

NOTICE OF STUDENT NONDISCRIMINATION

School Districts of: **Gibraltar**
 Sevastopol
 Southern Door
 Sturgeon Bay
 Washington Island

Gibraltar School District, Sevastopol School District, Southern Door School District, Sturgeon Bay School District and Washington Island School District are committed to providing an equal educational opportunity for all students. It is the policy of these Districts that no person may be denied admission to any public school within these Districts or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or any other program or activity because of the person's sex, race, gender, gender orientation, gender identity, ethnicity, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by § 118.13, and § 111.31-§ 111.395, Wis. Stats. and PI 9, Wis. Admin. Code. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990 (disability). Homeless children must have equal access to the same free, appropriate public education as provided to other children residing in the district. (McKinney-Vento Homeless Assistance Act).

The above listed Districts will provide appropriate education services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. These Districts shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Individuals requesting religious accommodations should provide written notification of this request to their child's respective building principal.

These Districts encourage informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of policy violations in the Districts.

Any questions concerning this policy should be directed to the respective District Administrator.

Gibraltar Schools

Tina Van Meer
3924 Hwy 42
Fish Creek, WI 54212
(920) 868-3284

Sevastopol Schools

Kyle Luedtke
4550 Hwy 57
Sturgeon Bay, WI 54235
(920) 743-6282

Southern Door

County Schools
Patricia Vickman
8240 Hwy 57
Brussels, WI 54204
(920) 825-7311

Sturgeon Bay Schools

Daniel Tjernagel
1230 Michigan Street
Sturgeon Bay, WI 54235
(920) 746-2800

Washington Island Schools

Sue Cornell
888 Main Road
Washington Island, WI 54246
(920) 847-2507

NOTICE OF CHILD FIND ACTIVITY

School Districts of: **Gibraltar**
 Sevastopol
 Southern Door
 Sturgeon Bay
 Washington Island

School districts have a duty to locate, identify, and evaluate all resident children with a disability, regardless of the severity of their disability. Each District has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. The District locates and screens children in the following groups: children below school-entry age; children entering school for the first time; children currently enrolled in public and private schools; all transfer pupils; school-age children who are eligible to attend school but who are not attending school and who are residents of the District. Upon request, the District will screen any child to determine whether a special education referral is appropriate. If you have specific concerns regarding a young child's speech, hearing, vision, walking, learning or behavior, please contact the respective Director of Special Education/Designee (see below).

Also available to qualified students with identified disabilities under Section 504 of the Rehabilitation Act of 1973 are reasonable accommodations. A qualified child with a disability under 504 is any person who; 1) has a physical or mental impairment which substantially limits one or more major life activities, 2) has a record of such impairment, and 3) is regarded as having such an impairment. Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Annually the District conducts developmental screening of preschool children.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes that a child was brought to him or her for services is a child with a disability has a legal duty to report the child to the District in which the child resides.

The District shall give to the parents of a child with a disability, once a year but also upon the child's initial referral or parental request for evaluation, upon the first occurrence of the filing of a request for a hearing under § 115.80, Wis. Stats., and upon request by the child's parent, a full explanation written in an easily understandable manner, and in the native language of the child's parents unless it clearly is not feasible to do so, of the procedural safeguards available under this section and under applicable federal law relating to all of the following:

1. Independent educational evaluation.
2. Prior written notice.
3. Parental consent.
4. Access to educational records.

5. Opportunity to present and resolve complaints, including the period in which the child's parents may request a hearing and the opportunity for the local educational agency to resolve the issues presented by the request.
6. The child's placement during pendency of due process proceedings.
7. Procedures for pupils who are subject to placement in interim alternative educational settings under 20 USC 1415 (k).
8. Requirements for the unilateral placement by parents of pupils in private schools at public expense.
9. Mediation.
10. Hearings under s. 115.80, Wis. Stats.
11. Civil actions, including the period in which to file a civil action.
12. Attorney fees.

The District maintains pupil records, including information from screening and special education.

Gibraltar Schools

Shaun Young
(920) 868-3284

Sevastopol Schools

Melissa Marggraf
(920) 743-6282

**Southern Door
County Schools**

David Desmond
(920) 825-7311

Sturgeon Bay Schools

Sharon Sanderson
(920) 746-2804

Washington Island Schools

Sue Cornell
(920) 847-2507

NOTICE OF SCHOOL RECORDS

School District of: **Gibraltar**
 Sevastopol
 Southern Door
 Sturgeon Bay
 Washington Island

The above-named School Districts maintain student records for each student attending school. State and federal laws require that the maintenance of such records assure confidentiality. These records are maintained in the interest of students of assist in providing appropriate educational experiences. **The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible student”) certain rights with respect to the student’s educational records. They are:**

- **The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.** Parents/guardians or eligible students should submit to the respective District building principal a written request that identifies the record(s) they wish to inspect and obtain a copy consistent with the Board’s student records policy and procedures. The building principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- **The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA.** Parents/guardians or eligible students may ask the respective District to amend a record they believe is inaccurate or misleading. They should write the respective school building principal and clearly identify the part of the record they want changed as well as specify why it is inaccurate or misleading. Additional information regarding amendment or hearing procedures will be provided to the parent/guardian or eligible student. If the District decides not to amend the record as requested by the parent/guardian or adult student, the District will notify the parent/guardian or adult student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. The purpose of this hearing is to provide an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data. The right to a hearing does not extend to permit a parent/guardian or student to contest the grade given for a student’s performance.
- **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.** Under present state and federal law, school officials can transfer educational records without parent/guardian or eligible student consent under specified circumstances. One exception which permits disclosure without consent is disclosure to school officials who are determined to have legitimate school interest including safety concerns. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and

maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

If parents or guardians do not wish to have any or all of the categories of information released, they must notify the school in writing within 14 days of this notice being provided. If a School Board has designated directory data in accordance with § 118.125, Wis. Stats., the District must notify parents, legal guardians or guardians ad litem of the categories of information, which the Board has designated as directory data, which may be released without the prior consent of the parent, legal guardian or guardian ad litem. Directory information includes items that would generally not be considered harmful or an invasion of privacy if disclosed. It may not include things such as a student's social security number or grades. Directory data means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended by the pupil. This includes information recorded in any way, including but not limited to handwriting, print, computer media, video or audio tape, film, microfilm or microfiche. Each District has a procedure which may allow such information to be disclosed upon request. Any parent, legal guardian, or an adult student or eligible student may request that any part of the directory data may not be released without prior consent.

ELEMENTARY AND SECONDARY SCHOOL STUDENTS

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

A secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher learning without prior written parental consent if the disclosure meets certain conditions found in § 99.31 of FERPA regulations. A school may disclose personal identifiable information (PII) from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure

is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31 (a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.

Copies of the Board's student records policy and procedures are available upon request at the District Offices.

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

PPRA affords parents and eligible students certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to inspect and consent or opt out of:

1. The administration of surveys that contain questions from one or more of the following protected areas:
 - Political affiliations;
 - Mental and psychological problems potentially embarrassing to the student and his/her family;
 - Sex behavior and attitudes;
 - Illegal, antisocial, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 - Religious practices, affiliations or beliefs; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing.
3. Any non-emergency, invasive, physical examination or screening.

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

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