

**NORWALK-ONTARIO-WILTON  
SCHOOL DISTRICT**

**ANNUAL NOTICES**

**2016-17**

## TABLE OF CONTENTS

Asbestos Management Plan.....	Page 4
Child Find Activity.....	Page 4
Child Nutrition Programs.....	Page 4
Education for Employment.....	Page 4
Education of Homeless Children.....	Page 5
Educational Options.....	Page 6
Head Lice/Nits.....	Page 6
Human Growth and Development.....	Page 8
Meningococcal Disease Information.....	Page 7
Programs for English Language Learners.....	Page 8
Recruiter Access to Student Records.....	Page 9
Section 504 Compliance.....	Page 10
Special Education.....	Page 10
Special Needs Scholarship Program.....	Page 11
Student Academic Standards.....	Page 12
Student Assessments.....	Page 12
Student Attendance.....	Page 13
Student Bullying.....	Page 15

Student Locker Searches.....Page 17

Student Privacy Rights.....Page 18

Student Records.....Page 18

Student Religious Accommodations.....Page 21

Student Suicide Prevention.....Page 21

Title I Program.....Page 22

Use or Possession of Electronic Communications.....Page 23

Youth Options.....Page 25

## **Asbestos Management Plan**

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), please note that the Norwalk-Ontario-Wilton School District is updating its Asbestos Management Plan in cooperation with CESA #10. Once completed, the plan will be available for inspection by the public, parents, and district employees.

## **Child Find Activity**

The Norwalk-Ontario-Wilton School District must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Ms. Cindy Springborn, Director of Special Education, Norwalk-Ontario-Wilton School District at 337-4403 or by writing her at P.O. Box 130, Ontario, WI 54651.

The Norwalk-Ontario-Wilton School District also conducts an annual screening activity for preschool aged children. The date and time of the screening activity will be posted on the school district's web-site and the County Line.

## **Child Nutrition Programs**

Students at the Norwalk-Ontario-Wilton School District have the opportunity to participate in school breakfast, lunch and milk programs. These programs are administered by the District Administrator, in accordance with established guidelines. Menus are posted on the school district's web-site. As noted in Board Policy 760 – Food Service Management, food service prices are established by the Norwalk-Ontario-Wilton Board of Education annually. In accordance with federal guidelines, the Norwalk-Ontario-Wilton School District offers free and reduced price food services to students who qualify. An application is required to verify eligibility, which will remain confidential. For more information, contact Shirley Gibson or Vicki Wathke with the School Nutrition Services Department.

## **Education for Employment**

The Norwalk-Ontario-Wilton Board of Education shall provide students with access to an education for employment program. The program may provide for the following:

- A. Practical application of basic skills in the general and vocational curriculum.
- B. School sponsored work experience through the School-to-Work program.

- C. Career exploration, planning and decision-making.
- D. Employability skills and attitudes.
- E. Understanding of business operations and economics, including entrepreneurial education and knowledge needed to begin and operate a business.
- F. In grades 9-12, vocational education programs will have an appropriate curriculum based on the labor market which is data driven.

The District Administrator or his/her designee shall coordinate the education for employment program in accordance with state laws and regulations. Education for employment program records shall be maintained and reports shall be made as required by the Wisconsin Department of Public Instruction.

### **Education of Homeless Children**

It is the policy of the Norwalk-Ontario-Wilton Board of Education to ensure that homeless children and youths are provided with equal access to its educational programs as provided to other children who reside in the school district. Homeless children and youths will be provided services comparable to the services offered to other children attending the Norwalk-Ontario-Wilton School District. Examples of school district services are:

- Transportation
- Special Education
- Title Programming
- ESL/Bilingual Programming
- Gifted and Talented Programming
- School Nutrition Programs
- Co-curricular Participation
- School Health Services
- Participation in the CLC Program

The term “homeless children and youths” means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youths who:

- A. Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- B. Are living in motels, hotels, or camping grounds due to lack of alternate adequate accommodations.
- C. Are living in emergency shelters.
- D. Are abandoned in hospitals; or are awaiting foster care placement.
- E. Have a nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings, substandard housing or similar settings.
- F. Runaway children or children who are abandoned.
- G. Are living in cars, parks, public spaces, abandoned buildings or similar settings.

Migratory children and youth not in the physical custody of the parent or guardian may be considered homeless if they meet the above definition.

School district administration will be the Local Education Agency Liaison for homeless children and youths and will ensure that:

- A. Homeless children and youths residing in the school district are identified by school personnel.
- B. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in school in the district.
- C. Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services.
- D. The parent/guardian of a homeless child or any child not under the physical custody of a parent/guardian is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- E. Enrollment disputes are mediated in accordance with legal requirements.
- F. The parent/guardian of a homeless child or any child not under the physical custody of a parent/guardian is fully aware and informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.

## **Educational Options**

The Norwalk-Ontario-Wilton School District offers the following educational options for resident school aged children:

- Full-time Enrollment Opportunities which include: Core Course Academic Education, Vocational Education, Fine Arts Education, Physical and Health Education, Education for Employment Programs, Career Education, Environmental Education, Drug and Alcohol Education, Bilingual Education, and Programs that meet the needs of Students with Disabilities.
- Youth Options
- Course Options
- Open Enrollment
- Part-time Enrollment for Non-public School Children
- Dual Credit (Both High School and Post-secondary) Courses
- Elementary Summer School

## **Head Lice/Nits**

A student found to have head lice or transferable nits will be sent home. The student may return to school within 24 hours following treatment. Children will not be able to return to class unless they have been determined to be free of head lice or transferable nits and have the completed checklist.

The policy and checklist (School Board Policy 453.9) shall be given to the student's parent/guardian in explaining the treatments. These shall be discussed with the parent/guardian in order that he/she understand completely the treatment and this is his/her responsibility to perform the treatment before the student may return to school.

Children known to be repeat cases will be checked more frequently, at the nurse's discretion.

The student may return to school the day following the treatment accompanied by the signed checklist and their parent/guardian. The parent/guardian must provide for transportation to school and wait for clearance before leaving.

The School Nurse or his/her designee has the authority to retain students in school or send students home dependent on the lice and/or nit condition of a student's hair. If the student is determined by the School Nurse or his/her designee to be in a nontransferable stage of nits, the student may stay in school but the parents will be contacted.

Notes will be sent home with all students in the classroom if one or more classmates are found to have lice.

The school will keep a log on those students identified to have lice.

A pre-kindergarten through fifth grade school check will occur at the beginning of the school year and other times during outbreak. The school nurse will perform head checks per discretion and teacher request.

### **Head Lice Checklist**

Dear Parent/Guardian:

Your child was found to have head lice/nits. The following checklist must be completed and returned with your child before he/she is readmitted to class.

The following procedures were followed:

- \_\_\_\_\_ Child was seen by M.D. and prescription medication (kind) \_\_\_\_\_ was used or
- \_\_\_\_\_ Child was treated with (name) \_\_\_\_\_ for head lice.
- \_\_\_\_\_ I combed through my child's hair carefully with a nit comb, removing all lice/nits from his/her hair.
- \_\_\_\_\_ All family members were inspected and treated for lice if infested.
- \_\_\_\_\_ All combs, brushes, barrettes, and any other items that hold hair in place have been soaked in head lice shampoo for 60 minutes or I have cleaned combs and brushes in hot soapy water. (Water should be at least 150 degrees F and it is advisable to let combs and brushes soak in hot water for at least 10 minutes. Boiling water may harm some combs and brushes).
- \_\_\_\_\_ All caps, coats, sweaters, and clothing that my child has been wearing were washed in hot water and dried in the dryer for at least 20 minutes.
- \_\_\_\_\_ All bed linen was washed in hot water and dried in the dryer for at least 20 minutes. (Be sure to stagger wash loads to maintain hot water at 150 degrees).

- \_\_\_\_\_ Stuffed toys or objects such as clothing which can not be washed were tied in an air tight plastic bag. (These items are to stay bagged for 2 weeks or placed in the freezer for 48 hours).
- \_\_\_\_\_ All carpets, chairs, sofas, pillows, mattresses or anything that the head would touch were vacuumed thoroughly.
- \_\_\_\_\_ Children were reminded not to share combs, barrettes, hair ribbons, hats, coats, sweaters, etc.
- \_\_\_\_\_ Close contacts were advised to check their children for head lice.

When your child has head lice, we know it means a lot of work and worry for you. Please return this check list to school the day your child returns to school. Children not in compliance cannot be returned to the classroom. It is not a disgrace to have lice. It is a disgrace to do nothing about the problem. Thank you for your cooperation.

STUDENT \_\_\_\_\_ GRADE/TEACHER \_\_\_\_\_/\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### **Human Growth and Development**

Parents may receive information of the human growth and development curriculum for their child’s grade level by contacting the School Nurse, or the appropriate Building Principal at (608)337-4403. No student will be required to take instruction in human growth and development if the parent or guardian files a written request that the student be exempted. Students exempted will still receive instruction in subjects under section 118.01(2)(d)2c of the Wisconsin Statutes.

### **Meningococcal Disease Information**

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor’s visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web site: [www.cdc.gov](http://www.cdc.gov) – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.

## **Programs for English Language Learners**

The Norwalk-Ontario-Wilton School District recognizes the importance of providing equal educational opportunities to language minority students. The goal of the district's Limited English Proficient (LEP) Program is to provide students with an opportunity to experience early academic success while learning English as a second language. In addition, the district strives to create a multicultural environment whereby students' appreciation for their own and other cultures are encouraged. Community and parent involvement is pertinent to the effectiveness of the program. The district will work cooperatively with local agencies and community groups that share similar goals.

The district will screen students as part of the enrollment process and identify students and families that would benefit from participating in the LEP program. Students with LEP will be evaluated and classified utilizing a DPI-approved English language proficiency assessment instrument. An LEP student will be provided educational program assistance and/or services as appropriate and necessary to help the student improve his/her English language skills and academic performance. The degree of curricular and instructional modification, type of support services and their duration shall be determined individually and be based on student need. This will include supporting teachers in the integration of LEP students into the classroom setting. School Board Policy 342.7 determines the assessment and placement of LEP students. Decisions regarding the administration of state-required tests to LEP students shall be made on a case-by-case basis. The District shall administer state-required tests to an LEP student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any LEP student exempted from taking a state-required test shall be administered an alternative assessment approved by the Department of Public Instruction. The results of both state-required tests and alternate assessments shall be used consistent with District policies in making instructional, promotion and graduation decisions. Test results may not be used as the sole criterion in re-classifying an LEP student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education opportunities. Exemption of an LEP student from taking a state-required test may also not be used as the sole criterion for making such determinations. Parents/guardians of LEP students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. These notifications shall be made consistent with legal requirements and in such manner as to ensure that the student's parent/guardian understands them.

## **Recruiter Access to Student Records**

The Norwalk-Ontario-Wilton School District shall provide, on a request made by military recruiters or institutions of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent/guardian of a 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 Norwalk-Ontario-Wilton School District shall provide military recruiters the same access to

secondary school students and student directory data about such students as is provided to post-secondary schools or prospective employers.

The Norwalk-Ontario-Wilton Board of Education shall provide programs for students with disabilities as defined by law. In recognition of the educational responsibility for all students, the board shall provide a free and appropriate public education in the least restrictive environment for students with disabilities who reside in the district. Specific educational programs and services for students with disabilities shall be determined by the student's individualized education program (IEP) team and be based on an assessment of the student's individual needs. Students with disabilities shall participate in academic assessments required by law, with or without accommodations, or alternative assessments as outlined in the student's IEP.

### **Section 504 Compliance**

The Norwalk-Ontario-Wilton School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Norwalk-Ontario-Wilton School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

### **Special Education**

The Norwalk-Ontario-Wilton Board of Education shall provide programs for students with disabilities as defined by law. In recognition of the educational responsibility for all students, the board shall provide a free and appropriate public education in the least restrictive environment for students with disabilities who reside in the district. Specific educational programs and services for students with disabilities shall be determined by the student's individualized education program (IEP) team and be based on an assessment of the student's individual needs. Students with disabilities shall participate in academic assessments required by law, with or without accommodations, or alternative assessments as outlined in the student's IEP.

The Norwalk-Ontario-Wilton School District will stay within the parameters of state and federal laws governing the operations of programs for students with disabilities. All parental due process and appellate rights will be adhered to by the Norwalk-Ontario-Wilton School District.

A special education handbook shall be developed that outlines procedures that meet all legal requirements and will be adopted by the Norwalk-Ontario-Wilton Board of Education.

Programs for students with disabilities may be provided through cooperative agreement with other school districts, contracted services through Cooperative Educational Services (CESA), or provided through school district employees.

## **Special Needs Scholarship Program**

This policy is to serve as a notice to inform parents and guardians of students with disabilities that the State of Wisconsin has established the “Special Needs Scholarship Program.” Under this scholarship program, a child with a disability may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend a private school that is participating in the scholarship program. Students who apply for and receive a scholarship may first attend an eligible private school under the program beginning in the 2016-17 school year.

A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI. However, the following are some of the initial eligibility requirements that a child must meet in order to receive a program scholarship that covers attendance at an eligible private school beginning in the 2016-17 school year:

1. The child, or the child's parent or guardian on behalf of the child, must have submitted the required application for a program scholarship to the eligible private school that the child will attend.
2. An individualized education program, or a services plan as defined under 34 C.F.R. §300.37 of the federal special education regulations, must have been completed for the child.
3. The child must have applied to attend a public school in one or more nonresident school districts under the state’s full-time open enrollment program (see section 118.51 of the statutes) for either the 2011-12, 2012-13, 2013-14, 2014-15, or 2015-16 school year, and all of the open enrollment application(s) submitted for any of those school years must have been denied for one of several specified reasons (including having the DPI affirm the denials if the parent or guardian submitted an appeal).
4. The child must have attended a public school in Wisconsin for the 2015-16 school year.

The initial eligibility requirements that a child must meet in order to receive a program scholarship that covers attendance at an eligible private school beginning in the 2017-18 school year (or beginning in any later school year) are different from the requirements listed above. Additional information about the Special Needs Scholarship Program should be available on the website of the Wisconsin Department of Public Instruction: <http://dpi.wi.gov/>.

## **Student Academic Standards Adopted by the NOW School Board on 7/11/2011**

At the July 11, 2016 meeting of the Norwalk Ontario, Wilton Board of Education, the Board adopted the Common Core State Standards for Reading, Language Arts and Math for the 2016-17 school year. At the same meeting, the Board adopted the Wisconsin Model Academic Standards for Social Studies, Physical Education & Health, Fine Arts, Foreign Language, Vocational Education and Grades 9-12 Science. At the same meeting, the Board adopted the Next Generation Science Standards for Grades K5-8 Science. Links to access those standards are:

Next Generation Science Standards

[www.nextgenscience.org](http://www.nextgenscience.org)

Common Core State Standards for Reading, Language Arts and Math

<http://dpi.wi.gov/common-core>

Wisconsin Model Academic Standards for Science, Social Studies, Physical Education & Health, Fine Arts, Foreign Language and Vocational Education

<http://dpi.wi.gov/standards>

## **Student Assessments**

### **Local Assessments**

- STAR TESTING (Grades 3 – 11)
- PSAT (Grade 11)
- ACCESS for ELL
- ACT Compass Test

### **State Assessments**

- Wisconsin Forward Exam at grades 3-8 in English Language Arts (ELA) and Mathematics; Grades 4 and 8 in Science, and 4, 8, and 10 in Social Studies
- PALS (1st & 2nd Grade) and PALS (4K & Kindergarten)
- ACT Aspire – (Grades 9 & 10)
- Dynamic Learning Maps (DLM) at grades 3-11 in ELA and Mathematics, at grades 4 and 8 - 11 in Science, and at grades 4, 8, and 10 in Social Studies – Special Education students.
- ASSESS for ELL
- ACT Plus Writing – (Grade 11) Reading, English, Mathematics, Science, and Writing
- ACT WorkKeys – (Grade 11)

## **Student Attendance**

Students will be required to attend all their scheduled classes, activities, and study halls unless they have legal permission and a pass approved by the building administrator.

### **A student may be excused from school attendance for the following reasons:**

- 1) Absences authorized solely by the parent/guardian: A student is excused from school attendance if the parent/guardian notified the school prior to the student's absence from school. A student may be excused under this provision for not more than ten (10) occurrences in a school year.

Examples include:

- a) Personal time and family vacations.
- b) Attendance at special events of educational value not sponsored by the school (College visits, Driver's appointments).
- c) Health appointments (medical, dental, chiropractic, optometrical)
- d) Court appearances or other legal proceedings or matters.

Students must complete an advanced make-up form and return it to the office when receiving prior approval from a parent/guardian for being absent for one or more days.

- 2) The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons:
  - a) Personal illness. At the discretion and request of the Building Principal, personal illness that result in more than seven (7) days in a semester be supported with a note from the health care provider.
  - b) Illness or injury to a student resulting hospitalization or medical ordered home rest. Administration reserves the right to require a note from the student's health care provider or treatment director for more than five (5) days of absence in a semester.
  - c) Accidents or death in the immediate family.
  - d) Suspension from school.
  - e) Religious observances.
  - f) School-sponsored activities.
  - g) Quarantine as imposed by the public health officer.
  - h) Special circumstances that show good cause. Such circumstances shall be considered on a case by case basis by the school attendance officer.
- 3) Students whose absence from school does not fall under the reasons listed above shall be considered unexcused (truant).
- 4) Students who leave school grounds without notification and authorization will be considered unexcused (truant).

- 5) When a student is absent from school, the parent/guardian should telephone or e-mail the school by 9:00 a.m. to inform the school of the absence, and the reason for the absence. Failure to contact the school by 9:00 a.m. will result in the school contacting the parent / guardian through Skyward Family Access.
  - a) Elementary office – (608) 337 – 4420 (Ext. 354)  
or e-mail [ttomek@now.k12.wi.us](mailto:ttomek@now.k12.wi.us)
  - b) JH / HS office – (608) 337 – 4401 (Ext. 222)  
or email [swatters@now.k12.wi.us](mailto:swatters@now.k12.wi.us)
- 6) If there has been no contact by the parent of a student’s absence, and if the school’s attempt to contact the parents has failed. Parents/guardians will be expected to provide a written explanation of absences at the time the student return to school.
- 7) Four tardies will be treated as one unexcused absence.
- 8) Students who are absent as a result of a suspension shall be permitted to make up any school work missed as a result of the suspension. The student will be given an equal number of days as the length of the suspension to complete any missed school work.
- 9) Students will have the number of day’s absence plus one to make up missing school work. It is the student’s responsibility to see the teacher about the work missed and to have the homework turned in on time.
- 10) The District reserves the right to ask why the student is absent from school.
- 11) Athletic Code attendance requirements may differ on the details of the student absence to determine eligibility for a contest. In those cases, the School Board approved Athletic Code requirements will take precedent over this policy.

### Truancy

#### Definitions

**Truancy** – Truancy is defined as any absence from school for reasons other than those identified as excused absences in this Board Policy.

**Habitual Truant** – Habitual Truant is defined as a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is being held during a school semester.

### **Procedures for Dealing with Truancy**

1. A student who has been truant will be subject to school discipline which may include detentions, suspensions, or other discipline as determined by the building administrator
2. The student will be given a truancy notification from building administration.
3. When a student has been truant from school for a minimum of four (4) days during a semester, the building administrator will notify the parent that one more truancy during the current semester will cause the student to be classified as a “Habitual Truant”.

### **Procedures for Dealing with Habitual Truancy**

When it has been determined by the building administrator that the student has been a Habitual Truant, as defined above, the building administrator will initiate the following procedures:

- 1) Immediately send written notice of the habitual truancy to the parent or guardian of the student.
- 2) The building administrator will attempt a “Good Faith” effort in setting up a meeting with the parent/guardian of the habitual truant student. This meeting will be held within ten (10) school days of sending the letter to the habitual truant’s parent/guardian. The meeting will determine if the student’s schedule or the school’s curriculum would resolve the student’s truancy or if there are learning problems that are affecting the student’s attendance.
- 3) The building administrator will then initiate a legal referral of the habitual truant to the appropriate county or municipal authorities if either of the following occurs:
  - a. A meeting with the habitual truant’s parent/guardian is held and subsequent to that meeting the student is again truant from school during the semester.
  - b. The parent/guardian failed to contact the school or attend the meeting set by the building administrator as described in item #2 above.

### **Student Bullying**

The Norwalk-Ontario-Wilton School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on bullies, the victims and the bystanders. The district consistently and vigorously addresses bullying 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).
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 internet – also known as cyber bullying).
4. Between students and students, students and adults, or adults and adults.

### **Prohibition**

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

### **Procedure for Reporting/Retaliation**

It is the responsibility of all school staff members, students and concerned individuals who observe or became aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to recipient of such reports. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. 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**

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and accuser.

## **Sanctions and Supports**

If it is determined that students participated in bullying behavior in violation of this policy, the principal may take disciplinary action, including: detention, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

## **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the Norwalk-Ontario-Wilton 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 to any person who requests it.

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

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

## **Student Locker Searches**

Student lockers and desks are the property of the Norwalk-Ontario-Wilton School District. Therefore, the Norwalk-Ontario-Wilton School District expects students to assume full responsibility for the security of their lockers and desks. The Board of Education of the Norwalk-Ontario-Wilton School District retains ownership and control of all student lockers and desks on school property. Therefore, authority is given by the Board of Education to the school building administrators or their designees to conduct searches of lockers or desks in order to protect the safety and welfare of the students and school personnel. Searches are usually conducted where there are reasonable grounds to believe the search will provide evidence that the student has violated or is violating the law or school rules. Student consent or a search warrant is never needed or required to do a locker or desk search as determined as necessary or appropriate by school building administration.

## **Student Privacy Rights**

The Norwalk-Ontario-Wilton School District respects the privacy rights of parents and their children. In keeping with this commitment to privacy rights, the District shall not require students to participate in certain District educational programs, assessments, surveys or activities in accordance with state and federal laws and regulations. For all surveys conducted by the District, written permission shall be obtained from students and parents/guardians of minor students before the survey is given to students. This administrative rule shall be published annually in student and staff handbooks that are distributed to parents/guardians and employees in the District. The Norwalk-Ontario-Wilton School District does not discriminate in student participation in programs or activities, standards and rules of behavior, disciplinary actions, or facilities usage on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

## **Student Records**

“Student records” are all records relating to individual students maintained by the elementary or secondary school. These records do not include notes or items maintained by personal use for teachers or other certified personnel which are not available to others.

There are several types of student records:

### **Progress Records**

Progress records are those student records which include a statement of the courses taken, grades awarded, student attendance records, and the records of the students’ school co-curricular activities.

### **Behavioral Records**

Behavioral records are all other student records, excluding progress records and directory data. These records include tests relating to achievement or measurement of ability, psychological tests, personality evaluations, physical health records other than lead screening and immunization records, law enforcement agency records, teacher evaluations and recorded comments other than grades.

### **Student Directory Data**

Directory data means those student records which include the student’s name, address, telephone number, date and place of birth, major field of study, name of most recent school

attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degree and awards received.

#### **Law Enforcement Records**

Law enforcement records include records obtained from a law enforcement agency relating to use, possession, or distribution of alcohol or a controlled substance by a student, illegal possession of a dangerous weapon, certain acts for which a student was taken into custody of for which the student was found to be delinquent.

#### **Court Records**

Court records include records provided by a court with respect to students involved in certain delinquency proceedings.

#### **Confidentiality**

All student records shall be confidential, with access thereto limited to the following conditions:

- Access to student records shall be available to school district officials who have been determined by the Board to have legitimate educational or safety interests in the records. A “school official” is any person employed by the District, a person employed by or working on behalf of the District such as an auditor, health care provider, attorney or school board member.
- An adult student, or parent or guardian of a minor student, shall upon request be shown the student’s progress records and be provided a copy thereof if requested.
- Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form of the student’s progress records or such portions of the behavioral records specified by the person authorizing the release. A qualified person from the Norwalk-Ontario-Wilton School District will be present to interpret the behavioral records.
- An adult student, or parent or guardian of a minor student, shall upon request be shown the student’s behavioral records and shall be provided a copy of the behavioral records, or specified persons thereof, if requested. A qualified person from the Norwalk-Ontario-Wilton School District shall be present to interpret the behavioral records.
- The judge of any court in Wisconsin or of the United States shall, upon request, be provided by the person in charge of records with a copy of the progress records of a student who is the subject of any court proceeding.
- The Board may provide the Wisconsin Department of Public Instruction (DPI) or any other public officer with information required under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions. Information reported shall be kept confidential by the DPI. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multi disciplinary team under Chapter 115 of the statutes.
- Information from students’ immunization records shall be made available to state and local health officials to carry out immunization requirements.

- Directory data may be disclosed to any person, if the school has given public notice of the categories of information it has designated as directory data and has allowed a reasonable time of no less than fourteen (14) days thereafter for the adult student, parent, legal guardian, or guardian ad litem of any student to inform the school that all or any part of the directory data may not be released without prior consent of the parent, legal guardian or guardian ad litem.
- An adult student, parent, legal guardian or guardian ad litem who wishes to inform the school that all or any part of the directory data should not be released to agencies or entities outside the district shall make a written request to the appropriate Elementary or Jr. & Sr. High School Office.
- Any part of a student health care record that concerns the results of a test for the presence of HIV shall be confidential and may only be disclosed with the written consent of the test subject.
- A school board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Service Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
- The Board shall disclose a student's records in compliance with a court ordered educational plan after making a reasonable effort to notify the student's parent(s) or legal guardian.

#### **Parent Access to Records**

A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records due to a court order.

#### **Maintenance and Destruction of Student Records**

- The Board appoints the District Administrator as the custodian of student records. He/she will be responsible for the overall direction and supervision of student recordkeeping in the district.
- At the building level, the Building Principal shall have primary responsibility for implementing student records policies and procedures and shall be the person to whom all request for inspection or transfer to another school be directed. All transfer of records must be recorded in writing to the person in the school district responsible for WSLs and ISES updating.
- An official transcript will be maintained for a period of up to 35 (thirty-five) years after a student ceases to be enrolled in the district.
- Behavioral records shall be destroyed after a student turns twenty-one (21) years old and has left the school district.

#### **Transfer of Student Records**

Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent(s) or legal guardian of a minor student that the student intends to enroll in a school in another school district; from the

other school district that the student has enrolled; or, from a court that legal custody of the student has been placed in a juvenile correctional facility or secured child care institution.

### **Hearings**

An adult student, or the parent or legal guardian of a minor student, shall have the opportunity for a hearing to challenge the content of the student's records to insure that the records are not inaccurate, misleading or in violation of the privacy or other rights of the student. Opportunities for such hearings will be directed to the District Administrator.

### **Student Religious Accommodations**

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning 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. Complaints regarding the interpretation or application of School Board Policy 410, Equal Educational Opportunities, shall be referred following procedures outlined in School Board Policy 411 (Rule), and will be processed in accordance with established procedures.

### **Student Suicide Prevention Resources**

It shall be the policy of the Norwalk-Ontario-Wilton School District to provide educational leadership and assistance to the community in dealing with the significant social concern presented by teenage suicide. Classroom instruction shall be designed to help prevent suicides by promoting the positive emotional development of students. When prevention efforts are not successful, the district will respond quickly and compassionately when a student threatens or attempts a suicide and when a student dies unexpectedly. Any employee who in good faith attempts to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to the suicide or attempted suicide.

The district will also support staff training and curriculum development in the area of teenage suicide. The core leadership team will consist of, but will not be limited to, the guidance counselor, the school psychologist, and the building principals. Curriculum development and teacher in-services shall consist of training in suicide prevention, intervention, and post suicide

intervention techniques. The goal is to promote a healthy environment where students can succeed and to minimize the adverse effects that threatened or attempted suicide may have upon students, families, and community.

### **Prevention**

The Norwalk-Ontario-Wilton School District will implement Suicide Prevention Curriculum at the secondary level starting with the 2007-08 school year. This curriculum will be evaluated on an annual basis with the analysis from the appropriate classroom teachers, the guidance counselor, school psychologist, and the 7-12 building principal. Involved staff will receive appropriate in-servicing to successfully implement the suicide prevention curriculum.

### **Intervention**

Appropriate individuals who should refer suspected suicidal behavior include all district employees, parents/guardians, students and any other individual involved in the educational process of the youth. Any student exhibiting suicidal behavior should be referred to any core leadership team member. The team member should contact the student's parent(s), guardian immediately. At this point, school personnel and the parent(s)/guardian of the student are to assess the situation and at the appropriate time, make a referral to the proper community resource agency. (social services, law enforcement) If the student's parent's refuses to take the problem seriously, school district personnel will refer it to the proper protection agency.

If the student's life is in imminent danger, school personnel has, at their discretion, the right to contact law enforcement or local emergency services prior to contacting the parents.

School personnel involved with the suicidal student behavior will keep a written log outlining all actions taken by the school. After the immediate crisis has been resolved, the core leadership team will meet to discuss and evaluate the situation, and define on the appropriate role for the school to take from this point forward in assisting the student. All teachers involved with the student will be given appropriate information regarding the student so that they may assist that student properly in their daily contact and daily instruction of the student.

## **Title I Program**

The Norwalk-Ontario-Wilton Board of Education elects to augment the educational program of educationally disadvantaged students by the use of federal funds in accordance with Title I. Norwalk-Ontario-Wilton Elementary School will involve parents in regular, two-way meaningful communication addressing student achievement and ensuring:

- that parents play an integral role in assisting their child's learning.
- that parents are encouraged to be actively involved in their child's education.

- that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In compliance with the Every Student Succeeds Act (ESSA), the Norwalk-Ontario-Wilton Elementary School agrees to implement required statutory requirements to involve parents on the planning, development and review of the District’s Title I program. The Elementary Principal will advertise for parental participation in the elementary newsletter.

The Norwalk-Ontario-Wilton School District receives ESSA, Title I funds and wishes to notify parents that the School District welcomes involvement of parents in classroom activities and has a policy of open communications between parents and staff and the Board of Education.

Parents may request the following from the office of the Superintendent at any time:\

- 1) The professional qualifications of their child’s classroom teachers, including the following: a. whether the teacher has met licensing criteria for the grade levels and subject areas taught, b. whether the teacher is teaching under emergency or provisional status through which the licensing criteria have been waived, and c. the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- 2) The professional qualifications of the paraprofessional providing instructional related services to their child.

## **Use or Possession of Electronic Communication Devices**

As new technologies become available for personal use, they may also provide many new and positive educational benefits for classroom instruction. Therefore, students, in grades 7-12 will be allowed to bring their own technology devices to school to assist in their learning experiences.

### **Definition of Technology**

For this policy, the term “Technology” means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication devices, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### **Internet**

Only the internet gateway provided by the school may be accessed while on the school campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time. Students

who access the school district's network with their own technology must have appropriate anti-virus software installed on their personal device.

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. The Norwalk-Ontario-Wilton School District is not liable for any device stolen or damaged while on school property. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that decals and other custom touches are used to physically identify a student's device from others. Additionally, protective cases for technology are encouraged.

### **Student and Parent Agreement**

The use of technology to provide educational material is not a necessity, but a privilege. A student does not have the right to use his/her i-pad, lap top, cell phone, smart phone or any other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents must adhere to the Student Code of Conduct as well as all board policies, particularly School Board Policy 363.2, Network and Internet Acceptable Use. Furthermore, the student and parent(s) must agree to the following conditions:

- The student takes full responsibility for his/her technology device. The school is not responsible for the security of student owned technology.
- The technology must be in silent mode while on the school campus and while riding the school bus.
- The technology must not be used to cheat on assignments, quizzes or tests.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
- The student complies with teachers' request to shut down the technology device.
- The student acknowledges that the schools' network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to alter, damage, destroy or provide access to unauthorized data or information is in violation of established district rules and will result in disciplinary actions.
- The student realizes that processing and accessing information on school property related to "hacking", altering, or bypassing network security policies in a violation of established district rules and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.

Violations of instructional use of student owned electronic technology are subject to disciplinary actions under School Board Policy 447, Student Discipline. Also, included along with the disciplinary measures in School Board Policy 447, is loss of use of student own electronic technology as an option for school district administration in disciplining students in violation of the student and parent agreement.

The student and parent(s) also understand that student owned electronic equipment must only be used for instructional purposes. Non-instructional use (texting, e-mail, etc....) can only be done during the following time frames:

- Before 8:00 a.m.
- Between Classes
- During Breakfast
- During Lunch
- After 3:15 p.m.

**Student owned technology will not be allowed in the locker rooms or the restrooms.**

If a student violates any part of this policy, they must immediately surrender their personal technology device to the teacher, supervisor, or administrator in charge at that point upon request. Violations of non-instructional use will be:

1<sup>st</sup> Offense: Student has technological device taken and can pick up at the end of the day in the high school office.

2<sup>nd</sup> Offense: Student has technological device taken and parent(s) must pick up in the high school office.

3<sup>rd</sup> Offense: Student loses privilege of using personal electronic technology for three months.

## **Youth Options**

The Norwalk-Ontario-Wilton School District recognizes the obligation it has under s. 118.55 Stats., and Wisconsin Administrative Code 40, to provide post-secondary opportunities to pupils enrolled at Brookwood High School. The Brookwood High School Principal is the contact person and administrator of the Brookwood High School Youth Options program. Please read, request a copy of School Board Policy 342.9, Youth Options, or contact the High School Principal for explicit information on the process and the timelines to be followed. The High School Principal will also place a notice in the School District Newsletter informing parents of timelines that need to be followed to participate in Youth Options.

