



Back to School 2019-2020

Dear Students and Parents:

Welcome Back! It's hard to believe August is here and the start of the 2019-20 school year is just weeks away! We are looking forward to starting the school year filled with many activities revolving around the quality educational programs you will be involved with

Please read the following information and take note of the dates and times regarding registration and the beginning of the school year. Also, don't forget to review the student handbook to refresh your memory on school policies and procedures.

Registration for all students will take place in the High School Commons.

School pictures will be taken in the Middle School Commons on Tuesday and Wednesday, August 6 and 7 during registration

Those who miss registration will have pictures taken at their respective buildings: Winskill will be September 11th, High School/Middle School will be September 10th. Middle School class pictures will be taken September 10

Fee Schedule

| High School/Middle School | | Winskill Elementary | |
|---------------------------|---------------|--------------------------|------------------|
| Towel Fee for Phy Ed— | \$6.00 | Skate Rental | \$2.00 |
| Athletic Participation | | Student Activity Ticket | \$25.00 |
| Towel Fee | \$10.00/sport | (\$75.00 family maximum) | |
| Student Activity Ticket | \$25.00 | Breakfast Meal Price | \$1.40 |
| (\$75.00 family maximum) | | Lunch Meal Price | \$2.85 |
| Breakfast Meal Price | \$1.40 | 1 carton of milk per day | \$27.00/semester |
| Lunch Meal Price | \$3.05 | | \$54.00/year |



Registration

Tuesday, August 6

9:00—12:00; 1:00—7:00 p.m.

Freshman Orientation—7:00 - 8:00 p.m.

(General Session starts in the Auditorium)

Wednesday, August 7

9:00—12:00 ; 1:00—4:00 p.m.

You're invited to an open house



Where: Winskill Elementary

When: Thursday, August 29th from
4:30 p.m.—6:00 p.m.

Student Activity Fee (optional)

The optional Student Activity Fee will be \$25.00/student for the first 3 students in a family and any additional students per family will be free. If this applies to your family and you choose to purchase activity tickets for your students, you will need to purchase them at the High School.

Student Internet/Email, Student Computer/Network Use & Web Page Policy

The Student Internet/Email contract only needs to be filled out by **Freshman** entering the High School or new students to the district. Access to the Internet or computer network will not be allowed without a signed internet contract on file.

Student Rights

Each student has the right to attend school and gain an education as provided by law.

Teaching is the result of continued search for greater insight and constant effort to improve skills and procedures. Teachers affect eternity, one can never tell where their influence stops –all children are not alike. Students come in different sizes and shapes, and they are all individuals. Some need more attention than others. Schools cannot relieve or improve all the conditions that make children fail to learn, **BUT WE TRY.**

WHAT WE EXPECT OF STUDENTS AT SCHOOL:

1. Every student is responsible for his/her own language, manners and behavior as we are all affected by them.
2. Every student has the right not to be threatened by anyone or not have their property damaged or taken.
3. Every student should help in keeping school and grounds free of litter, safe and attractive.
4. We expect students to make a sincere effort to do their best in every class.

Students and Bus Transportation

Students Rights:

1. Students living two miles or more from Lancaster School(s) are eligible to ride the school bus to school. Exceptions may be made for safety conditions and available capacity on school buses. Requests may be made to the district administrator and the transportation committee may determine if area qualifies.
2. The school furnishes transportation for activities.

Student responsibilities:

1. Students eligible to ride on the school bus must recognize they are under the jurisdiction of the bus driver and bus chaperone.
2. Students riding buses are expected to adhere to the behavior guidelines outlined in their student handbooks.
3. Pupils should be aware that any driver distraction is potentially hazardous to their safety.
4. Respect the rights and privileges of others. Being courteous includes **NO** obscene or profane language and being at the pick-up point when the bus arrives.
5. Pupils must be aware that they are responsible for their actions and behavior. The consequences of unacceptable behavior should be clearly understood and realize that school bus transportation can be denied if students do not conduct themselves properly.
6. Pupils and parents need to be aware of and abide by reasonable regulations to enhance safety.

Parent/Guardian: Your help is needed regarding bus rules and regulations: Please encourage children to abide by them.

Bus Routes: Bus lists will be available at each school during registration. Parents of Early Childhood Education and 4K students riding the bus will be notified of their child's assignment to A.M. or P.M. classes and bus arrangements.

At Risk

"Children At-Risk" means dropouts, pupils who have been absent from school without acceptable excuses, pupils who are parents and pupils who have been adjudicated delinquent, who are also one or more years behind their age group in the number of credits attained or in basic skill levels.

All "At-Risk" children enrolled in the district shall have access to a program for "Children At-Risk." Upon request, an individualized program shall be developed. Programs shall be private, nonprofit, nonsectarian agencies located in the school district.

Mandatory Reporting

For certain persons, who see children whom they suspect have been abused, neglected or assaulted, Wisconsin law requires that they *must* report their suspicions or face a penalty themselves. Persons that are required to report include school social workers, speech therapists, nurses, psychologists, guidance counselors, teachers and administrators. It is not the duty of the Lancaster staff to investigate such incidents or make a determination as to whether the abuse, neglect, or assault actually occurred; a reasonable cause to suspect is all that is required.

Student Accident Insurance

The Board of Education does provide athletic and student accident insurance. Parents are advised that if they want separate accident coverage they should contact their own agent regarding the same. This coverage is secondary to family policy. This insurance is purchased from Student Assurance Services, Inc. Filing of claims is the parent's responsibility. Please be advised that the coverage the school district is purchasing is a supplement to your family health insurance.

Equal Educational Opportunities

The School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular or extracurricular, student services, recreational and other programs or activities shall not be abridged or impaired because of the student's sex, race, national origin, religion, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

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

The AMERICANS WITH DISABILITIES ACT offers comprehensive protections for individuals with disabilities. The school district, in its commitment to the practice of nondiscrimination, is in the process of evaluating its services, programs, and activities and policies for nondiscrimination on the basis of disability. If you are a disabled individual, represent an individual with disabilities, or are otherwise interested in this process, please contact Rob Wagner at the school district office for more information.

Notice To Employees and Public: AHERA Regulations - Asbestos Hazard Response Act

Under State and Federal Law, notice is hereby given to students, parents, guardians, residents and others, that Lancaster Schools has been fully inspected for Asbestos Containing Materials. It is further noted that no friable Asbestos Containing Materials were found.

It is also noted that inspection and sampling procedures indicated there is only non-friable floor tile in our school building. A schedule for removing the tile before it becomes friable and in a cost effective manner and timing has been developed.

Lancaster has implemented a surveillance program for monitoring the non-friable asbestos that will take place every 6 months with a full inspection and sampling every three (3) years. Notification of this condition will be made every year. Public notice will be given before any response action takes place, such as tile removal.

A complete copy of Asbestos Hazard Emergency Response Act Management Plan for Lancaster Community School District is available for inspection in the district office and/or the school building offices.

Notification of Nondiscrimination Policy: State and Federal Combined

It is the policy of the Lancaster Community School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, national origin, religion, color ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Lancaster Community School District. Any questions concerning this policy should be directed to: Rob Wagner, 925 West Maple Street, Lancaster, WI 53813 (608) 723-2175. Any questions concerning this policy relative to discrimination on the basis of handicap, should be directed to: Neil Campbell, Director of Special Education, Lancaster Community School District, 861 West Maple Street, Lancaster, WI 53813 (608) 723-4066.

Notice of Child Find Activity

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 from high school to determine whether a special education referral is appropriate. A request may be made by contacting Neil Campbell, Director of Special Education, Lancaster Community School District, at 608.723.2175, ext 107, or by writing him at Winskill Elementary School, 861 West Maple Street, Lancaster, WI 53813.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision are checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screenings will be offered each year for children between the ages of three and four years old. Watch for the dates that will be posted at Winskill Elementary and will appear in the local newspaper.

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 report the 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. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of the child residing in the Lancaster Community School District may be to Neil Campbell at the school district address listed above.

The school district maintains pupil records, including information from screening and special education referrals. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

“Progress records” include grades, courses the child has taken, the child’s attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

“Behavioral records” include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil’s behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers’ records, and other pupil records that are not “progress records.” Law enforcement officers’ records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child’s parents, the school district destroys the information that is no longer needed.

“Directory data” includes the 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 most recently previously attended by the student.

“Pupil physical health records” include basic health information about a pupil, including the pupil’s immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil’s ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil’s physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age (“eligible students”) the following rights with respect to education records:

The right to inspect and review the student’s education records within 45 days of receipt of the request. Parents of eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Lancaster Community School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information in the student’s education records except the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person em-

ployed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses “directory data: without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

Immunizations required by Age/Grade Level

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

| Age/Grade | Number of Doses |
|-------------------------------|---|
| Pre-K (ages 2 through 4 years | 4DTP/DTaP/DT12, 3 Polio, 1 MMR, 3 Hep B, 1 Varicella |
| Kindergarten thru Grade 5.... | 4DTP/DTaP/DT/Td, 4 Polio, 3 HepB, 2 MMR, 2 Varicella |
| Grades 6 thru 12..... | 4DTP/DTaP/DT/Td, 1Tdap, 4 Polio, 3 HepB, 2 MMR, 2 Varicella |

National School Lunch Program and Special Milk Program

RELEASE STATEMENT

The Lancaster Community School District today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program or milk for split-session students served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals or free milk if a split-session student does not have access to the school lunch or breakfast service.

INCOME GUIDELINES

July 1, 2019 through June 30, 2020

Eligibility determination is based on household size and income. Total income must be at or below the amounts listed on the following table.

Household

| Size | Yearly | Monthly | Twice per Per month | Bi-weekly every 2 weeks | Weekly |
|----------|---------|---------|------------------------|----------------------------|--------|
| 1 | 23,107 | 1,926 | 963 | 889 | 445 |
| 2 | 31,284 | 2,607 | 1,304 | 1,204 | 602 |
| 3 | 39,461 | 3,289 | 1,645 | 1,518 | 759 |
| 4 | 47,638 | 3,970 | 1,985 | 1,833 | 917 |
| 5 | 55,815 | 4,652 | 2,326 | 2,147 | 1,074 |
| 6 | 63,992 | 5,333 | 2,667 | 2,462 | 1,231 |
| 7 | 72,169 | 6,015 | 3,008 | 2,776 | 1,388 |
| 8 | 80,346 | 6,696 | 3,348 | 3,091 | 1,546 |
| 9 | 88,523 | 7,378 | 3,689 | 3,406 | 1,704 |
| 10 | 96,700 | 8,060 | 4,030 | 3,721 | 1,862 |
| 11 | 104,877 | 8,742 | 4,371 | 4,036 | 2,020 |
| 12 | 113,054 | 9,424 | 4,712 | 4,351 | 2,178 |
| For each | 8,177 | 682 | 341 | 315 | 158 |

Additional household member, add

Application forms have been sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the household member and the FoodShare, FDPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy Mark Uppena, Principal and Leah Whitford, Principal will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: **Mr. Rob J. Wagner, District Administrator, 925 West Maple Street, Lancaster, WI 53813 (608) 723-2175, Ext. 404**. If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time. Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with

foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.

Non-discrimination Statement: The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Any questions regarding the application should be directed to the determining official.

*Delete the references to the Breakfast Program or the Split-session Special Milk Program if you do not offer these programs.