



Elementary Family & Student Handbook

*This handbook is updated annually as procedures and policies change.

 <p>Dr. Mueller District Administrator</p>		 <p>School District of Holmen BELONG. SERVE. SUCCEED.</p> <p>Core Values</p> <ul style="list-style-type: none"> • Empowerment • Equity • Excellence • Integrity • Safety <p>Better Together</p> <p>Mission Preparing students for tomorrow through an engaging and inclusive educational community today.</p> <p>STUDENT LEARNING Each student will succeed in reaching rigorous learning standards as a result of instructors' use of an integrated and comprehensive service delivery model.</p> <p>FISCAL Provide and sustain the highest level of student learning in a fiscally responsible manner.</p> <p>WORKFORCE Recruit, engage, and retain diverse staff, aligned with our students and community, to ensure we are achieving the District's Vision and Mission.</p> <p>COMMUNITY ENGAGEMENT Engage community in the Vision and Mission by listening to their voice, building relationships, and valuing their input to identify opportunities for improvement.</p> <p>HEALTH & SAFETY Foster physical safety and social-emotional well-being for District staff and students.</p>
 <p>Mrs. Fawver, Principal</p>	 <p>EVERGREEN ELEMENTARY 510 Long Coulee Rd • Holmen WI 54636-6603</p>	<p>MISSION: <i>Educate all children in a safe, caring, and challenging environment</i></p> <p>VISION: Work in partnership with families and community to maximize every child's social-emotional and academic potential.</p>
 <p>Dr. Weber, Principal</p>	 <p>PRAIRIE VIEW ELEMENTARY 1201 Newport Ln • Holmen WI 54636-8635</p>	<p>MISSION: <i>Dream Big, Work Hard, Play Nice, Stay Kind</i></p> <p>VISION: Prairie View Elementary is preparing our students for the future.</p>
 <p>Mr. Meyers, Principal</p>	 <p>SAND LAKE ELEMENTARY 3600 Sand Lake Rd • Holmen WI 54636-8125</p>	<p>MISSION: <i>Instilling a love of learning in ALL students to be responsible and productive global citizens</i></p> <p>VISION: Dedicated to Excellence!</p>
 <p>Mrs. Swanson, Principal</p>	 <p>VIKING ELEMENTARY 500 East Wall St • Holmen WI 54636-9573</p>	<p>MISSION: <i>Learning and growing together to make the world a better place</i></p> <p>VISION: A school of excellence where all children and adults learn and grow together to make the world a better place.</p>

Policies referenced in this handbook can be found at the [School District of Holmen Bylaws and Policies](#) website.

Yog nej muaj lus nug, hu rau Kelly Vang pem tsev kawm ntawv
608.526.1313. Ua tsaug.

Si prefiere este documento en español, comuníquese con Jennifer
Gimmer a 608.526.6610, ext. 1361.

I. ABOUT OUR SCHOOLS

ELEMENTARY SCHOOL HOURS:

Evergreen Elementary
8:30-3:30

Prairie View Elementary
8:40-3:40

Sand Lake Elementary
8:40-3:40

Viking Elementary
8:30-3:30

Supervision is provided on the playground each morning 30 minutes prior to the start of the school day.

ELEMENTARY CONTACT INFORMATION:

Evergreen Elementary
608-526-9080

Prairie View Elementary
608-526-1600

Sand Lake Elementary
608-781-0974

Viking Elementary
608-526-3316



STUDENT RELEASE PROCEDURES:

Students will be released to a parent, legal guardian, or an emergency contact listed in Infinite Campus. If a question arises, confirmation with the parent or legal guardian will be requested in writing.

No student who has a medical disability which may be incapacitating may be released without a person to accompany them.

Legal custody arrangements or restraining orders must be current and on file.



TEACHING AND LEARNING:

We believe in taking each child from where they are and bringing them as far as they can grow. We use a variety of formal and informal assessments to help determine the best instructional strategies to match each individual child. We monitor progress regularly to gauge if further researched based interventions or enrichments need to be implemented.

The School District of Holmen believes strongly in collaboration. Our staff members collaborate on our curriculum and work together to best meet the needs of all children. Your child may work with various teachers throughout the school year. Communication regarding your child's progress may come from any of the professionals working with your child. Please know that we all care deeply about your child's success and will do what it takes to help them on their path to excellence!

II. SCHOOL ATTENDANCE

ATTENDANCE PROCEDURES

If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

Regular school attendance is a critical factor in student achievement.

- Avoid scheduling vacations while school is in session. We understand that there may be extraordinary circumstances that arise allowing your family to take a once in a lifetime vacation causing your child to miss school. In such circumstances, state law allows parents to excuse their children for up to 10 days in any given school year. The law requires that parents provide a written excuse to the school office before the absence occurs, which indicates the dates and reasons for the absence. While the state law allows these absences, **we believe that using 10 days of absences are not in the best interest of students.**
- Avoid scheduling non-emergency dental and medical appointments when classes are in session. If missing school for medical reasons, provide a provider note upon return to school.

NOTIFICATION OF ABSENCES

The Parent/Guardian of a student is responsible for reporting an absence and the reason for the absence to the school office by 8:30 AM. If we are not notified of a student absence we will contact the family of each absentee. The following information is required: the date, the student's name, grade, and the reason for the absence or late arrival. The Office needs absence verification by the end of the school day when the student is absent. This will assist with the accountability of the district attendance policy.

EXCUSED ABSENCES

Parents are allowed to excuse their student up to 10 days for absences such as: illness (without a medical note), severe illness or death in the family, court appearances, necessary health appointments, school-sponsored activities,

in-school/out of school suspensions, religious instruction/holiday and other reasons which have been approved by administration. Prearranged absences or special leaves (deer hunting, vacation, etc.) approved by administration can also be excused through the 10 allowable parent days.

UNEXCUSED ABSENCES

If a student is absent and no pre-arrangements have been made, if a parent has not called in to excuse the absence, or the parent has already used their 10 allowable days, the absence will be unexcused. A student who has five or more unexcused absences during a semester will be considered truant.

TRUANCY

Legal Definitions:

- "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of state statute. [118.15](#).
- "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and state statute. 118.15 for part or all of 5 or more days on which school is held during a school semester.

When a student becomes "Habitually Truant" as per WI Statute (part or all of 5 days) a letter will be mailed home to parents and/or guardians to set up a meeting with an Administrator. A referral for a truancy citation from the Holmen Police Department can also be made at this point. **Please see Policy 5200 for further details.**

III. CHARACTER AND COMMUNITY

BULLYING AND HATE SPEECH:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. The School District of Holmen strives to provide a safe, secure, and respectful learning environment for all students in school buildings, school grounds, on school buses, and at school-sponsored events. Bullying has harmful social, physical, psychological and academic impacts on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

It is the responsibility of school employees, students and parents to promote a bully-free school environment. It is the responsibility of the District to provide support and instruction to reduce and eliminate bullying in all forms.

Students engaging in any form of bullying are subject to school disciplinary actions up to, and including suspension and expulsion from school. Employees engaging in bullying behavior or who witness bullying behavior and do not report it to the building principal or his/her designee are subject to disciplinary measures as outlined in the Employee Handbook and/or board policy up to, and including, termination. The District highly encourages its staff and students to report bullying via the **STOPit Reporting Portal** available on the homepage of the District website. For more information on disclosure and public reporting, see School Board policy 5517.01 Bullying or call the Student Services Department.

STUDENT CODE OF CONDUCT

Students participating in educational programs in classrooms, related school settings, programs, activities or transportation are expected to demonstrate safe, respectful, and responsible behaviors. Any student who does not adhere to our code of conduct may be subject to disciplinary action in accordance with established board policies and school rules.

Civil Authorities

The School District of Holmen is committed to establishing a cooperative working relationship with law enforcement and/or social service agencies for the protection of students and staff members, safeguarding district property and for maintaining a safe environment. At the same time the District realizes its responsibility to protect the rights of children in its charge and to provide for the concerns of the parent regarding the welfare of their children.

Therefore, the District establishes a policy that aligns with current legal requirements and supports an orderly learning environment in the school whenever a student(s) is interrogated during school hours or on school property during a school event.

Please see the School Board Policy ~ The Schools and Governmental Agencies 5540 regarding student interviews by law enforcement and other agencies.

DRESS AT SCHOOL

Unless approved by the building principal or his/her designee for activities related to a class assignment or school activity, the following is prohibited:

- Wearing of clothing or ornamentation which is:
 - Normally identified with gang or gang-related activities
 - Pictures and/or writing related to alcoholic beverages, tobacco products, sexual references, profanity and/or controlled substances and related paraphernalia
 - Depictions of violence or depictions of symbols, which would result in a disruption of the learning process or the forecast of disruption of the learning process.
- Wearing of hats, caps, hoods, coats, and school bags.
- Non-clothing items such as flags or costumes should not be worn at school.

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will use their discretion to make the decision. Please refer to School Board Policy 5511-Dress and Grooming.

CELL PHONES OR PERSONAL ELECTRONIC DEVICES (INCLUDING SMART WATCHES)

If a student brings a personal electronic device to school, it needs to be turned off during the school day and remain in his/her backpack.

NUISANCE ITEMS/TOYS

Nuisance item(s) include anything that is found to be distracting to the classroom or school atmosphere. These items should be left at home unless a request is made by the teacher to have them brought to school. Such nuisance items include, but are not limited to the following: electronic games/equipment, trading cards, collectibles and “make up.”

IV. STUDENT SAFETY

ANIMALS IN SCHOOL

Written approval for bringing animals to school must be obtained from the principal. Prior notification to the office is required. All village and town ordinances apply with regard to dogs on public property. (Refer to School Board Policy ~ Animals on District Property 8390)

SCHOOL VISITORS AND VOLUNTEERS

All visitors (parents, high school TA's, community members, sales people, etc.) MUST REPORT TO THE OFFICE, sign in and receive a “visitor” badge to wear while they are in the building. Before leaving the building visitors must sign out and return the badge to the office. All volunteers must obtain a background check before working with students and/or chaperone field trips. Background check forms are available in the office and may take several weeks to process. The building principal or designee has the authority to ask all visitors/volunteers to leave the building.

Volunteers

If you are interested in volunteering, please complete the Volunteer Registration Form at www.holmen.k12.wi.us/community/volunteers.cfm. If you do not have Internet access, please contact the school office, and a volunteer form will be sent home with your student.

Please note the following guidelines when completing the volunteer form:

- It takes approximately two weeks to process the form
- The form needs to be completed and processed before volunteering
- A form has to be on file even if it is for only a “one time” event such as a field trip, Spring Fling, etc.
- New and current volunteers must submit a registration/renewal form annually, preferably at the beginning of the school year. Background checks will be performed during the initial registration, then every four years, or more often, if deemed necessary.
- One form is needed for the district – you do not need to fill one out for each building
- A social security number must be on the form in order for the background check to be run. For safety reasons and to reduce distractions, we ask that no younger siblings be brought to school while volunteering
- Only registered volunteers will be allowed into the instructional areas during the school day

SECURITY CAMERAS

Security cameras are located throughout the interior of some school buildings and also in certain exterior locations. The cameras will be used to help reduce vandalism, inappropriate behaviors, and other types of student misconduct. Students may be given consequences for inappropriate behaviors observed on video.







SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or items within lockers or desks of a student, in accordance with School Board Policy 5771-Search and Seizure.



Parent Guide to the Standard Response Protocol (SRP)



<p> HOLD</p> <p>"HOLD!" In your room or area. Clear the halls"</p> <p><u>Why?</u> A Hold is called when the hallways need to be kept clear due to a situation either inside or outside of the building.</p> <p><u>Example</u></p> <ul style="list-style-type: none"> Sick student in the hallway <p><u>How will I know?</u> Parents may or may not be contacted depending on the situation.</p> <p><u>What happens?</u> Staff & students are asked to stay where they are until the issue is cleared.</p>	<p> SECURE</p> <p>"SECURE!" Get inside. Lock outside doors"</p> <p><u>Why?</u> Danger/threat outside the school</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Wildlife in the area Criminal activity in the area <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Outside doors locked Inside business as usual (Exterior doors are always locked during school hours, but this messaging prompts a system of double checks.) No one in or out of building <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Dismissal times & situations could change. 	<p> LOCKDOWN</p> <p>"LOCKDOWN!" Locks. Lights. Out of sight."</p> <p><u>Why?</u> Danger/threat inside or very near school</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Threat inside the school Emergency or dangerous situation very near the school <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Law enforcement and first responders will be involved. <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready. 	<p> EVACUATE</p> <p>"EVACUATE!" (A location may be specified.)</p> <p><u>Why?</u> Students & staff are moved to a new or safe location due to a situation in or near the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Gas leak Fire <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Law enforcement and first responders will be involved. <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready. 	<p> SHELTER</p> <p>"SHELTER!" Hazard and safety strategy.</p> <p><u>Why?</u> Students & staff are instructed to take shelter due to a situation in or near the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Weather emergency such as a tornado <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u> School will keep parents updated as the situation evolves.</p> <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready.
<p> REUNIFICATION</p> <p>As the result of any of the actions above, students may need to be reunified with parents through a controlled release or reunification at a new location.</p> <p>District staff wants to reunite you and your children as soon as possible during an emergency situation. We will work with police and fire departments to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure you and your children are reunited safely.</p>				



02/2023

V. STUDENT HEALTH

HEALTH

Our main concern is the health and welfare of students. After assessing a student's condition, we may find it more appropriate for students to rest at home and/or to seek further medical attention. Please have a plan in place for picking up your ill child. Parents/guardians will be called and asked to pick up their child for the following health-related reasons:

- Suspected and/or confirmed contagious diseases (The district follows CDC guidelines.)
- Skin eruptions or confirmed suspicious rash
- Vomiting/diarrhea
- Elevated temperature/100 and above
- Other health-related reasons in which the school is unable to provide appropriate care

IMMUNIZATIONS

The Wisconsin Student Immunization Law requires schools and day care providers to keep records of each child's immunization history. A parent/guardian may waive any immunization due to health, religious or personal conviction reasons by signing the proper form (A copy of this waiver can be obtained online or from your child's school).

MEDICATION

- A "School Medication/Procedure Form" must be completed annually before medication can be given at school. If the medication is prescribed, the health care practitioner must sign the form as well.

- Medication must be in the original pharmacy-labeled container, which must list the student's name, medication, dosage, and schedule. A new form must be completed if there is a change in dosage.
- Parents/guardians should pick up the medication at the end of the school year; medications are disposed of three weeks after school is dismissed for the summer
- Students may carry their inhalers and epi-pens with them, providing there is a medication form signed by a physician and parent stating so in the Health Office

FLOWERS AND BALLOONS

Parents/guardians are discouraged from sending flowers and balloons to students at school. If these items do arrive, they will be delivered to students at the end of the day. Balloons and glass flower vases are not allowed to be transported on Holmen School Transportation buses or vans. Because of health concerns, latex balloons will not be accepted in any Holmen School.

Notice of Suicide Prevention Resource:

School Board Policy-5350 Student Suicide Prevention shares information and steps to be followed in prevention and handling of suicide attempts. Information describing the suicide prevention resources and services, including mental health, along with model notices, is available on the SDH website under the ***Families/Mental Health/Suicide Prevention*** tab and on the Wisconsin DPI website: <https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention>.

988 Suicide & Crisis Lifeline: 24/7 call, text, or chat. For more information on this resource visit the **Department of Health Services 988 website**

Wisconsin-based resources available through crisis text line: text "HOPELINE" to 741741 or visit the **Center for Suicide Awareness** to be connected with someone in WI who can help

Trevor Project: A national organization focused on crisis and suicide prevention efforts among LGBT youth.

- Phone: 1-866-488-7386
- Chat: **TrevorChat**
- Text: "START" to 678678

Great Rivers 211 Crisis Line: 211 or 1-800-362-8255

STUDENT INSURANCE

The school carries no insurance for accidents or injury to students while at school. If you do not have insurance or wish to have additional coverage, you may wish to purchase student insurance.

VI. SCHOOL COMMUNICATION

COLD WEATHER GUIDELINES

During cold weather, please make certain that your child leaves home with boots, mittens, hats, scarves and an appropriate jacket, snow pants, etc. The following guidelines will be adhered to whenever students are on school grounds:

- Students will go outside when the temperature is +1 degrees or above
- Students will stay indoors when the temperature is 0 degrees or below and/or when the wind chill is 0 degrees or below.

Emergency Closings

At any time during the year that school may be closed, start late or dismiss early for weather or another emergency, it will be announced over the following social media outlets:

- [School District of Holmen Facebook page](#)

- [School District of Holmen Instagram page](#)
- [School District of Holmen website](#)

The School District of Holmen also utilizes a text message notification system to provide notifications to families and staff regarding delays and closings due to inclement weather, as well as other emergencies. If you have a student enrolled in the School District of Holmen and would like to receive these text messages, confirm your phone number is accurate in the Infinite Campus Parent Portal (<https://wicloud3.infinitecampus.org/campus/portal/holmen.jsp>) and text “YES” to **87569**.

In addition to an announcement via social media and the District website you can also find information about school closings on most local television and radio stations.

Announcements of school closings or late starts will generally be on the radio prior to 7:00 a.m. If school starts late, a student’s bus will be later by the same amount of time. For example, if school starts one hour late, the bus will be one hour later than the usual pick-up time. Parents should make plans with their child(ren) ahead of time regarding what to do for any of the above-mentioned conditions.

REPORTING STUDENT PROGRESS:

Student progress can be broadly defined to encompass all of the methods and techniques utilized to communicate student performance to parents. The following list would represent the most widely used avenues:

1. Report Cards
2. Parent-Teacher Conferences
3. Notes, phone calls, and/or emails

INCLEMENT WEATHER DAYS, EARLY DISMISSAL, OR LATE START NOTIFICATION

A decision on the opening and/or closing of school will be made by the District Administrator or his/her designee. If school is to be closed, families will be notified via local radio and media outlets, our district website, text messages, and/or e-blasts. Please make sure to keep your contact information current in Infinite Campus to make sure that you receive these important messages. (School Board Policy 723.3)

VIRTUAL BACKPACK

Virtual Backpack is an e-flyer management system used to distribute approved flyers directly to families and post to the school website automatically. SDH utilizes this system to inform families about non-school information and events.

SCHOOL DISTRICT OF HOLMEN BOARD POLICIES

All School District of Holmen board policies can be found on the School District’s website. To access this web site, go to: www.holmen.k12.wi.us, click on School District - School Board - Policies. You may also request a copy of any policy from your child’s school office.

VII. SUPPORT SERVICES

STUDENT UNIVERSAL NUTRITION (S.U.N.) PROGRAM – ELEMENTARY PROCEDURE

The School District of Holmen’s Student Universal Nutrition Program currently uses a computerized system, which gives each family a FAMILY ID NUMBER and each student a STUDENT LUNCH NUMBER. You make one deposit into your family account and all children debit from your family account. PLEASE make sure to identify all payments by your FAMILY ID NUMBER. We offer three nutritious lunch entrees daily in a safe and fun environment. Breakfast is served daily in each building ½ hour before school begins.

Meal Prices for the 2023-2024 School Year:

- | | | |
|-------------|-----------------------|----------------------|
| ● Breakfast | TBD Students per meal | TBD /Adults per meal |
| ● Lunch | TBD Students per meal | TBD /Adults per meal |
| ● Milk | TBD | |

Parents/guardians are encouraged to have lunch at school with their child/ren. (Adults are required to pay the full adult price even if your child is eligible for free or reduced priced meals).

An application for Free/Reduced Meals must be submitted each year. Submit only one application per family listing all family members, including your child's grade and school. A letter of eligibility will be mailed within five days of receiving your application only if your application is mailed directly to the Food Service Office. Free/Reduced lunch forms are available at any time throughout the school year. Free and reduced status is completely confidential. We encourage all families that are facing economic hardships to apply at any time.

*These prices are tentative and subject to change.

TRANSPORTATION

Safety on the school bus is the most important goal of our transportation service. The use of school transportation includes your agreement with school procedures allowing for the use of video and audio recording devices to promote safety.

If you have a need for a change in transportation on a regular basis (i.e. child care), we ask that you complete a "Transportation Information Form." You can find this on the School District of Holmen website under the Department of Transportation.

Families are encouraged to discuss student concerns with their bus driver first. Route concerns and requests for changes in transportation should be directed to the transportation services office at (608) 526-4752.

BUS STOP LOCATIONS

Students will be grouped at bus stops, which are usually at corners, or other identified locations. It is not possible to locate all bus stops within the sight of homes. Caregivers are encouraged to bring young children to bus stops. Students are asked to be at bus stops five (5) minutes before scheduled pick-up time. Bus pickup and drop off times may change throughout the year as students come and go and after school activities take place. The times given are approximate.

STUDENT NONDISCRIMINATION STATEMENT

English: 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 age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

Spanish: El derecho del estudiante para ser admitido en la escuela y participar plenamente en el currículo, extracurriculo, servicios estudiantiles, recreativos u otros programas o actividades que no se podrán coartar o menoscabado debido a su edad, raza, credo, color, discapacidad, embarazo de una estudiante, el estado civil o paternal, religión, sexo, nacionalidad, origen nacional, ascendencia, estado socioeconómico, orientación sexual, identidad de género, expresión de género, o la no conformidad de género.

Hmong: Txoj cai muab rau tus menyuam thaum tuaj kawm ntawv thiab thaum mus ua si ncaws pob, hu nkauj, los yog ua yeeb yam pem tsev kawm ntawv yuav tsis pauv. Txawm tus menyuam lub hnuv yug loj los me, nws yog haiv neeg twg, nws txoj kev ntseeg yog li cas, nws muaj kev tsis taus, nws lub cev xeeb tub, muaj txij nkawm li cas, yog poj niam los txiv neej, yog pej xeem los tsis yog, tuaj lub tej chaws twg tuaj, poj koob yawm txwv yog li cas, los yog tham li cas, txoj cai yuav nyob li qub.

COMPLAINT PROCEDURE

The School District of Holmen is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). All discrimination complaints, shall be processed in accordance with established procedures as mentioned in po 9130 Public Requests, Suggestions, or Complaints, po 5517 Anti-Harassment, po 2260 Nondiscrimination and Access to Equal Educational Opportunity, po 2260.01 Section 504/ADA Prohibition against Discrimination Based on Disability, 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities. More information on **Title IX and complaint procedures** can be found here or by contacting Jill Mason, Title IX Coordinator by email to masjil@holmen.k12.wi.us, in person or by mail at 1019 McHugh Rd, Holmen WI 54636, or by telephone at (608) 526-1308.

Student Records

The School District of Holmen is required by the Family Educational Rights and Privacy Act (FERPA) to provide the following notification to parents/guardians and adult students annually. Parents/guardians and adult students are permitted to review and inspect any education records relating to their child, or seek amendment of education records. All requests for inspection or amendment of records should be directed to the building principal. The District presumes that the parent has the authority to inspect, review, and obtain copies of records relating to their child unless the District has been advised that the parent does not have the authority under state law governing such matters as guardianship, separation, or divorce. If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.

According to Board Policy regarding Student Records, directory data compiles the following student information: pupil records which include the student's

- name;
- address;
- telephone number;
- date and place of birth;
- photograph;
- major field of study;
- participation in officially recognized activities and sports;
- height and/or weight, if member of an athletic team;
- dates of attendance;
- date of graduation;
- degrees and awards received; and
- the name of the school most recently previously attended by the student.

Parents/guardians and eligible students may refuse to allow the District to disclose any or all of such 'directory data' upon written notification to the District within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. The proper paperwork, the **Directory Data Opt-Out Form**, will be provided during registration, and is available at any time by contacting the school's secretarial staff. The District must comply with the written request to not share the student's directory data with such entities.

The District also forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. Parents/guardians can file a complaint with the Family Policy Compliance Office of the US Department of

Education alleging district noncompliance with FERPA requirements if they believe noncompliance has occurred. For additional information, contact the Student Services Department.