

2018-2019

ANNUAL NOTICES



“Educating every student to achieve global success”

Contact Information

Frederic D. Frick Administrative Center	608-526-6610
1019 McHugh Rd, Holmen WI 54636	
Information Technology	608-526-1367
Instructional Services	608-526-6610
Nutritional Services	608-526-1325
Student Services	608-526-6610
Transportation Office	608-526-6610

School Buildings/Program

Holmen Public Preschool	
500 East Wall Street, Holmen, WI 54636	608-526-1381
Evergreen Elementary	
510 Long Coulee Road, Holmen, WI 54636	608-526-9080
Prairie View Elementary	
1201 Newport Lane, Holmen, WI 54636.....	608-526-1600
Sand Lake Elementary	
3600 Sand Lake Road, Holmen, WI 54636	608-781-0974
Viking Elementary	
500 East Wall Street, Holmen, WI 54636	608-526-3316
Holmen Middle School	
502 North Main Street, Holmen, WI 54636	608-526-3391
Holmen High School	
1001 McHugh Road, Holmen, WI 54636.....	608-526-3372

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**makes reference to new/revisions of annual notice requirements at state level.*

Academic and Career Planning Services for Students

As required by PI 26.03(1)(b)1 of the Wisconsin Administrative Code, the School District of Holmen (SDH) will inform parents each school year about academic and career planning services their child receives, provide parents with multiple opportunities during each school year to participate in their child's academic and career planning, and update parents throughout the school year on the progress of their child's planning. Academic and career planning services are required to be provided to students enrolled in grades 6 to 12.

Anti-Bullying

The SDH Board of Education (Board) 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 impact on bullies, victims and bystanders. The SDH 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 SDH 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 SDH highly encourages its staff and students to report bullying via the Sprigeo Reporting Portal available on the homepage of the SDH's website. For more information on disclosure and public reporting, see Board Policy *443.7 Anti-Bullying Policy* or call the Student Services Department.

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 SDH has an Asbestos Management Plan at the SDH district office. The plan is available for inspection by the public, parents, and SDH employees. The SDH performs six-month periodic surveillance of asbestos in April and October and full re-inspections every three years. If you have any questions or need any information, please contact the Buildings and Grounds Department.

Child Nutrition Programs *REVISED

Students in the SDH have an 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 our website. As noted in Board Policy 760 *Food Services Management*, food service prices are established by the Board annually. In accordance with federal guidelines, the SDH will annually notify parents/guardians about the child nutrition programs offered and eligibility requirements for free/reduced meals/milk. The announcement is also shared via local media for the general public. An application is required to verify eligibility, which will remain confidential. The application can be found at the end of this booklet, on the SDH website at *Departments/Nutritional Services/Free and Reduced Information*, and is available at each school building.

Federal law and USDA regulations required school food authorities to make reasonable modifications to accommodate children with disabilities when the disability restricts the child's diet. The procedure for requesting meal modifications to accommodate a child's disability can be found on the SDH website at *Departments/Nutritional Services/Food Allergies*. For more information, please contact the Nutritional Services Department.

Early College Credits Program (Formerly Youth Options Program)

***REVISED**

According to Board Administrative Rule 343.42 *Early College Credit Program*, any ninth through twelfth grade student in the SDH who meet certain requirements is eligible to take one or more courses at an "institution of higher

education” for high school and/or college credit. An “institution of high education” means an institution within the University of Wisconsin system, tribally controlled college or private, nonprofit institution of higher education in Wisconsin. Technical colleges are not eligible institutions under the Early College Credit Program, but are eligible under the Start College Now Program. Refer to Board Administrative Rule *343.44 Start College Now Program* for more information regarding options through Wisconsin technical colleges. Please read the rules provisions for explicit information on the process and timeline to be followed. For additional information, contact the Instructional Services Department.

Education for Employment Program

According to PI 26.04(4) of the Wisconsin Administrative Code, the SDH is required annually to notify parents of its employment program. It must also inform parents of the information and opportunities available to students under the program, including career awareness (elementary level), career exploration (middle school level), career planning and preparation (high school level), academic and career planning services for students grades 6 to 12 (beginning with 2017-18 school year), and the availability of programs at technical schools. For more information, contact the Instructional Services Department.

Education of Homeless Children and Youths *REVISED

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the SDH 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 SDH. As noted in Board Policy *411 Equal Educational Opportunity*, 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 SDH will inform school personnel, service providers, advocates working with homeless families, the parents or guardians of homeless children and youth of the duties of the local liaison for homeless children and youths. In addition, the SDH will communicate specific information to parents and guardians or homeless children and youth, and unaccompanied youth as they

are identified. For additional information, contact the Student Services Department.

Educational Options *REVISED

The SDH School Board of Education is required by section 118.57 of the state statutes to annually publish, prior to January 31, a description of the educational options available to the children residing in the district, including the most recent performance category assigned to each school within the school district boundaries on the school and district accountability report. To find this information, visit our website and follow this path: *Departments/Instructional Services/Education Options and Accountability Report*. For additional information, contact the Instructional Services Department.

Human Growth and Development Instruction

As required by section 118.019(3) of the state statutes, on an annual basis, the SDH will provide parents/guardians with the following information:

- an outline of the human growth and development (HG&D) curriculum used at their child's grade level,
- information about how they can inspect the complete curriculum and instructional materials,
- an explanation that no student may be required to take instruction in HG&D generally or in specified subjects within the program if the parent/guardian files a written request that the student be exempted, and
- a statement that students exempted from HG&D instruction will still receive instruction in the subjects under section 118.01(2)(d)2c of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body), unless exempted, and section 118.01(2)(d)8 of the state statutes (knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students).

This information is available on our website by following this path: *Departments/ Instructional Services/Curriculum, Standards, & Grading*

Information/Curriculum Documents/Health Curriculum. For additional information, contact the Instructional Services Department.

Meal Charge Policy Notification

The following payment requirements apply to those students that are paying full or reduced prices for meals. These payment requirements do NOT apply to those students enrolled in FREE LUNCH under the Federal USDA Child Nutrition Program.

Background and Philosophy

The goal of the District's breakfast and lunch programs is to provide healthy meals for all students each school day. Achieving this goal is in part dependent upon generating the financial resources necessary to fund the school meal program. Primary funding sources for our school meal program are the federal government and meal prices charged to families. Federal funds cover the cost of meals for children that come from households with income below defined levels.

To help families in need, notification of the Free and Reduced Application process will be made prior to the beginning of the school year. Free and Reduced Applications will be available throughout the year. Reminders of the Free and Reduced program will be provided by the Nutrition Services Department, school guidance counselors, school psychologists and other professionals as they become aware of a potential need. Reminders will be tactful and respectful of privacy and pride.

Families not meeting federal income guidelines for FREE meals are expected to pay the cost of meals consumed by their child(ren).¹ When each family pays for the meals consumed by their child(ren), everyone pays their appropriate share. The District does not support the concept of higher meal prices, so that some families can go without paying for their child(ren)'s meals. Therefore, the District will require timely and full payment for meals purchased and collection of all outstanding payments due. When families reach defined outstanding balance limits (see following chart), the family will be informed of non-school meal options to meet their child(ren)'s nutritional needs and be given a reasonable amount of time to make payment. When a family's

outstanding balance exceeds defined limits, the child(ren) of the family will not be eligible to participate in the school meal program.

However, no child will have a meal taken away from them once the meal has been served to them. This provision is put in place to avoid any public embarrassment to a child based upon the failure to act by their parent/guardian. If a student appears to misuse this provision action may be taken to eliminate this misuse.

- ¹ The Federal USDA Child Nutrition Program does not require children with an outstanding balance on their account be served a meal.

Process Description

Family Account Balance	Action	
	Elementary	Middle and High School
Family Account Balance reaches \$10 or less	<ul style="list-style-type: none"> At each purchase, the student is notified by the cashier, that money is needed to be deposited into the account. 	
	<ul style="list-style-type: none"> Each business day, an Email notification is sent requesting additional money be deposited into the family account. 	
Family Account Balance reaches \$0 or less	<ul style="list-style-type: none"> Student continues to be eligible for school meals 	
	<ul style="list-style-type: none"> At each purchase, the cashier fills out a “Lunch Money Due” slip with the student’s name and amount owed. 	<ul style="list-style-type: none"> At each purchase, the cashier will, notify the student that the lunch account is in need of money and offer a reminder slip. The student may take or refuse the slip.
	<ul style="list-style-type: none"> The same school day the “Lunch Money Due” slip will be forwarded to the student’s Homeroom Teacher. The “Lunch Money Due” slip will be given to the student to take home. 	<ul style="list-style-type: none"> It is the student’s responsibility at that point to remind parents or guardians of the need for a deposit into the family account.
	<ul style="list-style-type: none"> Each business day, an Email notification is sent within 24 business hours requesting additional money be deposited into the family account. 	
Family Account Balance reaches -\$30 or less	<ul style="list-style-type: none"> Student continues to be eligible for school meals. 	
	<ul style="list-style-type: none"> Each business day, Email notifications continue to be sent. 	
	<ul style="list-style-type: none"> Nutrition Services Office will contact the parent/guardian via phone or phone message to inform of the need to deposit more money and the possibility of discontinuation of service within five (5) school days if a payment is not received. 	
	<ul style="list-style-type: none"> Nutrition Services will send a certified letter to the family to inform of the need to deposit more money and the possibility of discontinuation of service within five (5) school days if a payment is not received. 	
	<ul style="list-style-type: none"> The principal is notified by the Nutrition Services Supervisor of student name(s) and outstanding balance in excess of -\$30. 	
	<ul style="list-style-type: none"> The principal contacts the parent/guardian to explain need to make timely and full payments for meals, insure an awareness of the free or reduced program (contact Nutrition Services Office at 526-1325 for more information), inform of the need to make other plans to provide the student with a meal to meet their child(ren)’s nutritional needs if a payment is not made within five (5) business days, notify the parent meals will be discontinued on the sixth business day unless the balance is paid in full before that day. 	
	<ul style="list-style-type: none"> The principal informs the teacher who takes the student lunch count in the morning, and the Nutrition Services Supervisor of the parent contact. 	
	<ul style="list-style-type: none"> If payment is <u>not</u> received within five (5) business days, the Nutrition Services Supervisor will inform the principal who will then makes contact with the student to make sure an alternate meal was brought to school. If not, the principal will contact the parents/guardians to alert them to the fact that no meal will be served until the account is brought up to date. 	
Six (6) business days following the notification in the previous step	<ul style="list-style-type: none"> Students are ineligible to participate in the school meals program except when prepaying with cash. 	
	<ul style="list-style-type: none"> The principal will check to make sure the parent/guardian has provided an alternative meal. The principal will contact the parent/guardian if alternative meal arrangements have not been made. 	

General Provisions

Meal purchases with a \$0 or negative balance

- Students will not be allowed to charge (see cash purchase) Ala Carte food items when the family account is below zero. Should a student attempt such a purchase:
 - the student will be reminded that the status of their family account does not allow the purchase of Ala Carte items,
 - the Ala Carte item(s) will be taken back from the student, and
 - as allowed under the requirements above the student will be encouraged to purchase a full meal.
- Students may purchase meals or Ala Carte items with cash regardless of a negative balance in their account.

Negative Balance at the end of the school year

- Family accounts with outstanding balances are required to be paid in full by the last day of each school year.
- Seniors must pay all accumulated charges prior to their last day of school in order to settle all outstanding unpaid financial obligations to the School District in order to be in compliance for graduation.

Payment Methods

- Payments can be made online using the Infinite Campus portal 24/7 using a credit card or debit card. The portal is easily accessible from the home page of the District Website.
- Cash or check are accepted at each school or at the District Office at 1019 Mc Hugh Road.

Families Experiencing Financial Difficulties

- Contact the Nutritional Services office at 526-1325 to make arrangements for the continuation of meal service.
- Fill out a “Free or Reduced Meals” application (at the end of this booklet).
- Encouraged to call the Great Rivers 211 Information & Referral and Crisis Line by Dialing 211 or 1-800-362-8255.

Outstanding Balances

- An outstanding balance is in excess of \$30 or an outstanding balance of any amount existing for more than 60 days. The District reserves the right to take steps deemed necessary to collect charges owed.

- These actions could include: turning the outstanding balance over to a collection agency, small claims court, revocation of charging privileges or other actions as deemed necessary.

For more information, please contact the Nutritional Services Department.

Meningococcal Disease Information

On an annual basis, the Wisconsin DPI makes available to the public, information about the meningococcal disease, a serious illness caused by bacteria. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections. Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household. Meningococcal infections can be treated with drugs such as penicillin. Still, about one out of every ten people who get the disease dies from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine (MPSV4 or MCV4) is important for people at highest risk. Public health authorities recommend that teenagers and college-bound students be immunized against this potentially fatal bacterial infection. To learn more, call the nurse's office in your building or the Center for Disease Control and Prevention (CDC) at 800-232-4636. Also visit the CDC National Immunization Program website at <https://www.cdc.gov/vaccines/index.html>

Notice of Suicide Prevention Resources

Administrative Rule 457 *Suicide Prevention/Intervention Program* 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 *Parents* tab and on the Wisconsin DPI website: <https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention>.

Program and Curriculum Modifications

The SDH is required by section 118.15(1)f of the state statutes to notify students and their parents/guardians of the following at the beginning of each school term: (a) their right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of state statutes, and (b) the decision-making process to be used in responding to such request under sections 118.15(1)(d) and (e) of the state statutes. If you have any questions, need additional information or would like to request program and curriculum modifications, please contact the Student Services Department.

Programs for English Language Learners

Because the SDH uses federal education funds to provide a language instruction education program for English, it must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program the following information:

- (1) The reasons for identifying the child as an English learning and in need of placement in a language instruction educational program;
- (2) The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- (3) The methods of instruction used in the program in which the child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- (4) How the program will meet the educational strengths and needs of their child;
- (5) How the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- (6) The specific exit requirements for the program, including the expected rate of transition from the program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates for the program);
- (7) In the case of a child with a disability, how the program meets the child's IEP objectives; and

- (8) Information pertaining to parental rights that includes written guidance: (a) detailing the right that parents have to have their child immediately removed from the program upon their request; (b) detailing options that parents have to decline to enroll their child in the program or to choose another program or method of instruction, if available; and (c) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

The new ESSA specifically states that a student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status. This information shall be in a language that parents understand. For a student not identified as limited English proficient prior to the beginning of the school year, the SDH must notify parents within the first two weeks of the child being placed in such a program. The SDH shall also reach out to parents of English learners to inform them about opportunities for getting involved in their child's education by active participation. If you have any questions or need any information about this Board Policy *342.62 English as a Second Language*, please call the Student Services Department.

Recruiter Access to Student Records

See Student Records section of this booklet for details.

School Accountability Report

Each public school in the state is required by 2015 Wisconsin Act 55 (the state budget bill – section 115.385(4) of the state statutes) to provide a copy of the school's accountability report that is published by the Wisconsin DPI to the parent/guardian of each student enrolled in or attending the school. The most recent report can be found on the SDH website, under the *Department/Instructional Services/Education Options and Accountability Report* tab. For additional information, contact the Instructional Services Department.

School and District Performance Report *NEW

Each school board is required by section 115.38 of the state statutes to notify the parent/guardian of each student enrolled in the SDH of the right to request a school a school district performance report. Also, annually by May 1, each school board must, upon request, distribute to the parent/guardian of each student enrolled in the SDH a school and school district performance report. The most recent school and school district performance report can be found on the SDH website under the *Department/Instructional Services/Education Options and Accountability Report* tab. For additional information, contact the Instructional Services Department.

Special Education

At least annually, the SDH will notify parents and persons required to make referrals under state statute 115.77(1)(a) (i.e. physicians, nurses, social workers) of its referral and evaluation procedures.

Upon request, the SDH is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. For additional information, contact the Student Services Department.

The SDH must also provide parents/guardians of students with disabilities a full explanation of the procedural safeguards available under state and federal law related to:

- independent educational evaluation;
- prior written notice;
- parental consent;
- access to educational records;
- opportunity to present and resolve complaints, including the period in which the student's parents may request a due process hearing and the opportunity for the SDH to resolve the issues presented by the request;
- the student's placement during pendency of due process proceedings;
- procedures for students who are subject to placement in interim alternative educational settings;
- requirements for the unilateral placement by parents of students in private schools at public expense;
- mediation;
- due process hearings under section 115.80;
- civil actions, including the period in which to file a civil action; and
- attorney fees.

As noted in Board Policy *342.11 Special Education Policy Handbook*, students with disabilities shall be identified and provided educational services in accordance with state and federal laws and regulations. Services for these children shall be provided through the SDH operated programs. For additional information, contact the Student Services Department.

Student Academic Standards

The SDH is required by 2015 Wisconsin Act 55 (the state budget bill – section 120.12(13) of the state statutes) to annually notify the parents/guardians of students enrolled in the SDH of the student academic standards that will be in effect for the school year. To find this information, visit our website and follow

this path: *Departments/ Instructional Services/Curriculum, Standards, & Grading Information/ Standards*. For additional information, contact the Instructional Services Department.

Student Attendance

In accordance with WI Statute 118.15, all children between 6 and 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 special circumstances occur as noted in Board Policy *430 Student Attendance*. It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session, or to provide administration with timely notice and reason for an absence. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused – i.e., illness, physician’s note, religious holiday) or not acceptable (truant—i.e. skips, illnesses beyond 10 days without medical verification, unexcused tardies). Any student who is identified as a habitual truant will be subject to referral to the appropriate agency in accordance with state law, local ordinances and established procedures. For additional information, contact the Student Services Department.

Student Locker Searches

Students have the right to attend school in an environment that is safe, disciplined and drug-free. To ensure this right, school officials and staff (and law enforcement when deemed appropriate) need to take steps necessary to maintain the safety and integrity of the school. To this end, searches of students and seizure of their property may be necessary under certain conditions, including while at school sponsored events or on field trips. Ownership and possessory control of school lockers and desks remains with the SDH and students/parents have no reasonable expectation of privacy in those lockers and desks. More information is found in Board Policy *446 Student Searches and Seizures*. For additional information, contact the Student Services Department.

Student Nondiscrimination *REVISED

The SDH 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.

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.

The SDH offers all career and technical education opportunities on a nondiscriminatory basis (without regard to 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). A summary of program offerings and admission criteria can be found on the SDH website using the following file path: *Schools/Holmen High School/Departments/Student Services/Course Guide & Scheduling Information*.

Discrimination complaints shall be processed in accordance with established procedures as mentioned in the Board Policy *411 Equal Education Opportunity*. For additional information, contact the Director of Student Services at 1019 McHugh Rd, Holmen WI 54636.

Student Privacy

The School District of Holmen respects the privacy rights of parents and their children. In keeping with this commitment to privacy rights, the SDH shall not require students to participate in certain SDH educational programs, assessments, surveys or activities in accordance with state and federal laws and regulations. For all surveys conducted by the SDH, the parents/guardians of minor students will be contacted before the survey is given to students. For additional information, contact the Student Services Department.

Student Records

The SDH 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 Board presumes that the parent has the authority to inspect, review, and obtain copies of records relating to his or her child unless the public agency 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 Administrative Rule *347 Student Records*, directory data compiles the following student information: pupil records which include the student's name, address, telephone listing, electronic mail address, 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 (period of time student attended), photographs, enrollment status (e.g. full-time or part-time), degrees and awards received, and the name of the school most recently previously attended by the student. A student's directory data is subject to disclosure to usage groups (including but not limited to military recruiters, institutions of higher education, media, community organizations, SDH use, etc.) without parental approval unless requested otherwise. Parents/guardians, and students over 18 years of age, may request, in writing only, that their student(s) directory data not be shared with such entities. The proper paperwork, the Opt-Out Form (revised 5-8-17), 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 SDH 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.

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 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.

The SDH 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. Complaints regarding the interpretation or application of Board Policy *411 Equal Education Opportunity* shall be referred to the Student Services Department and processed in accordance with established procedures.

School Wellness *NEW

School districts participating in federally subsidized child nutrition programs, such as the SDH, must inform the public each school year of the content and implementation of the local school wellness policy. This information can be found in Board Policy *341.33 Student Wellness*.

Use or Possession of Electronic Communication Devices

According to Board Policy *443.5 Student Use of Personal Communication Devices*, the SDH encourages students to use technology (internet, laptop, netbook, Chromebook, mp3 player, tablet, cell phone, etc.) which should be used in an appropriate manner, for educational purposes, while maintaining the

integrity and safety of their learning environment. If a student is observed using a communication device outside the allowable guidelines, disciplinary actions may include confiscation of the device, notification and/or conference with parent/guardian, loss of privilege, detention or suspension, referral to law enforcement if violation involves illegal activity, or any other consequence as deemed appropriate by an administrator. For additional information, contact the Instructional Services Department.

INSTRUCTIONS

Source of Income

Sources of Child Income	Example(s)
- Gross earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security	- A child is blind or disabled and receives Social Security benefits
- Disability payments	- A parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Survivor's benefits	- A friend or extended family member regularly gives a child spending money
- Income from person outside the household	- A child receives regular income from a private pension fund, annuity, or trust
- Income from any other source	

Sources of Income for Adults	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
	<ul style="list-style-type: none"> Gross salary, wages, cash bonuses Net income from self-employment (farm or business); FARM—refer to line 18 of the 1040 or line 34 from Schedule F; BUSINESS—refer to line 12 of 1040 or line 31 from Schedule C. If you are in the U.S. Military: <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) Allowances for off-base housing, food and clothing 	<ul style="list-style-type: none"> Unemployment benefits Worker's compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veteran's benefits Strike benefits 	<ul style="list-style-type: none"> Social Security (including railroad retirement and black lung benefits) Private pensions or disability benefits Regular income from trusts or estates Annuities Investment income Earned interest Rental income Regular cash payments from outside household

OPTIONAL

Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity *Check one* Hispanic or Latino Not Hispanic or Latino
 Race *Check one or more* American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDIPIR Identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by USDA.

This institution is an equal opportunity provider.
 The above address is for discrimination complaint purposes only.
 Please return this complete application to your school, not to USDA.

Do not fill out

For School Use Only

Annual Income Conversion: Weekly x 52, Bi-weekly (Every 2 Weeks) x 26, Twice a Month x 24, Monthly x 12

Total Income	How often?				Household Size	Categorical Eligibility	Eligibility			Date Denied	Reason for Denial or Withdrawal
	Weekly	Bi-Weekly	2x Month	Monthly			Yearly	Free	Reduced		
Determining Official's Signature	Date Mo/Day/Yr.	Confirming Official's Signature	Date Mo/Day/Yr.	Verifying Official's Signature	Date Mo/Day/Yr.						
						Required for Verification process only					

Application is also available at all school buildings and on the District website.