

## HARTLAND/LAKESIDE SCHOOL DISTRICT - ANNUAL NOTICES

*Changing the face of Education*

[www.hartlake.org](http://www.hartlake.org) ● 800 E. North Shore Drive, Hartland, WI 53029 ● (262) 369-6746

### **Non-Discrimination Statement:**

It is the policy of the Hartland/Lakeside School District that no person may be denied admission to any public school or employment in this district or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13(P.I.9.04), Wisconsin Statutes. 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 and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the Hartland/Lakeside School District.

Any questions regarding this policy should be directed to:

Glenn Schilling, Superintendent Hartland/Lakeside School District 800 E. North Shore Drive, Hartland, WI 53029 (262) 369-3646

Department of Public Instruction 125 South Webster Street Madison, WI 53702 1-800-441-4563 Office of Civil Rights Chicago, IL 1-312-886-8434

### **Student Directory Data**

Wisconsin State Statutes provide that some public information may be disclosed if the school has given public notice of the categories of information which it has designated as Directory Data with respect to each pupil and has allowed a reasonable time for parents or legal guardian of any pupil to inform the school that the Directory Data information may not be released.

FERPA (Family Educational Rights and Privacy Act) permits school districts to disclose directory information pertaining to students as provided under FERPA and the Wisconsin pupil records law. Directory information can be disclosed without prior written consent either in school publications or to outside organization.

Two federal laws require the Hartland/Lakeside School District to provide military recruiters, upon request, with three directory information categories - names, address, and telephone listings - unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

NOTICE IS HEREBY GIVEN that the Hartland/Lakeside School District has designated the following types of information pertaining to students to be "directory information" which will be made publicly available:

- Student's name
- Grade
- Participation in officially recognized activities
- Degrees and awards received
- Student's date of attendance
- Student's photographs

Any parent, guardian, or guardian ad litem of a student or any eligible student may notify the District within 14 days of publication of this notice that all or part of the directory data may not be released without the prior consent of the parent, guardian, guardian ad litem, or eligible student. Please be aware that exclusion could restrict your child's name from recognition publications. (*School Board Policy 347*) All questions or requests should be sent to Michele Davis at [mdavis@hartlake.org](mailto:mdavis@hartlake.org)

### **Notice of Rights**

#### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have been transferred are "eligible students". (*School Board Policies 347 & 411*)

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Hartland/Lakeside 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 as requested by the parent or eligible student, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personal identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records to the following parties or under the following conditions:
  - school officials with a legitimate educational interest;
  - other schools to which a student is transferring;
  - specified officials for audit or evaluation purposes;
  - appropriate parties in connection with financial aid to a student;
  - organizations conducting certain studies for or on behalf of the school;
  - accrediting organizations
  - to comply with a judicial order or lawfully issued subpoena;
  - appropriate officials in cases of health and safety emergencies; and
  - state and local authorities, within a juvenile justice system, pursuant to Wisconsin law

School officials with legitimate educational interests are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.

4. 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, SW
  - Washington, DC 20202-4605

The Hartland/Lakeside School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts 3 and 4 year old screenings each year and consults on a yearly basis with private schools in the Hartland/Lakeside School District attendance area. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records 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 or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(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 Hartland/Lakeside 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 to 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 employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (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.

**Special Education Referral & Evaluation Procedures**

Upon request, the Hartland/Lakeside 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 Susan Allard, Hartland/Lakeside School District, 262-369-6700, [sallard@hartlake.org](mailto:sallard@hartlake.org) or by writing her at 800 E North Shore Drive, Hartland, WI 53029.

**Section 504/ADA**

Section (§) 504 of the *Rehabilitation Act* and the *Americans With Disabilities Act (ADA)* are federal laws that prohibit discrimination against persons with a disability in any service, program or activity of Hartland/Lakeside School District.

**§504 and the ADA define a person with a disability as an individual who**

<p>1) has a physical or mental impairment that substantially limits one or more major life activities (e.g., learning, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, and working);</p>	<p><i>Students who qualify under criterion 1 are eligible for a Section 504 plan that would identify accommodations deemed necessary to ensure that he/she would have equal access to educational opportunities.</i></p>
<p>2) has a record of such an impairment; or</p>	<p><i>Those eligible under criteria 2 or 3 are protected from disability-based discrimination under Section 504 but are not entitled to an accommodation plan</i></p>
<p>3) is regarded as having such an impairment.</p>	

In order to fulfill its obligations under §504 and ADA, Hartland/Lakeside School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in Hartland/Lakeside School District.

Hartland/Lakeside School District has specific responsibilities under §504 that include the obligation to identify, to evaluate and, if the child or student is determined to be qualified, to afford access to appropriate educational services.

If the parent or legal guardian disagrees with the determination made by the professional, he or she has the right to file a grievance with Hartland/Lakeside School District, have a hearing with an impartial hearing officer, or submit a complaint to the U.S. Department of Education, Office for Civil Rights, which enforces §504 and Title II.

If there is a question or need for additional information regarding these laws, please contact Susan Allard, Hartland/Lakeside School District, 262-369-6700, [sallard@hartlake.org](mailto:sallard@hartlake.org) or by writing her at 800 E North Shore Drive, Hartland, WI 53029.

### **Notice to Parents Regarding Limited English Proficient Students**

Districts and schools using Title III funds must notify parents of the following:

- The reasons for identifying the child as limited English proficient and for placing the child in a language instruction education program for LEP students.
- The child's level of English proficiency, including how the level was assessed and the status of the child's academic achievement.
- The instructional methods to be used in the program in which the child is participating or might be assigned to and a description of all language programs that differ in content, use of English, and native language.
- How the program will meet the educational strengths and needs of the child.
- How the program will help the child learn English and meet age-appropriate academic achievement standards.
- Specific exit requirements of the program, including when the transition will take place. Secondary schools also inform parents of the child's expected date of graduation.
- For children with a disability, how the program will meet the objectives of an individual education program (IEP).

The notification must include written guidance that explains the following:

- The parent's right to have his or her child removed, immediately upon request, from the language instruction program.
- The other possible programs or methods of instruction available and the parent's option to decline enrolling his or her child.
- How parents will receive assistance in selecting another program or method if one is offered by the district.

School districts are also required to notify parents of LEP children participating in a Title III program if the program is failing to help the child make progress on annual measurable achievement objectives. This notice must be provided no later than 30 days after the failure occurs and, as with all notices, must be in an understandable and uniform format and, to the extent practicable, in the language parents can understand.

A child may not be admitted to or excluded from any federally assisted education program on the basis of a surname or language minority status. (*School Board Policy 352*)

### **Compulsory Student Attendance**

The Board of Education of the Hartland/Lakeside School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and future employment. If student learning and growth are to take place, parents, students and school personnel must recognize their responsibilities to assure regular school attendance. (*School Board Policy 431*)

Wisconsin Statutes 118.15 and 118.16 require school attendance of a child ages six to eighteen unless that child: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having the control of such a child shall require him/her to attend school regularly during the full period hours that school is in session.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school administration to determine whether the absence is excused or not acceptable, which could lead to a determination of truancy. If contact from the child's parent/guardian has not been received, a call to inquire about the child's well-being will be made by school staff.

The Board of Education considers the following as excused absences:

1. Illness - mental or physical. The school principal or designee may request the parent or guardian of the child to obtain a written statement from an authorized health care provider such as: a physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner as defined in s. 255.06 (1)(d).
2. Family emergency or crisis.
3. Attendance at the funeral of relative or friend.
4. Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended. Verification of appointments may be required under the same conditions as set forth in paragraph 1, above.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for a student to accompany their parent or guardian on a vacation, which cannot be scheduled when school is not in session. Prior to leaving on vacation, a parent or guardian shall notify the school administration in writing of the pending absence.
6. Attendance at special events of educational value as approved by the school administration.
7. Attendance at religious holidays or religious instruction.

### **Tardy:**

Fostering student punctuality is a shared responsibility between parents and the school. It is an important factor in the individual student's character development and future success in postsecondary educational and career opportunities. Student tardiness is disruptive to the teacher and other students in the classroom, as well as detrimental to the individual student's educational progress. Students tardy to school in the morning need to sign in at the main office. Chronic tardiness may result in disciplinary action at the intermediate level.

### **Habitual Truancy:**

A student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester is considered a habitual truant. WI Statutes, Section 118.16(1)(a)

### **Process:**

- If a student is absent eight (8) cumulative days in a school year, a letter will be sent home notifying the parent/guardian that their child is approaching the district limit of ten (10) excused or unexcused absences.
- When a student reaches ten (10) excused or unexcused cumulative absences in a school year, a letter will be sent home notifying the parent/guardian that all future absences will need a written excuse from an authorized healthcare provider to be considered excused. Absences that do not have a written note from a doctor will be considered unexcused unless approved by an administrator.
- If a student continues to be absent after the 10 (ten) day notification letter, the principal or another designated person will make contact with the parent to determine if there are extenuating circumstances and to offer additional support if needed in getting their child to school.
- If a plan is agreed upon, and the student is attending school regularly, the principal or another designated person will continue to meet with the student to ensure continued success with school attendance.

When a student reaches ten (10) excused or unexcused cumulative absences, each subsequent absence without a doctor's note or administrative approval is considered unexcused. Once the student reaches a total of five (5) unexcused absences they may be referred to a Waukesha County agency determined by the Principal and other interested parties. The agencies may include Agree To Succeed (mediation) or a Truancy referral.

### **School Performance Data on WINSS - "No Child Left Behind Act"**

In accordance with the "No Child Left Behind Act", detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and more can be accessed on the DPI WINSS website. To find test results for the Hartland/Lakeside School District visit our district website at <http://hartlake.org/5580-2>. To find other data on WINSS, click on the Data Analysis logo on the upper right side of the page. If you do not have home Web access, Hartland/Lakeside sponsors community computers, which are open to all community members. For tips on how to use the Data Analysis Section of WINSS go to <http://www.dpi.state.wi.us/sig/usetipsdata.html>

### **2016-17 Student Academic Standards**

The Hartland/Lakeside School District has established K-8 student academic standards/learning targets in reading, writing, mathematics, science, geography, and history. The standards/learning targets in reading, writing, and mathematics align with the *Common Core State Standards* formerly adapted to Wisconsin by the Department of Public Instruction. The science learning targets reflect *Next Generation Science Standards*, while the geography and history standards align with *Wisconsin Academic Standards*.

The Hartland/Lakeside 2016-17 Student Academic Standards/learning targets can be found on the district website at <http://hartlake.org/assistant-superintendent-of-curriculum>

### **School Accountability**

The Wisconsin Department of Public Instruction (DPI) issues a School Report Card and a District Report Card for every public school and district in Wisconsin. These Report Cards help parents and educators understand how their school is doing, as well as where it can improve to help all children learn. The most recent School Report Card information available for the Hartland/Lakeside School District is for the 2013-2014 school year and can be found by visiting <http://hartlake.org/5580-2>. The Hartland/Lakeside School District received the following scores:

Hartland/Lakeside District – 79.4 – Exceeds Expectations

Hartland Fine Arts Leadership Academy – Alternate Rating – Satisfactory Progress (this score is a reflection that data was not available due to timing of the school opening)

Hartland North – 75.3 – Exceeds Expectations

Hartland School of Community Learning – 78.4 – Exceeds Expectations

Hartland South Elementary – 82.1 – Exceeds Expectations

LIFE Charter – 80.7 – Exceeds Expectations  
North Shore Middle School – 80.4 – Exceeds Expectations

*In 2015-2016 the Department of Public Instruction specifically prohibited by state law publication of a 2014-2015 accountability report for schools. There has not been a Department of Public Instruction accountability report card since the 2013-2014 school year.*

*There is no School Report Card information available on other independent Charter Schools, or K-8 Elementary private schools participating in a private choice program located within the Hartland/Lakeside School District boundaries at this time.*

### **Educational Options**

Children who reside in the Hartland/Lakeside School District have the following educational options:

- Attendance at public schools
- Attendance at private schools participating in the Wisconsin Private School Choice Program
- For the 2016-2017 school year, there are currently no private schools located within the Hartland/Lakeside School District that are participating in the Private School Choice Program.
- Attendance at charter schools
- For the 2016-2017 school year, there are currently no independent charter schools located within the Hartland/Lakeside School District.
- Attendance at virtual schools
- For the 2016-2017 school year, there are currently no virtual schools located within the Hartland/Lakeside School District
- Full-time open enrollment; and
- Options for pupils enrolled in a home-based private educational program including, interscholastic athletics and extracurricular activities

Parents of children with disabilities are able to participate in the Special Needs Scholarship Program (SNSP) that allows a student with a disability meeting specified eligibility requirements to receive a scholarship from the Department of Public Instruction in order to attend participating private schools. The program is in effect for the 2016-2017 school year. More information regarding this program as well as a list of participating private schools can be found on the DPI website- <http://dpi.wi.gov/sms/special-needs-scholarship>

### **Latex in School**

Individuals with allergies to latex rubber products can potentially experience an allergic reaction to latex that is life threatening and/or result in permanent damage to the individual. In a school setting, latex typically is used in latex balloons for classroom parties and school celebrations, as well as latex rubber gloves that are used in health rooms and kitchens.

For these reasons, the District will be using vinyl gloves instead of latex gloves in health rooms and food service areas. Rubber latex balloons can no longer be on the premises. Balloons made out of Mylar materials are still permissible.

### **Human Growth and Development**

The Hartland/Lakeside School District has a Human Growth and Development curriculum appropriate for each child's grade level. Curriculum outlines will be available at the annual open house at each school or by stopping by the District office. 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. Students exempted from human growth and development instruction will still receive instruction in the 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 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. (*Wisconsin State Statute 118.01(2), 118.19(3)*)

### **Student Locker Searches**

Hartland/Lakeside students have lockers and desks provided for their convenience. At no time does the district relinquish exclusive control of these lockers (and desks) to students. Periodic general inspection of lockers (and desks) may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Locker privileges may be revoked or refused at any time. The search may be conducted by the building principal, Superintendent, assistant principal, guidance counselor, a police-school liaison officer or law enforcement or other agency official at the request or in conjunction with school authorities. (*School Board Policy 446*)

### **No Social Promotion**

The Hartland/Lakeside School District assures that no student will be advanced from 4<sup>th</sup> to 5<sup>th</sup> grade or from 8<sup>th</sup> to 9<sup>th</sup> grade unless specific criteria are met. The criteria are designed to improve student and teacher accountability for students progressing through the school system to insure a meaningful and profitable educational experience. To insure comprehensive assessment and fairness there shall be multiple elements utilized in making these decisions. These criteria shall include: scores on the Wisconsin Knowledge and Concepts Examination; pupil academic performance; teacher recommendations; and other criteria that the Board may deem relevant. Multiple measures ensure a broader look at student achievement, creating a clear picture of a student's strengths. (*School Board Policy 434*)

### **Equal Educational Opportunities**

It is the policy of the Hartland/Lakeside Jt. No. 3 School District that no person may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, as required by Section 118.13 of the State Statutes. This policy also prohibits discrimination as defined by Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the American with Disabilities Act, regardless of the nature or severity of the handicap or disability. 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.

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 accommodations shall be made in writing and approved by the building principal. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of this policy in the Hartland/Lakeside Jt. No. 3 School District. (*School Board Polices 342.8 & 411*)

Any questions concerning this policy should be directed to: Hartland/Lakeside Jt. No. 3 School District, Attn: Michele Davis, 800 North Shore Drive, Hartland, WI 53029-2713, 262-369-6746.

### **Homeless Children** (*School Board Policy 390*)

The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons (sometimes referred to as double-up); living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement. (*School Board Policy 390*)
- Children and youth who have a primary nighttime residence that is a park or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, but or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Hartland/ Lakeside Schools provides the following assurances to parents of homeless children:

- The local district staff person (liaison) for homeless children is the district guidance counselor, Heather Whelan.
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21) including unaccompanied youth shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin shall be possible. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why a homeless child is placed other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.



- Meaningful opportunities for parents to participate in the education of their child(ren). These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

### **Student Use of Electronic Devices**

The Hartland/Lakeside School District allows students to use personal wireless electronic communication devices before, during, and after school. All personal wireless devices have the potential for increasing learning. Therefore, such devices may only be used in the classroom at the discretion of the classroom teacher. During instructional hours personal wireless devices must only be used for educational purposes. Students who choose to bring a personal wireless electronic communication device to school do so of their own accord. Items stolen, damaged, or lost are not the responsibility of the Hartland/Lakeside School District. Personal Electronic Communication Recording Capabilities: Personal electronic communication devices may not be used in locker rooms, restrooms, or any other location where privacy is expected, except in the case of an emergency. Students shall not use a personal electronic communication device, or any other device, to capture images, or video of confidential materials (i.e. testing materials, personal information). (*Wisconsin State Statute 118.258(2)*) (*School Board Policy 443.5*)

### **School Closings**

In case of unplanned school closings, informational messages will be sent through the district automated School Messenger system by contacting home, work or cell phone numbers as designated by families. Please also see our website for closing or watch local television or listen to the radio for announcements when bad weather forces school delays, cancellations, or early dismissal. Announcements may list the Hartland/Lakeside School District or may state Arrowhead Area Schools. **Arrowhead Area Schools includes all Hartland/Lakeside schools.** Also, each family should complete the Emergency School Closing Information Form that will be on file at the school giving directions as to where your child(ren) should go in the event of an unexpected early dismissal.

### **Drug Free Schools**

Pursuant to the Drug Free Schools and Community Act Amendment of 1989, the Hartland/Lakeside School District is committed to maintaining a drug free school environment for all students. Accordingly, in order to protect the health, welfare, and safety of students, the district requires that students attend school free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance not taken under medical prescription and the supervision. Students shall not possess, use, dispense, distribute, unlawfully manufacture, or be under the influence of controlled substances, illicit drugs, alcohol, or drug paraphernalia anywhere on school premises or at any school related activity. Compliance with this policy is mandatory and is an absolute requirement for student participation in the Hartland/Lakeside Schools. (*School Board Policy 522.1*)

### **Meningococcal Disease Information**

Information about meningococcal disease, including (a) the causes and symptoms of the disease, (b) how it is spread, and (c) how to obtain additional information about the disease and the availability, effectiveness, and risks of vaccinations against the disease will be available at North Shore Middle School, or by calling the school nurse.

### **Student Transportation**

The Hartland/Lakeside School District shall provide transportation through the Arrowhead District Transportation Cooperative (ADTC) for all regularly enrolled students whose eligibility shall be determined by meeting the following conditions:

1. Who reside more than two (2) miles by the most usually traveled and direct route.
2. Students with exceptional educational needs as defined in State Statute 115.76(3).
3. Private school students who are residents of the District in accordance with State Statute 121.54(2).
4. Hazardous conditions as defined by State Statute 121.54(9)(a).

It is the policy of the Arrowhead District Transportation Cooperative (ADTC) to provide safe, regular, and economic transportation services in compliance with the laws of the State of Wisconsin and the regulations of the Department of Public Instruction and the Department of Transportation relating to student safety and transportation. Food is not permitted to be eaten on the bus.

The use of video cameras on buses is authorized for the express purpose of maintaining order, preventing vandalism or other illegal activities and ensuring that all students have a safe and positive experience while riding on the bus.

The district recognizes the confidentiality of student records pursuant to Wisconsin and federal law. The district further recognizes that any videotapes created are student records and subject to the protection of Wisconsin and federal pupil records laws. As pupil records, these videotapes are confidential and disclosure or review is limited to those persons authorized by law to inspect pupil records. (*School Board Policy 750*)

### **Hartland/Lakeside Bullying Policy**

The Hartland/Lakeside School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school busses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process in accordance with Wisconsin Act 309.

#### **Definitions:**

Bullying is any deliberate or intentional behavior (words or actions) that involves an imbalance of power, intent to harm, threaten, intimidate, or humiliate. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, color, national origin, race religion, gender, gender identity/expression, sexual orientation, physical attributes, physical or mental ability or disability, social or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting, kicking, theft)
- Verbal (e.g., threatening or intimidating language, name-calling, racist remarks.)
- Psychological (e.g. spreading cruel rumors, social exclusion, isolation, manipulating social relationships, extortion or intimidation, and electronic aggression commonly referred to as cyber bullying)
- Cyber bullying includes, but is not limited to the use of e-mail, instant messages, text messages, digital pictures or images, cell phones, or website postings to threaten, harass or intimidate the victim.
- Between students and students, students and adults, or adults and adults.

#### **Bullying Roles:**

Those roles include the ones who bully, those who are bullied, and bystanders. Bystanders are those aware of bullying behavior. Bystanders who join, encourage, or ignore bullying are considered to be in violation of this policy.

#### **Reporting Procedures:**

Bullying acts, observed or experienced, by students, staff, and volunteers must be formally reported to an administrator as soon as possible, preferably within 24 hours. Each building principal will establish a confidential reporting procedure. Each person concerned about bullying shall be given an opportunity to report the incident either verbally or in writing. All reports shall be taken seriously and clearly documented. **There shall be no retaliation against individuals making such reports.**

#### **Investigative Response and Support:**

The person assigned by the administrator to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are victims(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Based on the findings of the investigation, the administrator will determine appropriate interventions that may be implemented, such as:

#### **For those bullied:**

- An opportunity to meet with a staff member (principal, teacher, mentor, counselor, or other staff member chosen by the student)
- Develop a safety plan (where appropriate)
- Inform parents/guardians
- Offer ongoing support and resources to develop self-confidence
- Inform other staff members, as needed
- Report incident to the Hartland Police Department

#### **For those who bully:**

- An opportunity to meet with a staff member (principal, teacher, mentor, counselor, or other staff member chosen by the student)
- Identify the bullying behavior and develop a plan to change the behavior
- Develop a plan for appropriate consequences
- Inform parents/guardians
- Offer ongoing support and resources to assess needed behavior change
- Report incident to the Hartland Police Department

**For those who witness bullying, as needed:**

- An opportunity to meet with a staff member (principal, teacher, mentor, counselor, or other staff member chosen by the student)
- Education regarding the importance of reporting the impact of bullying on all involved
- Provide support for safety from retaliation
- Report incident to the Hartland Police Department

**Preventative Measures:**

All staff, including volunteers, shall review the definitions, prevention, and intervention strategies of this policy yearly. Each school principal will develop an anti-bully plan. The plan must include preventative procedures, training for staff and students, methods for staff intervention, procedures for students and parents to report bullying and specific action/consequences for bullying acts. This plan will be communicated to students, parents, and the district. The training should be included in an orientation for all new staff and volunteers. The district will utilize only evidence-based curriculum in any prevention curriculum in each elementary and middle school.

**Sanctions and Supports:**

If it is determined that students participated in bullying behavior as a bully or bystander, or retaliated against anyone due to the reporting of bullying behavior, the administration and school board may take disciplinary action up to and including: school activity restrictions, detention, in and out of school suspension, expulsion, and/or referral to law enforcement officials for further investigation, possible fines or legal action. Pupil services staff will provide support for the identified victim(s).

**Use Of Surveillance Cameras**

It is the policy of the Hartland/Lakeside School District to provide a safe and healthy environment for all persons on its premises or attending any of its functions or activities. To ensure this objective, the Board authorizes the use of video surveillance/ electronic monitoring equipment at various sites throughout the District.

The Director of Buildings and Grounds will work with the District Administrator in determining where to install and operate fixed-location video surveillance/electronic monitoring equipment that is to be used on an ongoing and regular basis in the District. Such equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, libraries, cafeterias), the school parking lots, and other outdoor areas, and shall not be used in any restrooms, locker rooms or changing areas. Although this policy is not intended to otherwise directly address the use of electronic monitoring equipment on contracted school buses, the District Administrator may approve the contractor's operation of such equipment on contracted buses.

The media captured or transmitted by District-authorized video surveillance/ electronic monitoring equipment will not be regularly and comprehensively monitored by employees or agents of the District on a real-time basis.

As directed by the District Administrator or as determined by the Director of Buildings and Grounds in consultation with site administrators, notices may be placed at the main entrances to buildings and facilities that are regularly using video surveillance/electronic monitoring equipment and at other locations to notify people that their actions/behavior may be monitored and/or recorded.

The video surveillance/electronic monitoring equipment that the District uses on an ongoing and regular basis will not be set to record or transmit audio. To the extent there is a request or proposal to record or transmit audio in connection with any special and limited security-related operation in the District, such use must be expressly approved in advance by the District Administrator, who shall first take steps to verify that the proposed audio-recording activity is consistent with applicable legal restrictions.

Subject to state and federal law and Board policy and regulations:

1. Information obtained from video surveillance/electronic monitoring equipment may be used to support the safe and orderly operation of the District's schools and facilities, including use for law enforcement purposes when appropriate; and
2. Recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in disciplinary proceedings, administrative proceedings, or other legal proceedings.

The District Administrator, buildings principals, and the District's Director of Technology shall be the primary individuals who have authority to access and view images or other media captured by the District's video surveillance/electronic monitoring equipment. These primary authorized individuals may approve other staff members or persons who are performing an institutional function on behalf of the District to access/view such media, with any restrictions/limitations that

are appropriate to the specific circumstance. No person may access or view such media unless they have obtained express approval and have a legitimate purpose for doing so.

The District Administrator or his/her administrative designee shall establish protocols for the proper retention of media captured by or from District-controlled video surveillance/electronic monitoring equipment. The protocols shall be consistent with the District's records retention obligations and schedules. The protocols shall also differentiate between (1) recordings that are not accessed or reviewed for a specific purpose, which shall be retained for no less than 60 days prior to being deleted or purged; and (2) recordings that are accessed or reviewed for a specific purpose or that otherwise become subject to a litigation hold, specific records request, subpoena, or similar situation. Until such recorded media is deleted or purged at an appropriate time, the District shall maintain at least one copy of the media that remains unaltered and unedited.

All third-party requests to view, access, or obtain copies of images or other media captured by video surveillance/electronic monitoring equipment, including requests from law enforcement personnel, shall be handled via established procedures for responding to requests for access to District records, including (but not limited to) procedures for requests related to personally-identifiable pupil records, personnel records, and general public records.

Any student who takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment (including altering its viewing angle or changing its field of view) shall be subject to possible disciplinary action up to and including expulsion.

A District employee shall be subject to possible disciplinary action, up to and including termination, if he/she (1) without express administrative authorization, takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment, or (2) uses video surveillance/electronic monitoring equipment or recordings without authorization or in a manner that is inconsistent with applicable law or this or any other Board policy or regulation.

This policy does not address or cover instances where school officials or designee record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where, with appropriate authorization, a classroom or school activity is videotaped for educational, instructional, or research purposes.

Video surveillance may be granted to law enforcement in the case of immediate emergency situations as authorized by the Superintendent or designee. (*Board Policy 732*)

### **Disclosure and Public Reporting**

This policy shall be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bully policy.

A periodic summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

### **Harassment**

Student harassment, including sexual harassment, in the school setting is prohibited by law. For this reason and for the benefit of the district, its employees, students and School Board members, the Hartland/Lakeside Jt. No. 3 School District prohibits student harassment. Any student, employee, or other individual engaged in the operation of the programs and activities of the district, including volunteers, whose conduct violates this policy, shall be appropriately disciplined.

Students who feel they are being harassed or teased for any reason, including but not limited to sex, ethnic origin, or handicap should contact their homeroom teacher to discuss their complaint. (*School Board Policy 411.1*)

### **Right to Receive Teacher Information**

Federal law requires that the Hartland/Lakeside School District share with you the qualifications of teachers in this school district. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers in the Hartland/Lakeside School District have at least a bachelor's degree, and the majority have advanced degrees. In addition, all of the teachers in this school district are fully licensed for their assignments. If you want to see the state qualification for your child's teacher you may call the District office at 262-369-6746 or find it on the DPI website at [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html).

**Asbestos**

As a result of the Asbestos Hazard Emergency Response Act, (AHERA), every school was required to complete a comprehensive asbestos inspection and develop a management plan for all asbestos-containing building materials, (ACBM) present within the school district. In an effort to comply with this regulation, the school district had all buildings initially inspected by an Environmental Protection Agency (EPA), accredited inspector and any samples taken analyzed by an independent laboratory. This information was then utilized to develop a comprehensive asbestos management plan.

A comprehensive re-inspection by an accredited inspector of all ACBM is required every three years, while the period six-month surveillance is an additional requirement. The school district contracted with Environmental Management Consulting, Inc. (EMC), to perform the latest three-year re-inspection. This report is available for your review during normal business hour in the school office. Copies of this report are also available to you for the cost of copying.

All ACBM found within the school district has been identified, with location and condition assessed. Any areas noted as being in moderate to poor condition will be repaired or removed by the school district. To the best of our knowledge, no asbestos building materials (ACBM) were either specified or used as a building material in the North Shore Middle School, and that we are in compliance with the United States Environmental Protection Agency regulations concerning ACBM at the time of construction for this project. A long-range plan for the management of all ACBM has been developed.

Any questions related to the ACBM present or regarding the school district's on-going operations and maintenance program should be directed to the Buildings & Maintenance Office, Attn: Steve Hogan, [shogan@hartlake.org](mailto:shogan@hartlake.org).

**Weed Control / Pest Control**

On August 31, 2001, the State of Wisconsin enacted a new law pertaining to pesticide use on school property. The law essentially required schools to use certified applicators and post signs for 72 hours following each pesticide application.

The school district has opted to prepare and implement a much broader plan called Integrated Pest Management or IPM. An IPM plan is a process that uses all available strategies to reduce risks to building occupants while still effectively managing harmful pests.

The school district has established a school IPM manager to oversee the plan. Preventative measures to exclude pests and non-chemical options are used prior to any chemical application. The IPM plan includes site-specific measures to reduce pests. When it is determined the chemical use is necessary, the District IPM Manager has consulted with professional to develop an application strategy that is least toxic and intrusive yet still is effective in managing harmful pests. If you have any questions or concerns please contact Michele Davis at [mdavis@hartlake.org](mailto:mdavis@hartlake.org) or 262-369-6746.

**Child Nutrition Programs**

The Hartland/Lakeside School District participates in the National School Lunch Program. Families can contact Maureen Lawler at [mlawler@hartlake.org](mailto:mlawler@hartlake.org) for a Free and Reduced Application. (*School Board Policy 761*) For additional information on the National School Lunch and Breakfast Programs, Special Milk Program, please see the last notice in this publication.

Breakfast Prices		Full Price	Reduced Price
Grades K-5	Breakfast Meal	\$1.80	\$.30
Grades 6-8	Breakfast Meal	\$1.80	\$.30
Lunch Prices		Full Price	Reduced Price
Grades K-5	Lunch Meal	\$2.60	\$.40
Grades 6-8	Tier 1 Lunch	\$2.65	\$.40
Grades 6-8	Tier 2* Lunch	\$3.30	\$.40
Adult	Tier 1	\$3.30	
Adult	Tier 2* Lunch	\$3.90	

**NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM**

This is the public release that we will send to: Lake Country Reporter, Hartland Public Library, Village of Hartland, Lake Country Caring and Hartland Food Pantry sent on August 5, 2016.

**RELEASE STATEMENT**

The Hartland/Lakeside 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. Each school office and the central office have 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.

**FAMILY SIZE INCOME SCALE  
For Determining Eligibility for Free and Reduced Price Meals or Milk**

Family Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$15,444	\$ 15,444.01 and \$21,978	\$ 1,287	\$ 1,287.01 and \$1,832
2	20,826	20,826.01 and 29,637	1,736	1,736.01 and 2,470
3	26,208	26,208.01 and 37,296	2,184	2,184.01 and 3,108
4	31,590	31,590.01 and 44,955	2,633	2,633.01 and 3,747
5	36,972	36,972.01 and 52,614	3,081	3,081.01 and 4,385
6	42,354	42,354.01 and 60,273	3,530	3,530.01 and 5,023
7	47,749	47,749.01 and 67,951	3,980	3,980.01 and 5,663
8	53,157	53,157.01 and 75,647	4,430	4,430.01 and 6,304
For each additional household member, add	+ 5,408	+ 5,408 and +7,696	+ 451	+ 451 and + 642

Application forms are being 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 Maureen Lawler 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: *Nancy Nikolay, Assistant Superintendent of Curricular Programs, 800 E. North Shore Drive, Hartland, WI 53029, 262-369-6753.*

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 for Food Program:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

The Hartland/Lakeside School District is an equal opportunity provider.