

Kimberly Area School District
4K Handbook



I'M A MINI MAKER!

4K Center for Literacy
614 E Kimberly Avenue
Kimberly, WI 54136
(920) 423-4190

Principal
Sean Fitzgerald

Office Manager
Jenny Chevalier

Bldg. Coordinator
Stacey Laundrie

Childcare Partner: YMCA

Absences

If your child will be absent, please contact the school before class begins. Absences may be reported to the 4K Office Manager. If parents do not call the office to report an absent child, the 4K Center will call home to verify the absence. In an effort to make sure our students are safe, we will continue to call all available contacts until the student location is verified.

Pre-arranged absences should be arranged with the teacher. Students leaving mid-day will be sent to the office to wait for their arranged ride. Parents or the parent designee must come into the building to check out students who are leaving mid-day.

Assessments

KASD does not screen students as part of the entrance process for 4K; however, in fall all students take part in a state literacy screening called Phonological Awareness Literacy Screening or PALS. For more information on PALS, go to <http://oea.dpi.wi.gov/assessment/PALS> or contact Ron Simonis at the district office, 920-788-7900.

Bus Transportation *(Please see "Transportation" for other information)*

Occasionally plans change and parents need to change transportation options. Any changes to busing must be communicated in writing five (5) business days prior to the change. Parents and the 4K Center for Literacy must receive confirmation from Lamers before the change will be made. This is to ensure student safety.

Busing is available to those students who live in an area that receives busing. This is determined on the student's home elementary school attendance area. If you are unsure whether or not you qualify for busing, please contact Lamers Bus Lines directly at (920) 832-8800. Please do not contact the 4K Center for Literacy or the school district.

Parents may select a single pick up spot, and a single drop off spot. The pickup and drop off may be different (i.e. pick up at grandma's in the morning, drop off at home in the afternoon) *provided* both stops are in an eligible busing area. For the safety of the students, the pickup and drop off spot must be consistent every day. Changes to the pickup/drop off spot must be communicated in writing five (5) business days prior to the change.

AM SESSION:

Busses will pick up at neighborhood stops and proceed to the elementary schools. Students will transfer to a shuttle bus at the elementary school.

The shuttle bus will take students to the 4K Center for Literacy.

After school, busses will pick up at the 4K Center for Literacy and bring students to their neighborhood stops.

**Parents are responsible for supervision at the neighborhood stops before the bus picks up in the morning and after the bus drops off after school.*

PM SESSION

Busses will pick up students at their home elementary school and bring them to the 4K Center for Literacy.

After school, buses will bring students from the 4K Center for Literacy back to their home elementary school. Students will transfer to the bus assigned to bring them to their neighborhood stop.

**Parents are responsible for supervision at the elementary school before the bus picks up before school. The elementary schools will be responsible for dismissing students after the bus drops them off after school.*

Calendar

The 4K Center follows the same schedule as the elementary schools. The calendar can be found at <http://www.kimberly.k12.wi.us/parents/calendars/>. The 4K Center for Literacy does not have school on half days or on days where elementary school students are dismissed for parent-teacher conferences. On elementary release days, the 4K morning session will run from 8:45-10:45 am and the afternoon session will run from 11:45-1:45 pm.

Change of Clothing

Messes and toileting accidents are a regular part of most four-year-old's lives. Parents are asked to send a change of underwear and clothing to help the school deal with these issues when they occur.

Child Care Information

As part of a full service educational program, 4 year-old child care is available to parents between 6:30 am and 6:00 pm when children are not in the school program.

Childcare is available before school only, after school only, for a half day (am or pm), or complete wrap-around care. This childcare program is provided by the YMCA and is a 9 month program. Parents in the KASD child care wrap around will be given preference at the YMCA for summer care.

The YMCA interest form is included in the 4K registration packet. Parents interested in childcare should complete and return this form for more information. Contact Stephanie Johnson, Member Service and Child Care Director at the YMCA at 920-830-5704 or stephaniejohnson@ymcafoxcities.org with questions on the child care program.

Classes/Sections

4K classes are offered in the morning and the afternoon. The district will make every effort to accommodate parent requests on morning or afternoon placement; however, due to

space and transportation limitations, not all requests will be honored. Class placements may be impacted by transportation options. The final discretion is up to the principal.

The morning session runs from 8:45 am to 11:30 am

The afternoon session runs from 12:35 pm to 3:20 pm

Curriculum

The 4K curriculum is a “whole child” curriculum that adheres closely to the Wisconsin Model Early Learning Standards (WIMELS). Students in the 4K program will be nurtured academically, behaviorally, socially, and emotionally. The primary focus of the program is to build a solid literacy foundation for students.

The 4K curriculum also includes regular lessons from our guidance counselors. KASD uses the Wisconsin Comprehensive School Counseling Model

http://sspw.dpi.wi.gov/sspw_scguidemodel

According to district Policy 2240: The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences. Please contact the principal if learning content is of concern.

Dress Code

Responsibility for the personal appearance of students enrolled in the Kimberly Area School District shall normally rest with the students themselves and their parents/guardians. Student dress and grooming should not affect the health and safety of students, or disrupt the learning process within the classroom or school.

NO student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activities (e.g., gang-related colors) or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity and/or illegal drugs. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision. This policy is in force during the school day, in school vehicles, and at all school activities.

Drop off/Pick Up

At the beginning of the year families will be asked to designate a single method for getting home each day (bus, walk, parent pick up, etc.) This is to be communicated to the classroom teacher. Any changes to the dismissal should be communicated in writing in advance to the classroom teacher. In case of an emergency last minute change, parents may call the office. For the safety of our students, people picking up as a result of a last minute change may be asked to provide ID. Students may never go home on a bus other than their designated route (please see Transportation).

The safety of our students is our primary concern, so we ask that all adults follow the posted procedures for drop off and pick up. Please refer to transportation procedures on the website.

Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided to a student, the Board established guidelines for students subject to suspension or expulsion. Please refer to policy 5611 for specific information.

Early Childhood

"Early childhood special education" is specially designed instruction to meet the unique needs of 3-5 year old preschool children with a disability. Staff will provide individualized special instruction for young children who are experiencing challenges in their learning and development (delays in the areas of physical, cognition, communication, social/emotional or adaptive development).

Emergency Cards

A blue emergency card is kept on file in school for each student. It is our record of where to reach a parent or family member in case we need to call you, your alternate, your doctor or dentist. When you have a change of address, telephone, etc., please notify your school office so we can make the proper changes. If you are going out of town, please notify the office before you leave with an appropriate emergency contact person. **THIS IS OF THE UTMOST IMPORTANCE FOR THE SAFETY OF YOUR CHILD.**

Field Trips

Educational field trips are taken in the elementary schools from time to time. We will always inform you of our plans for these trips. Permission slips, signed by the parents, are required before the students leave. When sending in money with your child, please put money in a sealed envelope with the following information written on the front: Student's name, homeroom teacher, amount included, and the purpose.

Food

Parents will be asked to send snacks for their children to eat during the school day. KASD encourages parents to make healthy choices to support our goal of student wellness. Teachers and child care providers will take care to ensure that food allergies and intolerances are noted and accommodated appropriately.

Fees

4K charges three (3) fees; one for milk (\$20.25), one for books (\$20) and one for field trips (\$21 – subject to change yearly). One check can be issued for both fees (\$61.25). Your checks should be made payable to the "KASD." Payment can be made at the 4K Center for Literacy office or sent in an envelope with your child.

Fundraising

All fundraising activities will be approved by the building principal. Independent proper notice and written request is required.

Harassment and Bullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment toward a student, whether by other students, staff, or third parties is strictly prohibited including harassment/bullying which occurs on any property or in vehicles owned, leased or used by the schools and will not be tolerated.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these.

The full district policy 5517.01 (Harassment/Bullying and Other Forms of Unacceptable Behavior) may be found at <http://www.kimberly.k12.wi.us/district/district-policies/>
Please take a moment to familiarize yourself with this policy.

Home Elementary Schools

Children will spend a short amount of time in the 4K Center for Literacy. After this initial year of school, most students will attend the elementary school that corresponds to their

residence. Some students in the Early Childhood program will be at the 4K Center for more than one year. <http://www.kimberly.k12.wi.us/media/44893/elemattendareas.pdf> is a resource for parents to use to find their home elementary school.

The 4K Center for Literacy program will include opportunities for students to learn and grow with friends from their neighborhood as well as friends from other parts of the district. There will also be planned activities to help students transition smoothly to 5-year-old kindergarten.

While we will have a parent-teacher group at the 4K Center for Literacy, since most students are only there for one year, parents are encouraged to become involved with the parent-teacher group at their home elementary school.

JAN = Janssen
420 Wallace Street
Combined Locks, WI 54113
920-788-7915

SUN = Sunrise
N9363 Exploration Drive
Appleton, WI 54915
920-954-1822

WDL = Woodland
N9085 North Coop Road
Appleton, WI 54915
920-730-0924

WES = Westside
746 W. Third Street
Kimberly, WI 54136
920-739-3578

Illness or Accident While at School

Ill children should not be sent to school. If your child has had a fever in the last 24 hours do not send him/her to schools. Please arrange alternate care for them when they are sick. Before we send a child home that has become ill, we will contact parent(s) or an "alternate". **Therefore, it is vital that an "alternate" is listed on your child's emergency card in the office.** Your child needs to be picked up promptly.

2014/2015 IMMUNIZATION REQUIREMENTS - We need

2 through 4 years: 4 DPT/DTaP/DT, 3 OPV, 1 MMR, 3 HepB, 1 Varicella*
Grade 5K through 4: 4 DPT/DTaP/DT, 3 OPV, 2 MMR, 3 HepB, 2 Varicella*

*Effective June 1, 2001, the WI Administrative Rule HFS 144 was changed to include varicella vaccine. Parents must provide one of the following to satisfy the compliance:

1. The date of the varicella vaccination; or
2. An indication that the child had chicken pox; or
3. A waiver for health, religious, or personal reasons.

Vaccinations may be received from your family physician. If you have no insurance or limited insurance coverage for immunizations or are on Medical Assistance, or Native

American/Alaskan you may contact Outagamie County at (920) 832-5100 or Calumet County at (920) 849-1432 to schedule an appointment.

If your child will not receive immunizations for health, religious or personal conviction reasons, you will need to complete the waiver form available from your child's school office. When completed, please return to your child's school office. If you waive your child's immunizations, please be aware that in the event of a vaccine preventable disease outbreak, your child may be excluded from school until the outbreak subsides.

Insurance

The Kimberly Area School District does not carry accident insurance for students. Parents do have an option to purchase insurance for their child. Insurance information is sent home prior or at the start of the school year and parents have 10 days to fill out the necessary forms to purchase insurance.

Medication

Medication should be administered to students by their parents/guardians at home whenever possible. If your child requires medication while at school, please refer to APPENDIX A: "Medication" at the back of this handbook.

Notice of Special Education Referral

Upon request, the Kimberly Area School District 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. A referral may be made by contacting:

Tim Fosshage, Director of Pupil Services
Kimberly Area School District
at (920) 788-7900
or by writing
Kimberly Area School District
425 S Washington St
PO Box 159
Combined Locks, WI 54113

Nondiscrimination and Access to Equal Educational Opportunity

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of race, color, religion, national origin, (including limited English proficiency), ancestry, creed, pregnancy, marital status, parental status, sexual orientation, homelessness status, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student program and activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Please refer to APPENDIX B: Policy 2260 for complete information.

Nurses/Health

Most health concerns will be addressed by the 4K Administrative Assistant. For those students with more significant needs, all 504 and IEP requirements will be met.

Open Enrollment

For parents outside of the Kimberly Area School District wishing to have their children attend 4K or other grades in KASD, please visit

<http://www.kimberly.k12.wi.us/parents/open-enrollment/>

Parent Opportunities

The 4K Center for Literacy is a fun place of learning where everyone wants to be. Parents are welcome to visit classrooms, but like all visitors, must check in at the office prior to entering the building.

Parents are an exceptionally important part of a child's education. The 4K Center staff will be communicating through regular newsletters, parent "book" bags, conferences, and various activities throughout the year. Parents are also encouraged to call or email teachers with concerns or questions.

Parent Advisory Committee

4K parents are encouraged to become active members of the Parent Advisory Committee. If you are interested in being a member of the Parent Advisory Committee, please contact Principal Fitzgerald prior to the start of the school year.

Process for Concerns

From time to time, parents have a concern that is difficult to resolve. Please begin by speaking to your child's teachers about all concerns. If the concern is not resolved, please contact the building principal. If that concern is still unresolved, please contact the Assistant Superintendent at 920-788-7900.

For concerns related to child care, please contact the YMCA directly: Stephanie Johnson, Member Service and Child Care Director at the YMCA at 920-830-5704 or stephaniejohnson@ymcafoxcities.org.

For concerns related to bus transportation, please contact Lamers Bus Lines directly at (920) 832-8800.

Registration

The 4K Center for Literacy is the first stop on a child's educational journey in KASD. We encourage you to go to your home elementary school to register; however, registrations for the 4K Center are taken at the district elementary schools or the district office. Registration usually begins in January. For planning purposes (to have enough teachers and space) it is very important that families register early. Parents will need to complete registration papers. Prior to attending school for the first time, parents will be asked and show an original birth certificate. For questions about registration, please contact the secretary at your child's home elementary school.

Reporting of Student Progress

We believe that reporting the progress of your student(s) is a very important process. How the children are doing in school should be well known to the student, the teacher, and you

the parent/guardian. At the elementary level, our district uses “Standards Based Progress Reports” to provide information concerning student progress to students and parents. We encourage you to communicate with your child and the teacher about your child's school life. Talk to your child about the effort they put into their school work each day. Express your satisfaction when they report that they have handed all assignments in on time and when they did their best. Call or write a note to your child's teacher if you have questions. We want the children to become more aware of the progress they are making.

Right to File a Complaint Under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. If parents and students believe their FERPA rights have been violated, they can file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA (Family Educational Rights and Privacy Act and Protection of Pupil Rights Administration). 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 20202-8520.

School Counseling

Our comprehensive school counseling program supports all of our students by involving families, schools, and our community in helping children succeed. We do this through the use of four different program components: classroom curriculum, individual student planning, responsive services, and system support. Classroom curriculum is delivered in a developmental manner to all students with the purpose of increasing student awareness, skill development, and an appreciation of skills needed in everyday life. Individual student planning includes academic support and goal setting. Responsive services are provided as needed in the form of individual and small group counseling, crisis management, conflict resolution, parent contact and referrals. We support our school system through our work with families, students, staff and the community when addressing any concerns surrounding student academic, personal/social, and career development. Please contact your school counselor with any questions or concerns.

School Safety

The home and school can help insure safety by guiding and encouraging the child to follow all safety rules. The police departments aid us in instruction of good safety habits. To help your child, please cooperate with us by teaching him/her to cross the streets only at crosswalks.

Please tell your children never to cross any street to get to your car except at the cross walk or if you are with them. Students are to walk bicycles and scooters/skateboards on school

property. We strongly encourage all students riding bikes to wear helmets and park in designated areas.

Search and Seizure (Student Cubbies)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the policy 5771. Please see APPENDIX C: Search and Seizure (Policy 5771).

Snow Days

If weather conditions dictate that there will be no school, a decision to keep the schools closed is usually made by 6:30 a.m. ANNOUNCEMENTS WILL BE MADE ON THE LOCAL RADIO STATIONS; please tune to the following rather than call school: WAPL-105.7FM, WHBY-1150AM, WKFX-104.9FM, WEMI- 91.9 FM, WGEE-1360 AM, and WOZZ-93.5FM; and the LOCAL TV STATIONS; WBAY-TV2, WFRV-TV5 WGBA-TV26, and WLUK-FOX11.

Once school has started, we do not like to call it off. It is risky sending children out into a snow storm at a time other than the usual school closing time. They may not remember where they were told to go in the event school is closed, or there may not be anyone at home when they arrive there. Should conditions dictate a mid-day closing, advance announcements will be made over the radio stations listed previously. Parents who want their children home are encouraged to come to school and pick them up.

When the outside temperature is 0 degrees, with or without the wind chill, the students will be kept in school.

Student Records

In order to provide appropriate educational services and programming, including child find activities, the District must collect, retain, and use information about individual students. Simultaneously, the District recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Please see Policy 8330 for more information.

Transferring to Another District

Please notify the school as soon as you know you are moving. We ask that you please complete a release of records form which is available in our office. The release of records permits us to send your child's school records to the new school your child will be attending. Please remember to return all school property to us before transferring.

Transportation

The district does not provide transportation to or from the wrap around child care program. Parents taking part in the wrap around child care (6:30am-8:30am & 3:20pm-5:45 pm) are asked to transport their child between school and home.

VISITING SCHOOL

We welcome and encourage parent visitation. All visitors to the building must comply with the following guidelines:

1. Please be sure to sign-in and obtain a visitor's badge in the school office before proceeding to the classroom.
2. Please obtain prior approval from the classroom teacher in scheduling your volunteer or visitation times.
3. Please visit only the classroom where you are scheduled to work/visit. Visiting other rooms can be disruptive to the teaching process.

Parents and other visitors desiring an individual conference shall make an appointment in advance with the teacher. Visitors to classrooms are asked not to disrupt classes in any way or to disturb students. The educational process as directed by the teacher shall not be impeded. Visitors hindering the educational process will be asked to leave the premises. The safety of students and staff in the schools and the continuing function of the educational process are priorities.

VOLUNTEERING

We appreciate the many volunteers who generously give of their time to make our District a better place for children to learn and grow. Without the assistance of our many volunteers, the educational experience of the children of our district would be considerably lessened. It is vitally important that the environment in which our children learn, and in which our employees and volunteers work, is a safe one. For this reason, the District routinely conducts criminal background screenings on its new employees and volunteers.

The District welcomes all those who wish to volunteer in our school and presumes that all interested person are qualified to volunteer. Volunteer service in our District is a privilege, not a right; therefore, there are certain circumstances which may disqualify a person from serving as a volunteer. All chaperones and volunteers working with students are required to consent to a background check. Anyone interested in volunteering must submit a Volunteer Background Check form at least three weeks prior to volunteering. Forms can be obtained in the school office.

Weapons on School Grounds

Weapons on any school site or at any school related event is strictly prohibited. Please refer to policies 3217, 4217, 5772 and 7227 for specific information.

It is recommended that parents familiarize themselves with the following policies (both referenced throughout this document, and in addition to those referenced here):

Personal Communication Devices, Policy 5136

Student Anti-Harassment, Policy 5517

Bullying, Policy 5517.01

Student Hazing, Policy 5516

Student and Employee Use of Alcohol and Other Drugs, Policy 5530

<http://www.kimberly.k12.wi.us/district/district-policies/>

The Kimberly Area School District does not discriminate on the basis of race, color, religion, national origin, (including limited English proficiency), ancestry, creed, pregnancy, marital status, parental status, sexual orientation, homelessness status, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student programs or activities.

APPENDIX A: Medication

Prescription Medications:

1. Medication to be given in school MUST have a Request for Giving Medication at School form completed by a licensed prescriber, at the beginning of each school year. Any change in a medication type, route, dosage, frequency or time requires a new written medication order. Only the school nurse shall receive a telephone order for any change in medication. Please note: No medications will be given without the proper physician order and parent consent on file.
2. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
 - a. name of the student;
 - b. student's date of birth;
 - c. name and signature of the licensed prescriber, and business/emergency telephone numbers;
 - d. name of the prescription drug;
 - e. route, dosage, frequency and time of medication administration;
 - f. the effective dates; (if you would like consent to apply to summer school, please have physician extend "end" date through completion of summer learning sessions (e.g. 8- 30-14).

- g. diagnosis;
 - h. specific directions for administration in a legible format.
3. Information shall be obtained from the licensed prescriber, if appropriate:
- a. any special side effects, contraindications and adverse reactions to be observed;
 - b. other medications being taken by the student;
 - c. an order to discontinue a prescribed medication.
4. Students will take medication at a designated time supervised by authorized personnel.

Non-Prescription Medications:

1. Parent must complete and turn in to the office a Request for Giving Medication at School form.

All medications (both prescription and nonprescription) are to be furnished by the parent/guardian and are to be in an original container with the students name on it. The label on a prescription bottle must include the most up-to-date medication and dosage order.

APPENDIX B: Policy 2260

Nondiscrimination and Access to Equal Educational Opportunity (Policy 2260)

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of race, color, religion, national origin, (including limited English proficiency), ancestry, creed, pregnancy, marital status, parental status, sexual orientation, homelessness status, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student program and activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the District Administrator shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

118.13 Wis. Stats. P.I. 9, 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendments Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act 29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964 42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Student Discrimination Complaint Procedures

If any person believes that the Kimberly Area School District, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act, or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap, he/she may bring forward a complaint in accordance with the procedures outlined below. If the complaint involves alleged improper behavior by the designated

person to whom the complaint is to be filed, the complaint should be filed with the next higher authority listed in the procedure.

Informal Resolution of the Complaint

The District encourages the informal resolution of student discrimination complaints. Any person who believes he/she has a valid basis for complaint is encouraged to discuss the concern with the building principal, who shall in turn investigate the complaint and reply to the complainant in writing within five school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

FORMAL COMPLAINT PROCEDURE

Step 1:

A written statement of complaint shall be prepared by the complainant and signed. This complaint shall be presented to the District Administrator, who serves as the District's Title IX and Section 504 Coordinator and as the District's designated nondiscrimination and equal opportunities compliance officer.

Step 2:

The District Administrator, upon receiving a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. The District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant. A written determination of the complaint shall be made in 10 school/business days unless the parties agree to an extension of the time.

Step 3:

If the complainant is not satisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the School Board. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at the next regular Board meeting or within 15 school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within 10 school/business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the Department of Public Instruction.

Step 4:

If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational opportunity Office, P.O. Box 7841, Madison, WI 53707-

7841. An appeal to the DPI should be in writing and signed. The following information should be included: the reason for the appeal, the facts that make the complainant believe discrimination occurred; and the relief or outcome the complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal. In addition, the complainant may appeal directly to the State Superintendent if the District has not provided written acknowledgement within 45 days of receipt of the complaint or has not made a determination within 90 days of receipt of the written complaint.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the

U.S. Office for Civil Rights – Region V in Chicago.

Chicago Office

Office for Civil Rights

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544

Telephone: 312-730-1560

FAX: 312-730-1576 TDD: 877-521-2172

Email: OCR.Chicago@ed.gov

Complaint Procedure – Special Education

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.

Complaint Procedure – Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Maintenance of Complaint Records

Records shall be kept of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.

5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Adoption Date: 5/13/13

APPENDIX C: Search and Seizure (Policy 5771)

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph.

Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places. The Board directs that the searches may be conducted by the

- District Administrator,
- building principals,
- assistant principals,
- Police Liaison Officer,
- designee.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance. Under no circumstances shall a school official ever conduct a strip search of a student.