaces should be education-related and non- confidential. All efforts should be made to uphold student privacy, ensure authenticity of content, and display professional integrity.
- c. Staff will NOT use Web 2.0 tools to:
  - i. Conduct or promote outside business activities.
  - ii. Promote or advertise for commercial products unrelated or related to instruction.
  - iii. Defame or cause defamation of the character of any individual, organization or institution.
  - iv. Divulge any personal information about students, or jeopardize their safety in any other way.
  - v. Conduct inappropriate conversations or relationships including, but not limited to, digital images, text, and media unrelated to school curricula and correspondence.

2.

## 3. All Users will NOT

- a. Access, review, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.
- b. Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
- c. Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting including violent, discriminatory or disruptive or damaging media .
- d. Knowingly or recklessly post false or defamatory information about a person or organization or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Engage in any illegal act or violate any local, state or federal statute or law.
- f. Post another person's private information or personal contact information, including but not limited to home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - i. This paragraph does not prohibit the posting of employee contact information on district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - ii. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless: such information is classified as Directory Information and verification is made that the district has not received notice from a parent/guardian or eligible student that such information is not to be designated as Directory Information; or such information is not classified as Directory Information but written consent for release of the information to be posted has been obtained from a parent/ guardian or eligible student. In addition, prior to posting any personal contact or personally identifiable Information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
- g. Violate copyright laws or usage licensing agreements or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- h. Conduct a business for unauthorized commercial purposes or for financial gain. Users will not use the system to offer or provide goods or services or for product advertisement. Users will not use the District system to purchase goods or services for personal use without authorization from the appropriate district official.
- i. Advertise or engage in political lobbying.
- j. Download entertainment software or other files not related to the mission and objectives of the District for transfer to a user's home computer, personal computer, or other media.
- k. Download, copy, or otherwise duplicate, and/or distribute copyrighted materials without the specific written permission of the copyright owner

except when that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

1. Establish connections to live communications, including audio and/or video outside of educational purposes unless specifically authorized by District network personnel.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to District network personnel. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

Parents bear responsibility for the same guidance of Internet use outside of school as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's information technology and network resources, including the Internet, if the student is accessing said resources from home or a remote location.

#### 4. Remote Access to District Internet Resources

A student or staff member engaging in unacceptable Internet use when off District premises may also be in violation of this policy. If the District receives a report of an unacceptable use of District resources originating from a non-school computer or resource, the District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including but not limited to, suspension or cancellation of the use or access to the information technology and network resources and discipline under other appropriate District policies, including suspension, expulsion, exclusion, or termination of employment.

#### 5. Internet Safety

Consistent with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA), the District has implemented software on all computers with Internet access that protects against access to visual depictions that are obscene, pornographic and/or harmful to children. This software is operating at all times, and enables the District to monitor and protect against the aforementioned visual depictions. The District has additional systems in place to ensure the security, integrity, and appropriateness of the data on our networks. However, we also rely on and respect each family's right to decide whether to allow their student(s) access to the Internet.

#### 6. Limited Expectation of Privacy

The District maintains control over materials on its network. Users should have no expectation of privacy in the contents of personal files on the District's system.

### G. Internet Publishing and Use

1. Materials published to the Internet using District computing facilities are considered official District materials, and will be created by appropriate employees. Students may, upon approval of their teacher, create Web pages relating to class projects or other school-related activities. The purpose of Web pages published by the District shall be to communicate information about the District to students, parents, and the

public, and to provide an instructional tool with links to other sites that correlate with current curriculum, are age-appropriate, and are reviewed in advance by appropriate District employees.

2. Web pages on the Internet allow an international audience to visit the District electronically. Therefore, the construction and ongoing maintenance of web pages that represent the District are to be viewed as public information vehicles and the following guidelines should be applied:
  - a. Pages and the data contained thereon belong to the District, and should reflect quality work and accurate information.
  - b. Contents must adhere to this policy, applicable privacy policies and laws, applicable copyright policies and laws, and other established District policies.
  - c. Information published on District web pages should be education-related, non- confidential, and non-commercial. However, advertising for non-profit, school- sponsored organizations may be acceptable.
  - d. All pages should be created to facilitate easy loading and viewing of graphics and audiovisual materials by the user of the page, whether internal or outside the District, and subject to the restrictions contained in this policy.
  - e. Links to commercial or personal Web pages shall not be made from any District web page, except where such linking would serve a legitimate educational purpose, and the content on the entire linked site would not violate any provision of this policy.
3. The District shall designate an individual(s) or contracted service to be responsible for maintaining the official District web page and monitoring all web page activity. The individual will be the District “webmaster.” The security of the system will be the responsibility of the webmaster. The webmaster will also work with the sites including the Board, Administrative Offices and individual schools. District web pages shall not contain the following items:
  - a. Students’ full names, electronic mail addresses, telephone numbers, street addresses, or any other identifying information.

Identifying photographs, video, or likenesses of students and staff unless written permission has been granted.

Employees’ personal electronic mail addresses, personal telephone numbers, street addresses, or any other identifying information of a personal nature. Web pages may contain an employee’s name, title, work telephone number, work electronic mail address, the building or facility he or she is employed in, and other work- related information to facilitate communication with parents and other outside correspondents.

4. All school and site Web pages must be reviewed and approved by the Principal or designee.
5. District web pages should be updated regularly on a schedule determined by appropriate District network personnel. Links to outside pages must be reviewed and checked regularly for accuracy.
6. The work of students may be published on the District’s Web pages provided that a written release is granted by the parent or guardian of the student.

7. Each employee and student using the Web and other Internet facilities of the District shall identify himself or herself honestly, accurately, and completely at all times. No employee or student may purport to represent the District or its views, policies, or opinions without the advance approval of the Superintendent, and employees and students must refrain from political advocacy, endorsement of products, services, or educational methods, or communication with any media outlet or public forum without such advance approval.

#### I. Resource Considerations

1. Students and employees with Internet access should not use District resources to transfer images, video, or sound materials unless there is an explicit educational purpose for such a transfer. The regular and widespread transfer of such large amounts of data creates a significant burden on any computing facility. Rather than transferring large files via the public Internet, users should ideally download a large amount of data once, and then distribute it to others using the District's faster internal networks.
2. Students and employees will be granted a limited amount of space on the District's networks to store electronic mail, files, and other data. Users may not exceed this quota without the advance approval and assistance of appropriate District network personnel, and users at their storage limit may find that their access to some resources will be automatically restricted or disabled to ensure that the resource will be equally available for everyone to use at all times.
3. The District may, at any time and without warning, move or delete data stored on networked systems to efficiently allocate computing resources to all users. While every reasonable attempt will be made to inform users of such modifications or deletions, users should preserve important or sensitive data on a disk or other removable storage medium, and particularly recognize that there may be circumstances when such a notification will not be possible, such as at the end of an academic year or during a vacation period.
4. Users will not use district computing resources for storage of personal pictures or video. District resources for file storage and backup are limited and should be used for educational and administrative purposes only. Staff personal information stored on network connected devices may be removed at any time.

#### J. Enforcement

1. Any user identified as a security risk or having a history of problems with computing systems may be denied access to the District's computing facilities, with or without advance notice, warning, or opportunity to cure a defect that may result in such a revocation of privileges.
2. The District will report all violations or suspected violations of District, local, state, or federal laws and policies to the appropriate administrator, agency, or law enforcement authority, and will cooperate fully in the investigation of any activity that may violate established law or doctrine.

3. Violations of Information Technology and Network Use Policy will be investigated by appropriate District personnel. Where appropriate, disciplinary action will be taken against students and employees violating any provision of this Policy, as provided for by Board policy.

K. Enforcement Guidelines for Administrators

Consequence Guidelines for Improper Computer Use by Students - Students are provided networked computer access for educational purposes only. Computers are to be used in accordance with our Information Technology and Network policy. Improper use of our computers or computer network will result in the following consequences:

1. General Misuse

General misuse of equipment will include infractions such as:

- Password sharing
- Actions to equipment without purpose (pounding keys, altering monitor, unplugging mouse or keyboard, etc.)
- Student failure to report improper acts of fellow students
- Noneducational web-browsing or computer game-playing

*Consequence:* Warning or teacher assigned detention. Continued general misuse could result in loss of Internet access and/or computer use for a period of time.

2. Equipment / Network Tampering

Tampering will include infractions such as:

- Settings changes
- Password fraud such as using another student's or staff member's password without his or her knowledge
- Introduction of nondistrict owned hardware or software (games, freeware, software deletes, installs, including copyright infringement etc.) to the network without approval from appropriate systems management personnel
- Inappropriate communication (e.g., including misuse of email, texting, IM, improper or profane language, etc.)

*Consequence:*

1st Offense – Detention and loss of computer privileges for up to 15 school days.

2nd Offense - In-school suspension and/or loss of computer privileges for up to 30 school days - a parent meeting will be held with administrator and referring teacher before privileges are reinstated.

3rd Offense - Loss of privileges for one full year and/or out-of-school suspension - a mandatory parent meeting will be held with administrator and referring teacher before privileges are reinstated.

3. Using a proxy server to circumvent filtering

*Consequence:* 1st Offense - In-school suspension and/or loss of computer privileges for up to 30 school days - a parent meeting will be held with administrator and referring teacher before privileges are reinstated.

2nd Offense - Loss of privileges for one full year and/or out-of-school suspension - a mandatory parent meeting will be held with administrator and referring teacher before privileges are reinstated.

4. Severe Infraction

Any infraction, with evidence, that is serious enough that it could involve the police will carry severe consequences.

- cyber bullying
- sharing inappropriate or illegal content online
- theft
- cracking or hacking
- vandalism including intentional viruses, harassment, gambling, dealing drugs, etc.

*Consequence:* Suspension from school for up to five days and immediate loss of computer network privileges for as long as one full calendar year up to expulsion. The student will not be able to use the computer network, even in a supervised classroom situation, and will need to use pencil and paper and print resources for research and assignments. The student may be dropped from computer classes for one school year. Depending on circumstances, police may or may not be involved.

The above misdeeds and consequences are not meant to be all-inclusive, but to serve as a guideline for potential infractions. Administrative discretion will be employed.

*\*Often, the student account will be disabled until the consequence has been determined.*

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school year. Depending on circumstances, police may or may not be involved.

The above misdeeds and consequences are not meant to be all-inclusive, but to serve as a guideline for potential infractions. Administrative discretion will be employed.

*\*Often, the student account will be disabled until the consequence has been determined.*

### **EARLY COLLEGE CREDIT PROGRAM 343.46**

Oconomowoc Area School District students may participate in the Early College Credit Program in accordance with state law requirements and established procedures. The Early College Credit Program provides eligible students an opportunity to enroll in courses at institutions of higher education while in high school.

Upon the student's request and with the approval of the student's parent/guardian, any student who satisfies the following criteria may apply to participate in the Early College Credit Program for the purpose of taking one or more courses:

The student has completed 8th grade; The student notifies the Board of his/her intent to participate in the Early College Credit Program in accordance with the timelines established by state law; and

The Director of Instruction shall administer the Early College Credit Program in the District. In doing so, he/she shall inform the board whether a course requested is comparable to a course offered in the District. The Board shall hold final determination whether the postsecondary course is comparable to a course offered in the District, whether it satisfies any graduation requirements and what, if any, high school credits are to be awarded to the student. If a student is not satisfied with the Board's decision, he/she may appeal to the State Superintendent of Public Instruction.

Courses taken as part of the Early College Credit Program shall be paid for and awarded credit as follows:

- The District shall pay for no more than the equivalent of 18 post-secondary semester credits through the Early College Credit Program per student.
- This limitation on 18 total paid credits does not prohibit a student from taking other courses through a post-secondary institution where the District has authorized the coursework under a separate program or separate source of authority.
- If the course is taken for high school credit and the course is not comparable to a course offered in the District, the Board shall pay as required by law.
- If the student is attending a postsecondary institution and the course is taken for high school credit and is comparable to a course offered in the District, the student shall pay as required by law.
- If the course is taken for post-secondary credit only, the student shall pay for the costs associated with the course, as required by law.

To the extent required by state law and as applicable to each course that a student takes under the Early College Credit Program, the District shall pay the appropriate tuition amount to the IHE and such other costs (if any) as may be specified by law. The student or the student's parent or guardian shall pay the amounts (if any) specified as the student's responsibility for each course under state law and District's policy. The following also apply:

- If a student takes a course at an IHE that is comparable to a course offered in the District, the District will make no payment for the course. Instead, the student taking the comparable course is responsible for paying the tuition and fees for the course.

If a student takes a course at an IHE for post-secondary credit only, and the course is not comparable to a course offered in the District, the student or the student's parent or guardian shall pay to the District 25% of the tuition amount that the District is required to pay to the IHE, unless such 25% payment is determined to pose an undue financial burden on the student's family under standards and procedures set by the Department of Public Instruction. If applicable to a course and not waived pursuant to state law, the following provisions further govern the timing and method for making such 25% payments to the District:

- The student or his/her parent or guardian may make payment for such courses via a personal check or a bank (cashiers) check, made payable to the "Oconomowoc Area School District" Payments attempted in other forms, including in U.S. currency, are not acceptable and will be refused or returned to the pay or. If a check is returned as non-payable due to insufficient funds, a stop-payment order, or any other reason, any related fee(s) charged to the District by a financial institution will be added to the amount due.
- Unless the District's Business Office has agreed in writing to a different plan of scheduled payments, payment is due in full within 30 days of the date on which the District provides the student (or student's parent or guardian) with an invoice of the specific amount due.

The District will pay only for the courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the District within 30 days for payment of the tuition and fees paid by the District. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in the Early College Credit Program.

The District shall pay only such fees and tuition, materials and equipment cost as are required by law. When the District is required to purchase a textbook or similar resource for a student's course, the student shall be required to return the materials to the District upon completion of the course. Students attending an institution of higher education under the Early College Credit Program shall be responsible for their own transportation costs.

Information regarding the Early College Credit Program shall be distributed to all students prior to October 1st each academic year.

## INSTRUCTIONAL MATERIALS SELECTION POLICY 361.1

The Board delegates the general review and selection of textbooks and other instructional materials and resources to the District's Director of Curriculum and Instruction. The process shall involve obtaining input from at least one or more members of the instructional staff who will be using the materials, and may involve consultation with other personnel such as a school library media specialist and/or the District's Technology Coordinator. In general, the Board's expectation is that the selection of core materials intended for use throughout a grade span and/or regardless of the individual instructor (e.g., textbooks) should be subject to a more extensive and participatory process and should involve more District-level oversight and coordination than the selection of class-specific or teacher-specific supplemental materials that are less likely to serve as key elements of the District's course-to-course and grade-to-grade curricula sequences.

Textbook selection recommendations shall be submitted by the Director of Curriculum and Instruction to the Board for review and adoption as required by law. The purchase of instructional materials using District funds shall follow established purchasing procedures.

When selecting textbooks and other instructional materials and resources for use in the classroom, consideration shall be given to each of the following factors, allowing for the possibility that, in some cases, staff may determine that a particular factor is not especially relevant:

- the extent to which the materials are judged to support and enhance student learning of the subject area(s) being taught, as identified with the input of instructional staff and based on relevant research;
- the extent to which the materials (and particularly textbooks) facilitate the District's ability to provide students with an appropriately sequential curriculum, both within a grade/course and from one grade/course level to the next;
- the extent to which the materials facilitate an appropriate assessment of student learning;
- the overall appropriateness of the materials relative to the intended student audience (i.e., relative to the anticipated range of age, skills, cognition, and maturity of the students who are most likely to use the materials);
- a review of the materials for any improper bias, misinformation, or stereotyping;
- the extent to which the materials are likely to actively engage students and encourage their interest in learning;
- the extent to which the materials facilitate differentiated instruction and the pursuit of universally designed learning objectives, including the extent to which the materials can help members of the instructional staff accommodate learner variability
- the current capacity of staff members to make productive use of the resource, or planning for the staff development that would be needed to build that capacity;
- the accessibility of the item to individuals who require special formats (e.g., certain students with disabilities and students with limited English proficiency); and
- budgetary considerations, including but not limited to the extent to which the materials being evaluated would address a current priority area among possible alternative acquisitions.

The Board recognizes that occasional objections to textbooks and other instructional materials and resources used in the classroom may occur. When parents or guardians or other individuals have concerns about particular instructional materials or resources, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of instructional materials or resources on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established District procedures.

### **VISION /HEARING SCREENING**

Vision and hearing screening is performed annually on all Early Childhood, four-year-old kindergarten and five-year-old kindergarten. Additionally, vision screenings are given to 5<sup>th</sup> and 8<sup>th</sup> grade students. Screenings may also be requested on behalf of a student by parents or teachers. Parents may request a screening if they suspect their child is having difficulty with his/her vision or hearing. Request forms are available at all school offices and/or health rooms. You can also make requests by sending a written note to the principal of your school.

A parent or guardian can choose to exclude their child from the vision and/or hearing screening conducted by the school district by completing the Vision/Hearing Exclusion form. This form can be obtained in your school office and should be completed prior to the established site screening date.

## **MEDICATION ADMINISTRATION 453.4**

Regular attendance at school by all students is to be encouraged. If interruptions to school instructional and co-curricular programs are to be minimized, provision for dispensing medications to selected students at school is necessary. Therefore, it is the policy of this Board of Education that, in those instances where medicating a student at school is important to that student's continuing attendance, the administration of necessary medications by district employees and/or authorized agents designated by the school nurse, school administrator, or school principal shall be undertaken pursuant to approved guidelines.

Medications to be administered by designated school personnel will be done with annual written permission. Over-the-counter medication shall only be given upon written permission from the parent/guardian. Prescription drugs shall be given only upon the receipt of written instructions from the medical practitioner and written parent/guardian permission. All medications shall be supplied in its original manufacturer's package or pharmacy-labeled package and must list ingredients and instructions for therapeutic use. A record will be maintained of all medication given at school.

The Director of Nursing Services will periodically review the provided medication administration instructions, errors, medication documentation (including health care plans, consent forms and administration of each dose of medication), and training of persons authorized to administer medications to students. Training will be provided to all staff responsible for administration of medication according to DPI approved training requirements.

All medication will be stored in the health room in locked medical cabinets with the exception of district emergency medication.

The Superintendent of Schools is directed to establish guidelines and such forms as are necessary to implement the intent of this policy and comply with state law requirements. The Superintendent of Schools is authorized to modify said guidelines and forms from time to time as he/she is advised of modifications in law, agency rulings, court decisions, and sound practice.

The District assumes no responsibility for those students whose parents/guardians have determined that said students are old enough and mature enough to medicate themselves.

## **HIGHLY QUALIFIED TEACHERS**

Federal law requires that we share with you the qualifications of teachers in the Oconomowoc Area School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers working in the Oconomowoc Area School District have a minimum of a bachelor's degree and are duly licensed in their area of assignment. If you want to see the state qualification for your child's teacher you may ask us or find it on the DPI website at [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html)

In addition, we employ instructional aides, who are considered qualified for the work to which they are assigned. If you would like more information about the teachers and instructional aides assigned to your child's school you may contact the principal at your child's school or call the Oconomowoc Area School District Office of Human Resources at (262) 560-2151.

### **STUDENT RECORDS 347**

The Oconomowoc Area School District maintains student records for each student attending school in the District. These records include: (1) **student progress records** – courses taken, grades, immunization records, extracurricular activities and attendance; and, (2) **student behavioral records** – psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization records, law enforcement agency records obtained by the District and any other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. The District has also adopted a student records policy and procedures. This notice is subject to state and federal laws and the District's policy and procedures. Accordingly, the following shall apply in the District:

1. An adult student, or the parent(s) or guardian(s) 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. The District will respond to such requests without unnecessary delay and in no case more than 45 days. Copies of the District's student records procedures are available on the District website and upon request at the School District Office, 915 E. Summit Ave. Regular office hours are: 8:00 a.m. to 4:00 p.m.
2. An adult student, or the parent(s) or guardian of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s) or guardian(s) 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 or 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 law enforcement officer(s) who is individually designated by the School Board and assigned to the District; a person employed by or working on behalf of the District as an administrator,

supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person 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 also, upon request, forwards a student's records to another school without consent in accordance with state law for purposes related to the student's enrollment or transfer. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) 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 20202-5920*.

Further, the School Board has designated the following student record information as directory data: student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person unless the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after receipt of this notice or the opening of school.

### **Secondary School Students**

A secondary school student or the parent(s) or guardian(s) 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 consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s) or guardian(s) as outlined above, the District shall provide access to secondary school students' names, addresses and telephone listings, on request made by military recruiters or institutions of higher education. The District shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

## Homeless Educational Assistance Information

Students who lack a regular, fixed and adequate nighttime residence have certain rights under the McKinney Vento Homeless Assistance Act.

### If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

**Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.**

### Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

### When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.) The Homeless Liaison for OASD is Erin Lee at 262-560-8234 or [lee@oasd.org](mailto:lee@oasd.org)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

**If you need further assistance, call the National Center for Homeless Education at the toll-free HelpLine number: 1-800-308-2145**

## **TITLE I PROGRAMMING**

It is the intent of the Oconomowoc Area School District to help all students reach their potential and meet the District's educational goals. In order to meet its goal of providing appropriate educational opportunities for all students, the District may participate in the Federal Title I program. The Superintendent or designee shall prepare a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

### **Comparability of Services**

Services provided through Title I funds shall be at least comparable to the services provided in program areas not receiving Title I funds. The District shall ensure equivalency among schools or grade levels in teachers, administrators, support personnel, curriculum material and instructional supplies.

The District has established and implemented a District-wide salary schedule and will use federal and local funds to provide services in Title I project areas. Should all school attendance areas be designated as project areas, federal and local funds will be used to provide services, which are substantially comparable in each project area.

The determination of comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally disabled students. It is understood that unpredictable changes in enrollment or personnel assignments, which occur after the beginning of the school year, need not be included as a factor in determining comparability of services. Documentation verifying compliance with this policy will be updated annually and will be available for review by the Department of Public Instruction or auditors upon request.

### **Parent Participation in Title I Programs**

The Board recognizes the importance of parent involvement in the Title I program, and therefore, will provide appropriate opportunities for parents or guardians to become involved in the design and implementation of the District's Title I program and in improving the academic achievement and school performance of their children.

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served. The Superintendent or designee shall ensure that the Title I plan contains a written statement of guidelines which have been developed with, approved by, and distributed to parents of participating students.

The guidelines shall describe how:

The District plans to have parents be involved in the program, including their participation in the development of the plan; Meetings will be conducted with parents, including provision for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings; Meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain; Parents will be provided opportunities to formulate suggestions, interact, and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan; Parents will be involved in the planning, review, and improvement of the Title I program; Information concerning school performance profiles and their child's individual performance will be communicated to parents; Parents will be assisted in

providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like; Timely responses will be given to parental questions, concerns, and recommendations; and Other activities will be conducted as appropriate to the plan.

Specific activities for parent involvement in the District's Title I program shall be developed by the administration. These activities shall be reported to the Board on a periodic basis. It is recognized that these activities will vary in response to the needs of the particular school community.

The Title I staff, together with the principals of Title I schools, shall ensure that guidelines regarding required parent notifications, school-parent compacts, and meetings, as well as ongoing parent/guardian involvement in program decision-making and evaluation are followed.

#### Title I Parent Right to Know

In accordance with the requirement of Section 1111 of Title I for each school receiving Title I funds, the Superintendent or designee 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:

Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching Whether the teacher is teaching under any emergency or provisional status in which the State requirements have been waived The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned The qualifications of any paraprofessionals providing services to their child(ren).

In addition, the parents shall be provided:

Information on the level of achievement of their child(ren) on the required State academic assessments; 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 that the parent(s) understand.

### **PARENT INVOLVEMENT 811.1**

The Oconomowoc Area School District recognizes the value of establishing strong partnerships with parents and families in the education of their children. Working as partners, families and educators can increase student achievement and promote positive student attitudes about school and learning. To this end, the Board, administration and staff shall take active measures to involve families in their children's education and related decision making.

The following beliefs shall serve as the framework for family involvement and partnerships with the schools:

1. Schools should be open, helpful and friendly, and resources should be clear and easily accessible to parents and families. Parents or Guardians should feel welcome in the school, and their support and assistance should be sought.
2. Communication between home and school should be regular, two-way and meaningful. Effective communication requires school-initiated contact with parents and parent-initiated contact with the schools where both parties provide vital information about a child's strengths, challenges and accomplishments and share their concerns. To effectively communicate, both parties must be aware of issues such as

cultural diversity, language differences and special needs, and appropriate steps must be taken to allow clear communication for all participants.

3. Parents or Guardians should be treated as full partners in the educational process and indecisions that affect children and families, and should be involved in recommending District school improvement plans and suggestion changes in Board policies.
4. Resources should be made available to strengthen school programs, family practices and student learning. Technical assistance will be offered to help District staff plan parent involvement activities to improve student academic performance, and to assist families in learning how to support their children academically at home and at school.
5. Responsible parenting should be promoted and supported. Parents and Guardians should be linked to programs and resources within the school and community that provide support services to families, and linked to other families for support.
6. This policy does not prohibit unique programs at individual schools within the District. Rather, school administrators, staff, students and families are encouraged to create quality programs that support and exemplify educational excellence and family involvement.

The Superintendent or designee shall be responsible for annually evaluating parent involvement in District and school programs and reporting this information to the Board. The Board and administration shall review the evaluation to determine the policy's effectiveness and identify any barriers to family involvement. Changes shall be made as necessary.

## **SCHOOL PERFORMANCE REPORT**

The Oconomowoc Area School District is 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. The Oconomowoc Area School District maintains an Internet site, and the school district performance report is available to the public on that site.

## **NOTICE OF SPECIAL NEEDS SCHOLARSHIP PROGRAM**

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 private school that is located in Wisconsin and participating in the SNSP. The school receives a state aid payment for each eligible student. The SNSP website has a document comparing the rights of students with disabilities and their families under state and federal special education laws to their rights under the SNSP. The website also includes frequently asked questions and additional information about the SNSP.

### **Student Eligibility**

A student with a disability may be eligible to participate in the SNSP for the 2019-20 school year if **all** of the following apply:

- IEP or Services Plan: The student has an Individualized Education Program (IEP) or services plan that meets program requirements.
- Wisconsin Resident: The student resides in Wisconsin.

**For more information contact:**

Special Needs Scholarship Program  
Wisconsin Department of Public Instruction  
P.O. Box 7841 Madison, WI 53707-7841  
Toll-free: 888-245-2732, ext. 3, ext. 6 [sensp@dpi.wi.gov](mailto:sensp@dpi.wi.gov)  
Website: <http://dpi.wi.gov/sms/special-needs-scholarship>

### **FREE AND REDUCED-PRICE MEALS**

The Oconomowoc Area School District accepts responsibility for providing free and reduced price meals or free milk to eligible children. The program will comply with the criteria and procedures as established by the Child Nutrition Program, issued annually through the Wisconsin Department of Public Instruction.

In making individual determinations and in providing free and reduced price meals, there shall be no public or overt identification of children eligible to participate in the program.

The schools shall annually notify all families of the availability, eligibility requirements and/or application procedure. Application forms shall be made available to the family of each child enrolled in the school. Information given on the application will be confidential and will be used only for the purpose of determining eligibility for free or reduced price meals and milk.

The district shall not discriminate in school-sponsored food service programs on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

**Directory Information  
OFFICIAL NOTICE  
Notice is Hereby Given**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Oconomowoc Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Oconomowoc Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedure. The primary purpose of directory information is to allow Oconomowoc Area School District to include this type of information from your child's educational records in certain school publications. Examples include:

- **A playbill, showing your student's role in a drama production**
- **The annual yearbook**
- **Class composite photo**
- **Honor roll or other recognition lists**
- **Graduation programs**
- **Sports activity sheet, such as for wrestling, showing weight and height of team members.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their written consent. \*

If you do not want the Oconomowoc Area School District to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing prior to the third Friday in September of each school year. Oconomowoc Area School District has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| • Student's Name          | • Participation in officially recognized activities and sports |
| • Address                 | • Weight and height of members of athletic teams               |
| • Telephone listing       | • Degrees, honors, and awards received                         |
| • Electronic mail address | • Major field of study   |
| • Photograph              | • The most recent educational agency or institution attended   |
| • Date and Place of birth | • Dates of attendance  |

\*These laws are: Section 9528 of the ESEA (20U.S.C.7908), as amended by the *No Child Left Behind Act of 2001* (P.L.107-110), the education bill, and 10 U.S.C. 503, as amended by section

