

# Annual Notices Required By Law

Certain School District of Waukesha policies and federal regulations require that residents are informed about them annually. Listed here are notices that are published to keep citizens informed and to meet these notification requirements.

## Human Growth and Development Instruction

Parents will be provided with an outline of the human growth and development curriculum used at their child's grade level and information about how they can inspect the actual curriculum and instructional materials.



## Student Records

If a parent, guardian, or eligible student would like to request copies of or an amendment or deletion to a student record, they may do so by providing a written request to the building principal or the Executive Director of Student Services (depending on the nature of the request). If you wish to have "directory information" (name, address, and phone number) of your child withheld from requesting parties, please contact your building principal within the first month of school. Access to student records conforms to state and federal laws and school board policy. Any adult student or parents of minor students who believe the district is not in compliance with the requirements of the federal Family Educational Rights and Privacy Act (FERPA) may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. [Board Policy #5125]

## Title I Programs

Since the School District of Waukesha received federal Title I program funds, the district has developed a parent involvement policy. It is the desire of the District to establish positive partnerships with families and the community. Everyone gains if school, home, and community work together to promote high achievement for all students. To that end, the District shall provide a variety of opportunities for families and community to become involved in children's education. Additionally, parents and/or guardians may request and obtain information regarding: (1) The professional qualifications of their child's classroom teachers; (2) the professional qualifications of paraprofessionals providing instructional-related services to their child. The above is available to parents of each student attending a school in the district and not just the parents of students participating in the Title I program. Parents will be notified if their child is assigned to, or taught for four or more consecutive weeks by a teacher who is not "highly qualified". This applies to all teachers, not just those who work in Title I programs. Parents will be given information on the achievement level of their child on each of the state academic assessments as soon as is practically possible after the assessment is taken. [Board Policy #1220]



## Student Non-Discrimination

All students attending district schools shall be entitled to and receive the benefits of any educational program or activity of the school district. The district expressly prohibits discrimination against any pupils. This discrimination includes the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical/mental/emotional/learning disability. Any student, district staff member, volunteer, or community member who believes that a pupil has been discriminated against, harassed, or stereotyped may file a written complaint with David Schmidt, Superintendent, 222 Maple Avenue, Waukesha, WI, 53186, (262) 970-1012, [dschmidt@waukesha.k12.wi.us](mailto:dschmidt@waukesha.k12.wi.us). Upon receipt of that complaint, the superintendent will acknowledge receipt of the complaint within 45 days. Upon investigation, a determination will be made whether or not the complaint was substantiated and requires any corrective action within 90 days of the receipt of the complaint unless parties agree to any extension of time. In the event that a complaint is received on a handicapped child, those complaints will be handled according to timelines established under Chapter 115 (Wisconsin State Statutes) and 20 USC s.1415 (Federal Law). Any complaints received under federal laws, commonly titled EDGAR Complaints, will be referred directly to the state superintendent. The superintendent shall notify the complainant of the right to appeal negative determination to the school board and/or to the superintendent and eventually to the State Superintendent of Public Instruction. [Board Policy #5131.1 and #5131.1G]

## Child Nutrition Programs

The district participates in a free or reduced price meals/milk program. The application form for this program is available from any building principal. [Board Policy #5141.4]

## Student Privacy

It is the intent of the district to guarantee the personal and family privacy of all students in the district. Within this statement, it is not intended to eliminate the voluntary collection of data from students when such surveys are approved by the administration and completed in accordance with other board policies on research. Arrangements shall be made to protect student privacy in the event of the administration or distribution of a survey to a student that would reveal information on one or more of the following: (1) political affiliations or beliefs of the student or the student's parent; (2) mental and psychological problems of the student or the student's family; (3) sex behavior or attitudes; (4) illegal, anti-social, self-incriminating or demeaning behavior; (5) critical appraisals of other individuals with whom students have close family relationships; (6) legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers; (7) religious practices, affiliations or beliefs of the student or student's parent; or (8) income, other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program. [Board Policy #6165]

## Use or Possession of Two-Way Communication Devices

Students are prohibited from possessing or using electronic paging (beepers) or two-way communication devices (cell phones, etc.) in school district buildings before, during or after the school day. Any exception to this policy for medical, etc. reasons must have prior approval from the principal or designee. Devices not approved will be confiscated and, depending on the intended use or purpose, will be kept or returned to parents/guardians or student or turned over to law enforcement. [Board Policy #5131G]



## Programs for English Language Learners

A bilingual-bicultural program is available to every identified student with a limited English proficiency. Parents/guardians of students with limited English proficiency must be notified no later than 30 days after the beginning of school of the following: (1) why the child was 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 parents 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 a program.

## Education of Homeless Children and Youth

The school district's liaison for homeless children and youth will ensure that the educational rights of homeless children and youth are met. Homeless children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children/youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel. [Board Policy #5112 and #5115]

## Student Religious Accommodations

All students shall be provided reasonable accommodations for sincerely held religious beliefs with regard to examinations and academic requirements. The school district has designated Thursday as the day that students may be released for religious instruction. To be eligible for release time for religious instruction, parents and/or guardians must complete and return a permission form. See the "Student Non-Discrimination" notice in this publication on the process for receiving and resolving complaints. [Board Policy #6114 and #6114G]

For more information, please contact the Student Services office at (262)0 970-1107 or check out the district's website at [www.waukesha.k12.wi.us](http://www.waukesha.k12.wi.us)

## Youth Options

Students in the 9th, 10th, and 11th grades will be provided with information about the Youth Options Program prior to October 1.

## Student Locker Searches

Every student has the right to the use of the locker which has been assigned to him/her. The lockers remain the property of the school district. This policy does not preclude periodic inspections for the purposes of cleaning lockers or, for example such actions as recovering library materials and textbooks. School administrators or their designees may search lockers with or without prior notice to the student. The student must use the locker assigned to them by the professional staff of the school. [Board



## Student Attendance

In accordance with state law, all parents must cause children between six and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or parent, or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools, and the community. Students and their parents or guardians have a right to request the school board provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes, and the decision-making process to be used in responding to such requests under section 118.15(1)(dm) and (e) of the state statutes. [Board Policy #5113 and #5113G]

## Special Education

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting James P. Haessly, Director of Special Education, School District of Waukesha, at 262-970-1102, or by writing him/her at 222 Maple Avenue, Waukesha, WI 53186. [Board Policy #6171]

## Elector Registration Information

Per state law, principals of every high school shall communicate elector registration information to students.

