

OSSEO-FAIRCHILD SCHOOL DISTRICT POLICIES & PROCEDURES

ANNUAL NOTICE REQUIREMENTS FOR PUBLIC, PARENTS, GUARDIANS, STUDENTS & STAFF

NONDISCRIMINATION STATEMENT

The Osseo-Fairchild Area School District does not discriminate on the basis of race, color, national origin, religious beliefs, disabilities, sex, pregnancy, marital status, parental status, sexual orientation, or age, in admission to, access to, treatment in, or employment in its programs and activities. The Coordinator of the District's efforts to comply with Title IX of the Education Amendments of 1972, Title II, and Section 504, is William J. Tourdot, 50851 East Street, Osseo WI 54758 – phone: (715) 597-3141. Any inquiries regarding the application of the District's non-discrimination policy may be referred to the U.S. Department of Education, Office for Civil Rights.

STUDENT ACADEMIC STANDARDS

The Osseo-Fairchild School District follows Board Policy 5460a Graduation Requirements for our students' academic standards. The policy can be found on our website: ofsd.k12.wi.us. The district also has written curriculum for each course taught which incorporates learning targets for each topic within the course through the district's "Build Your Own Curriculum" program. The curriculum can be provided upon request. Our district is also striving to ensure all of our instruction is done using "best practices" and we are doing this with the implementation of the Educator Effectiveness Evaluation System that the State has approved.

SCHOOL ACCOUNTABILITY REPORT

The School Accountability Report will be created for the 2015-16 school year and released in the Fall of 2016. To access the report when available, the Wisconsin Department of Public Instruction link is available on the school district website.

EDUCATIONAL OPTIONS

The Osseo-Fairchild School District has a variety of educational options available to students in our district. We have the Fairchild Elementary School in the Village of Fairchild, Osseo Elementary School in the City of Osseo and the Middle and High Schools which are also located in Osseo. Although we do not have any private schools, charter schools, or virtual schools within our district, we do strive to meet the educational needs of all of our district students. Youth options, alternative education programs, at-risk programs, open enrollment, course options and a variety of special needs programs are all supported by our district. Home-schooled children are also welcome to take courses in our public schools as well as participate in middle school extra-curricular activities. The most recent performance category assigned to each school within the school district boundaries and school district accountability report when available can be accessed through the Wisconsin Department of Public Instruction link on the school district website.

STUDENT ASSESSMENTS

The District will annually publish information on the district's website regarding the state required 4th, 8th, 9th, 10th and 11th grade examinations administered to students enrolled in the district. The following state required assessments are administered for the purpose of measuring student growth:

X 4K – 2 nd Grade	PALS – Phonological Awareness Literacy screening
X 3 rd – 8 th Grade	Forward Exam – Reading and Mathematics
X 4 th & 8 th Grade	Forward Exam – Social Studies and Science
X 9 th & 10 th Grade	ACT Aspire – Mathematics, Science, English and Reading
X 10 th Grade	WKCE and ACT Aspire – Science and Social Studies
X 11 th Grade	ACT – English, Mathematics, Reading and Science

Results of these exams will be available on the school website when available.

STUDENT NONDISCRIMINATION POLICY / STUDENT RELIGIOUS ACCOMMODATIONS (BOARD POLICY 2260.01)

It is the policy of the Osseo-Fairchild School District that no person be denied participation in, the benefits of, or be discriminated against in any curricular, extra-co-curricular, pupil service, recreational, other program or activity on the basis of their sex, race, color, religion, national origin (including LEP-Limited English Proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap. Specific activities in which discrimination is prohibited include, but are not limited to:

- Admission to any school, class, program or activity. This does not prohibit placing a pupil in a school, class, program or activity based on objective standards of individual performance or need.
- Standards and rules of behavior, including pupil harassment.
- Disciplinary actions, including suspensions and expulsions.
- Acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to pupils from private agencies, organizations or persons.
- An instructional and library media materials selection policy consistent with [s. 121.02 \(1\) \(h\)](#), Stats., and [s. PI 8.01 \(2\) \(h\)](#).

- (f) Methods, practices and materials used for testing, evaluating and counseling pupils. This does not prohibit the use of special testing or counseling materials or techniques to meet the individual needs of pupils.
- (g) Facilities. This does not prohibit separate locker rooms, showers and toilets for males and females, but the separate facilities must be comparable.
- (h) Opportunity for participation in athletic programs or activities. This does not prohibit separate programs in interscholastic athletics for males and females, but the programs shall be comparable in type, scope and support from the school district.
- (i) School sponsored food service programs under 42 USC 1751 et. seq.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs.

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

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the Osseo-Fairchild School District shall have equal access to the same free, appropriate public education including comparable services as provided to all other students who reside in the district.

Complaints regarding the interpretation or application of this policy must be made within 180 days of the incident and shall be referred to the District Equity Officer to be processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be made available to parents, students, and employees. This policy and complaint procedure will be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection materials and other published materials distributed to the public describing school activities and opportunities.

Any complaints regarding the interpretation or application of the student nondiscrimination policy shall be made within 180 days of the incident and be processed in accordance with the following procedures:

Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, color, religion, national origin (including LEP-Limited English Proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in any school program or activity should report the complaint in writing to the District Equity Officer. Complainants are requested to use the Discrimination Complaint Form, which may be found at any of the district's schools or at the District Office.

The District Equity Officer upon receiving a complaint, will within fifteen (15) days send a written acknowledgement of the complaint to the complainant. The District Equity Officer will complete a full investigation; determine the action, if any, to be taken and report in writing the findings and the resolution of the case to the complainant within thirty (30) days from the date the complaint was received.

If the complainant is dissatisfied with the decision, he/she may appeal the decision to the Superintendent. The appeal must be made in writing within five (5) days of receiving the findings from the District Equity Officer. The Superintendent will then have fifteen (15) days to respond in writing to the appeal.

If the complainant is dissatisfied with the decision, he/she may appeal the decision to the Board of Education. The appeal must be made in writing within five (5) days of receiving the findings from the Superintendent. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall have thirty-five (35) days to hear the appeal and will respond in writing by certified mail to the complainant.

The timelines associated with each step of the process may be extended by mutual agreement of the parties.

The complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and the procedures for making such an appeal.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the Osseo-Fairchild School District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the district. They shall be provided services comparable to services offered other children attending district schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The district's designated liaison is Amy Frieberg and can be reached at afrieberg@ofsd.k12.wi.us or by calling (715) 597-3141.

STUDENT PRIVACY

School districts that receive federal funds for any program administered by the U.S. Department of Education are required by the Protection of Pupil Rights Amendment [20 U.S.C. § 1232(h)] to provide reasonable notice of their student privacy policies directly to parents at least annually at the beginning of the school year.

In addition, districts receiving federal education funds are also required to notify parents at least annually at the beginning of the school year of the specific and approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- (1) Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- (2) The administration of any survey containing information related to one or more of the following items:
 - political affiliations or beliefs of the student or the student's parent;
 - mental and psychological problems of the student or the student's family;
 - sex behavior or attitudes;
 - illegal, anti-social, self-incriminating or demeaning behavior;
 - critical appraisals of other individuals with whom students have close family relationships;
 - legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
 - religious practices, affiliations or beliefs of the student or student's parent; or
 - income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.
- (3) Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student or other students.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

Information will be provided to parents/guardians regarding human growth and development instruction: Outline of the human growth and development curriculum used at their child's grade level; Information about how they can inspect the complete curriculum and instructional materials; Explanation that no student may be required to take instruction in human growth and development generally or in specified subjects within the program if the parent/guardian files a written request that the student be exempted; and statement that students exempted from human growth and development instruction will still receive instruction in the subjects under section 118.01(s)(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).

SPECIAL EDUCATION

Any person aware of a child between the ages of birth through 21 who may be experiencing physical, mental, emotional or learning problems and has not graduated from high school may contact Lori Whelan, Director of Special Education, to initiate screening services that will determine if a referral for special education is appropriate. In addition to the director, any teacher or administrator would be able to assist in making a referral.

REFERRAL PROCEDURE

This school shall solicit and receive referrals of students with suspected special education needs from all persons who have responsible cause to believe that such needs exist. Specific state criteria will be adhered to in determining eligibility for specific handicapping conditions. Referral of suspected children with special education needs shall be referred to Lori Whelan, Director of Special Education and/or district case manager.

IEP-TEAM EVALUATION

Whenever a child is referred who is suspected of having a need for special education, the school district shall establish an Individual Education Plan (IEP) team of evaluators.

Procedural safeguards for evaluation include the following:

The notice of intent to evaluate shall be sent to the parents that will include:

- A full explanation of the due process/procedural safeguards.
- A description of the evaluation proposed, an explanation of why the evaluation is proposed, any options that were considered, and the reasons why those options were rejected.
- A description of each evaluation procedure used as a basis for the evaluation.
- The type of professionals conducting the evaluation.
- A description of any other relevant factors.

Written parental consent shall be obtained when a child is being evaluated for the first time within the district. This consent form shall include:

- A statement documenting that the parent understands the content of the notice.
- Information on the general areas to be evaluated.
- Information on the general types of procedures to be used.

Each school district provides programming for students exhibiting any of the following conditions: cognitively disabled, hearing impaired, visually handicapped, speech and language, learning disabled, emotionally disturbed, traumatic brain injury, autism, orthopedic impairment, other health impaired and significant developmental delay.

SLD (SPECIFIC LEARNING DISABILITIES) NOTIFICATION AS REQUIRED BY PI 11.36(6) (C)2

Wisconsin's rule for identifying students with specific learning disabilities (SLD) has changed. No later than December 1, 2013, all initial SLD evaluations of public school students will use information from interventions to make eligibility decisions. As of December 1, 2013, initial SLD evaluations at the Osseo-Fairchild School District will use information from a student's response to intensive, scientific research based or evidence based interventions when making special education eligibility decisions. If you have any questions or would like more information, please contact Lori Whelan, Director of Special Education at (715) 597-3141.

SPECIAL NEEDS SCHOLARSHIP PROGRAM

In accordance with state law, you are being notified of the new Special Needs Scholarship Program (private school voucher program), for each child with a disability enrolled in the district which begins in the 2016-17 school year and is available to students with an individualized education program (IEP) who meet specified conditions outlined in state law.

TITLE I PROGRAM

School districts that receive federal Title I program funds are required to notify parents of their district's parent involvement policy in an understandable and uniform format and, to the extent practicable, in a language parents can understand.

School receiving Title I funds are also required to notify parents at the beginning of the school year that they may request and obtain information regarding:

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

The above notification must be given to the parents of each student attending a school in the district that receives Title I funds, not just to the parents of students participating in the Title I program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner.

In addition to the above notifications, a school receiving Title I funds must:

- Notify parents if their child is assigned to, or taught for four or more consecutive weeks by a teacher(s) who is not "highly qualified". This provision applies to all teachers in a school that receives Title I funds, including substitute teachers, not just those who work in Title I programs.
- Provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken.

In the case of a school identified for school improvement, for corrective action or for restructuring, a district must notify the parents of all students enrolled in the school of their option to transfer to another public school served by the district. This notification must be given at least 14 days before the start of the school year. The district must also notify parents of eligible students of the availability of supplemental education services in a manner that is clearly distinguishable from other school improvement information that parents receive. The notice must inform parents of the benefits of supplemental education services and indicate providers who are able to serve students with disabilities or limited English proficient students.

An annual evaluation of the Title I program at both Osseo Elementary School and Fairchild Elementary School was completed for the 2015-16 school year. Additionally, a Title I needs assessment was completed for the upcoming 2016-2017 school at each elementary school. If you would like to review the overall results of these assessments, they will be available in each school's office until the end of September 2016. If you have further questions, please contact Lori Whelan, elementary principal.

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS (BOARD POLICY 2260.02)

School districts that may be required to offer a bilingual-bicultural education program under state law must annually notify parents of every identified student with limited English proficiency of the possible institution of a bilingual-bicultural program in the district, of the procedures for registering a student in such a program and of the parental consent requirement for student placement in the program. According to section 115.96(2) of the state statutes, this notice must be in English and in the non-English language of the limited English proficient student.

A school district that uses federal education funds to provide a language instruction education program for children with limited English-proficiency 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) why the child is placed in the program; (2) the child's level of English proficiency; (3) how that level was determined and the status of the child's academic achievement; (4) methods of instruction in the program in which their child is placed and those of other available programs; (5) how the program will meet the educational needs of their child; (6) how the program will help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation; (7) the specific exit requirements for the program; (8) in the case of a child with a disability, how the program meets the child's IEP objectives; and (9) information about parental rights. For a student not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such program.

STUDENT ATTENDANCE/TRUANCY POLICY (BOARD POLICY 5200)

In accordance with state law, all children between six and eighteen years of age must attend school full-time until the end of the term or semester in which they become eighteen years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

The Osseo-Fairchild School District expects that students will attend all classes, assemblies, and required meetings. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by the office.

Frequent absence from the classroom learning experience disrupts the continuity of the educational process for the students who miss and the rest of the class. When students miss school, they deny everyone the opportunity to maximize the benefits of school. We strongly encourage that each student be in school and actively participate in their education every day. If it should become necessary for a student to miss school, verification is required from parents or guardians as to the reason for the absence. In accordance with state law, absences from school are classified into two categories: Excused Absences and Unexcused Absences.

1. Excused Absences

A. Pre-Excused Absences

A pre-excused absence is one that the parent or guardian has knowledge of the student's impending absence from school at least one day prior to the actual absence. Pre-excused absences require a written or telephone request from a parent or guardian prior to the student's absence if the absence is to be considered legally excused. No more than 10 pre-excused absences for all or part of a day are permitted in a single year. If a student accumulates more than 10 pre-excused absences, the parent(s) or guardian(s) must meet with the principal to discuss the circumstances. Otherwise, the absences are considered unexcused.

Allowable reasons for these pre-excused absences include, but are not limited, to the following:

- X Religious holidays or attendance at special family celebrations.
- X Family trips that are taken during the normal school term.
- X Medical, dental, chiropractic, optometric or other valid professional appointments.
- X College/technical school visits.
- X A court appearance or other legal procedure which requires the attendance of the student.
- X Driver's license examinations.
- X Sports tournaments where the school team and individual is not a participant.

B. Emergency Absence

An emergency absence is defined as an absence which could not be foreseen by the parent or guardian. In the event of an emergency absence, a student's parent or guardian is expected to call the school on the day of the absence or send a note with the student upon their return to school.

Emergency absences will be accepted only for the following reasons:

- X Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The district may request that the parent or guardian obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child.
- X A death in the immediate family or funerals for close relatives or friends.
- X The first day of an unforeseen family emergency.

C. Make-up Work for Excused Absences

All students with excused absences, including out of school suspensions, are required by law to make up all work missed in accordance with the following guidelines:

- X It is the student's responsibility to contact teachers to make arrangements to complete assignments missed during an absence from school. In the case of pre-excused absences, students must attempt to make up assignments prior to his/her absence.
- X Teachers will grant the number of days absent plus one for make-up time for assignments given during an absence. This provision applies only to work assigned during absence unless an exception is granted by the principal due to extenuating circumstances.
- X Examinations missed during an absence will be taken at a time mutually agreed upon by the student and the teacher.

Failure to make up all work within the time allowed will result in a zero and will convert the excused absence to an unexcused absence.

2. Unexcused Absence

All absences that do not fall under the definition of an excused absence are considered unexcused.

- X In the case of unexcused absences a student will receive a zero for all work, except major exams, missed during the unexcused absence.
- X Students have the obligation to obtain, understand, and retain for future reference and use, all materials presented during their unexcused absence.

No student will be denied credit in a course or subject solely because of unexcused absences from school and shall be permitted to take all examinations missed during any absence. However, students who are unexcused from a single class more than 10 times in a semester may be withdrawn from the class.

3. Truancy

"Truancy" is defined as any absence of part or all of one day from school during which the school attendance officer or principal has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. A "habitual truant" is a pupil who is absent from school without an acceptable excuse, based on the district attendance policies, on part or all of five or more days during school semesters. A court referral may be initiated for a student who is habitually truant.

USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES (BOARD POLICY 5136)

No student shall be permitted to use or possess an electronic paging or two-way communication device on school premises except as specifically authorized by the building principal. Students violating this policy shall be disciplined according to established procedures.

BULLYING AND ANTI-BULLYING (BOARD POLICY 5517.01A)

The Osseo-Fairchild School District believes that a safe, secure and respectful learning environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is a behavior that schools must address because of its harmful social, physical, psychological and academic impact on the bullies, the victims, and the bystanders. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Definition

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidations, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by teasing, put-downs, name-calling, rumors, false accusations, and hazing.

"School district property" or "at school-related functions" means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students and adults are under the jurisdiction of the Osseo-Fairchild School District. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

Prohibitions

An act of bullying as defined above (or in administrative rule), by either an individual student/adult or a group of students/adults, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students/adults who directly engage in an act of bullying but also to students/adults who, by their indirect behavior, condone or support another's act of bullying. No employee of the school district shall permit, condone, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

Reporting Procedure

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human rights officer.
- B. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- C. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- F. Submission of a good faith complaint or report of bullying will not affect the complainants or reporter's future employment, grades, or work assignments, or educational or work environment.

School District Action

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, restorative practice, remediation, suspension, exclusion, expulsion, transfer, termination, or discharge. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies, and other regulations.

- D. The school district may take into account but not be limited to the following factors: The developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Sanctions and Support

Programs designed to prevent bullying behavior redirect students/adults from continuing to bully and to support both victims of bullies and the bullies themselves should be explored. These programs take many forms and include staff training, classroom activities and instruction.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying *may* include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

Training and Education

- The school district annually will provide information and applicable training to all school district staff regarding this policy.
- The school district annually will provide education and information to students/families regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- The administration of the school district will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

CYBER BULLYING (BOARD POLICY 5517.01B)

The Osseo-Fairchild School District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy/procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of any entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal, district administrator or designee.

The administration shall fully investigate all reports of cyber bullying. This may also include contacting law enforcement.

In situations in which the cyber bullying originated from the a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also be in violation of publicized school policy.

Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a district employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to law enforcement.

STUDENT LOCKERS/SEARCHES

The school provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the Osseo-Fairchild School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police-school liaison officer or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Item removed from the locker may be held by the school for return to the parent(s)/guardian(s) of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult, student, or parent/guardian of a minor student shall be notified of items removed from the locker and turned over the law enforcement officials.

YOUTH OPTIONS PROGRAM (BOARD POLICY 2271)

District students enrolled in grades 11 and 12 shall be eligible to participate in the Youth Options Program in accordance with state law and established procedures. The Youth Options Program provides eligible students an opportunity to take courses at technical colleges, approved for credit online courses and institutions of higher education while in high school.

The high school principal/high school guidance counselor or designee shall determine whether a course taken through the Youth Options Program is comparable to a course offered at the District, whether it satisfies graduation requirements and what, if any, high school credits are to be awarded to the student.

The District shall pay for no more than the equivalent of 18 postsecondary semester credits (4-1/2 high school credits) per student through the Youth Options Program. The superintendent will establish rules by which any exceptions will be considered. The District will pay only for the courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, lacking medical documentation, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the District of payment of the tuition and fees paid by the District. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in the Youth Options Program. All ninth, tenth and eleventh grade students enrolled in the District shall be informed of the Youth Options Program annually.

STUDENT RECORDS

The Osseo-Fairchild School District maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, the following shall apply in the District.

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such requests without unnecessary delay and in no more than 45 days after the request is made. Student records are available upon request. Contact the District Office at (715) 597-3141, 50851 East Street, Osseo, WI 54758 during regular office hours of 7:30 a.m. to 4:00 p.m.
2. An adult student or the parents(s)/guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made with the superintendent.
3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials determined to have legitimated educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational or safety interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with Federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Osseo-Fairchild Schools designates directory data as student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school previously attended by the pupil. This directory data shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release of all or any part, in writing, of their own initiation. Refusal of such release must be made no later than 14 days after the opening of school or of enrolling in school in the case of those entering Osseo-Fairchild Schools after the school year has started.

RECRUITER ACCESS TO STUDENTS/RECORDS

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. The law also requires the school district to notify students and parents of their right to opt-out (form available on school district website) from this by requesting that the district not release this information to military recruiters. Recruiter access to student records can be restricted by the secondary school student or the student's parents by writing the High School Principal.

MENINGOCOCCAL DISEASE INFORMATION

- Meningococcal disease is a rare, but potentially deadly, bacterial infection that can take the form of meningitis (an inflammation of the membranes surrounding the brain and spinal cord) or meningococemia (a blood infection).
- Teenagers and college students account for nearly 30 percent of all reported cases of meningococcal disease in the U.S.
- This infection is caused by *Neisseria meningitidis*, a potentially life-threatening bacterium.
- There are five clinically relevant meningococcal serogroups (or strains) circulating worldwide: A, B, C, Y and W-135. Serogroups B, C and Y cause most disease in the U.S., but serogroup distribution changes over time.
- The disease affects nearly 3,000 Americans annually and approximately 10 percent of people who contract meningococcal disease will die.
- Of those who survive, nearly 20 percent suffer long-term disabilities, including brain damage, deafness and limb amputations.

Meningococcal Disease among Teenagers and College Students

- Teenagers and college students have an unusually high death rate from the disease; nearly one of every four cases may result in death.
- Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (e.g., dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits.

Immunization Recommendations for Teenagers and College Students

- The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11 to 12-year-olds); if not previously immunized, college freshman living in dormitories.

Vaccination to Prevent Meningococcal Disease

- A conjugate vaccine is available for adolescents and adults (aged 11 to 55 years) to protect against four of the five strains of bacterium that cause meningococcal disease.
- In persons 15 to 24 years of age, up to 83 percent of cases are caused by potentially vaccine-preventable strains.
- Medical experts anticipate the meningococcal conjugate vaccine may provide longer protection against the disease. The previous meningococcal polysaccharide vaccine provided protection for three to five years.
- Vaccination with the conjugate vaccine is safe. The most commonly reported reactions are pain, redness and induration at the injection site (one to two days), headache, fatigue and malaise.
- Clinical studies on the use of the conjugate meningococcal vaccine in children under age 11 and adults over 55 years are ongoing. For those in these age groups at increased risk of contracting meningococcal disease, the older polysaccharide vaccine is a safe and effective option (only offers three to five years of protection).

Transmission and Symptoms of the Disease

- Meningococcal bacteria are transmitted through direct contact with secretions from infected persons (e.g., through coughing or kissing). The majority of meningococcal disease cases occur in winter and early spring.
- Meningococcal disease is often misdiagnosed, since symptoms are similar to those of common viral illnesses. Symptoms may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Additional Information

The following websites provide more information about meningococcal disease and immunization:

- Wisconsin Department of Health and Family Services communicable disease fact sheet, http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_05041.pdf
- American Academy of Family Physicians, www.aafp.org
- American Academy of Pediatrics, www.aap.org
- Centers for Disease Control and Prevention, www.cdc.gov
- Meningitis Foundation of America, www.musa.org
- National Foundation for Infectious Diseases, www.nfid.org
- National Meningitis Association, www.nmaus.org (For additional information about meningococcal disease and immunization, contact a school nurse, health care provider or local public health department.)

NOTICE OF SUICIDE PREVENTION RESOURCES

Information describing suicide prevention resources/services can be accessed on DPI's website at <http://dpi.state.wi.us/sspw/mental-health/youth-suicide-prevention>.

CHILD NUTRITION PROGRAMS

The Osseo-Fairchild School District participates in the USDA child nutrition programs (national school lunch, breakfast programs and special milk programs). Your family may be eligible for free or reduced priced meals/milk. Program information and an application were mailed and will also be available at orientation/open house and in each school building office.

ASBESTOS

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), the Osseo-Fairchild School District has an Asbestos Management Plan. The plan is available for inspection by the public, parents, and district employees. The Osseo-Fairchild School District performs six-month periodic surveillances of asbestos in January and July with full re-inspections every three years. For more information, please contact the District Office.

INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN

The Osseo-Fairchild School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at 50851 East Street, Osseo, WI 54758.

ELECTOR REGISTRATION INFORMATION

Students, who are eligible to vote, must be registered to do so in Wisconsin. To register, students may go to their community's municipal clerk's office, or send a completed registration application to their municipal clerk. Students can find an application and contact information for municipal clerks listed alphabetically by community by going to <http://www.wisconsinvote.org/voterinfo/>. Students may also register at their polling place on the day of the election. If students have a Wisconsin-issued driver's license or ID, students will need to show it or provide the ID number. For more information on registration, identification requirements and proof of residency go to <http://www.wisconsinvote.org/voterinfo/>. This information will be shared with students, who are eligible voters, by the high school principal.