

**School District of Janesville**

**HIGH SCHOOL  
PARENT/STUDENT HANDBOOK**

**2009-2010 Addendum**

**Compiled by the Administrative Services Department  
Updated 7-1-09**

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BP = Board Policy

AR = Administrative Regulation

Complete School District of Janesville Board Policies and Administrative Regulations may be viewed on-line at <http://www.janesville.k12.wi.us>, at your school office, or at the Educational Services Center, 527 S. Franklin Street.

### **A. Student Non-Discrimination Statement– Equal Educational Opportunities (BP 5020, Nov. 2003)**

The School District of Janesville is committed and dedicated to the task of providing the best education possible for every student in the district. The district’s commitment is provided as long as the student can benefit from attendance and the student’s conduct is compatible with the health, safety, and welfare of the entire student body and consistent with school district policy and procedures.

The right of the student to be admitted to school and to participate fully in curricular, recreational, extra-curricular, or other programs or activities and in student services shall not be abridged or impaired because of a student’s sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or because of the person’s physical, mental, emotional, learning disability or homeless status. Additionally, no qualified person with a disability shall, on the basis of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which the district conducts. Students having been identified as having a disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with reasonable accommodations and educational services and programs. Students may be considered to be

persons with a disability under this policy even if they are not covered under the district's special education policies and procedures.

Requests for accommodations shall be made in writing by a parent or guardian and be approved by the building principal for the following:

- Accommodations for Students with Disabilities  
The district shall provide accessibility to its programs and activities to a qualified person with a disability. Accommodations may include, but not necessarily be limited to exemption from participation in an activity, modification of a program or activity, or alternative assignments.
- Religious Accommodations  
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. Accommodations may include, but not necessarily be limited to, exemption from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances.

All vocational education programs shall be planned following provisions of the policy. In addition, arrangements can be made to ensure that lack of English language skills is not a barrier to admissions or participation.

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.  
(Administrative Regulation 5020.1)

## **B. Discrimination Complaint Procedures (AR 5020.1, May 1998)**

Any complaint by a student or his/her parent or guardian regarding the interpretation or application of the provisions of Title VI, Title VII, or Title IX, Section 504 of the Rehabilitation Act of 1973 or the district's non-discrimination policy shall be processed in accordance with the following complaint procedures. Throughout this process the student or his/her parent or guardian and his /her counsel, if any, are entitled to full participation including the right to present evidence.

Step One            The complainant shall attempt to resolve the complaint by oral discussion with the building principal. The Department of Student Services and/or designee, with attempt to resolve the complaint if the principal is the person alleged to have discriminated against the student.

Step Two            If the complaint is not settled at Step One, it may, at the election of the aggrieved party, be reduced to writing and submitted to the principal within ten (10) business days after the known occurrence of the act or event. The principal, and/or Department of Student Services or designee, upon receiving such a written complaint, shall undertake to cause an investigation of the

complaint. The investigation shall be completed within ten (10) business days after the completion of the investigation, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the complainant and the accused.

Step Three If the complainant is dissatisfied with the decision of the principal, and/or Department of Student Services or designee, he/she may appeal the decision by giving written notice to the District Administrator within ten (10) business days after the receipt of the written decision. The District Administrator or designee, within ten (10) business days thereafter, shall schedule and hold a meeting with the aggrieved party. The scheduling of the meeting shall be mutually agreed upon. The District Administrator shall, within ten (10) business days after the meeting, deliver a written response to the aggrieved party and to the accused.

Step Four If the complainant is dissatisfied with the decision of the District Administrator or designee, the complainant may appeal the decision by giving written notice, thereof to the Board Clerk within ten (10) business days after receipt of the District Administrator or designee's decision. The Board shall hear the appeal at its earliest appropriate meeting. It shall make its decision in writing within ten (10) business days after the completion of the hearing.

Copies of the written decision shall be mailed or delivered to the complainant, the District Administrator or designee and the accused.

Failure of the complainant to act within the time specified shall mean acceptance of the decision rendered at the last step. Failure of the principal, Director of Student Services or designee, District Administrator or designee to act within the times specified shall cause the complainant to proceed to the next step of this procedure.

The time parameters may be modified by written mutual agreements of the grievant and the contact person in the appropriate step.

Step Five If the complainant is still dissatisfied, further appeal may be made within thirty (30) calendar days to the State Superintendent of Public Instruction. Also an appeal may be made to the: Office of Civil Rights – Region 5, 300 South Wacker Drive – 8<sup>th</sup> Floor, Chicago, IL 60606, Telephone: (312) 353-2520.

#### Complaints Relating to Federal Programs

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

#### Complaints Relation to Students with Exceptional Education Needs

Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a student with an exceptional education

need shall be processed in accordance with established appeal procedures outlines in the district's special education handbook.

#### Impartial Due Process Hearing for Section 504 Complaint

Any complaint by a student or his/her parent or guardian of discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 may request an impartial hearing rather than using the grievance procedure. Impartial hearings shall be conducted in accordance with the following procedure. Throughout the procedure, the student or his/her parent or guardian and his/her counsel, if any, are entitled to full participation including the right to present evidence.

1. The complainant shall present the request for an impartial hearing to the Section 504 coordinator.
2. The district shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings from which the district will designate one. Each hearing officer on the list must be impartial, i.e., not employed in the last three years by or under contract with the district in any capacity other than that of a hearing officer or by any cooperative program in which the district participates or in any other agency or organization that is directly involved in the diagnosis, education or care of the student. The district will be responsible for paying the hearing officers and for all costs of the hearing.
3. The Section 504 hearing officer shall render a decision pursuant to the legal standards set forth in Section 504, 34 C.F.R. Part 104 and the court decisions interpreting those provisions.
4. The parent or guardian and district shall be notified in writing of the hearing officer's decision within 45 calendar days of the request for the hearing. The hearing officer may grant specific extensions of time beyond the 45 day time period at the request of either party.
5. The parties shall abide by the decision of the Section 504 hearing officer unless the decision is appealed to a federal court of competent jurisdiction.

#### Review

If either party is not satisfied with the outcome of the hearing, they can seek review of that decision by a federal court of competent jurisdiction.

### **C. Student Attendance: Middle and High School (BP 5141, Dec. 1997, AR 5141.1, March 2008)**

Wisconsin has a Compulsory School Attendance Law. Accordingly, the School District of Janesville has adopted a Board Policy and Administrative Regulation consistent with the provisions of this State Law. The State Statute establishes the following definitions:

Truancy: Any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

Habitual Truant: A pupil who is absent from school without an acceptable excuse part, or all of five (5) or more days, on which school is held during a school semester.

In summary, the following provisions of the new Attendance Policy are important for parents and guardians to remember:

1. Students may not be absent without an acceptable excuse, part or all of five (5) or more days per semester. Students are limited to ten (10) excused absences per year. Excused absences within the ten (10) day limit include family vacation days and illnesses verified by the parent or guardian.
2. The following absences are always excused absences and are never counted toward student truancy:
  - a. Religious holiday which falls on a normal student school day.
  - b. Written medical excuses provided by a licensed physician, dentist, chiropractor, optometrist, psychologist or Christian Science practitioner.
  - c. A death in the immediate family or funeral for close relative.
  - d. A court appearance or other legal procedure which requires the attendance of the student.
  - e. School-ordered student suspensions.
  - f. A waiver authorized by the building principal or agent in special cases where he/she determines that exceptional circumstances exist.
3. Middle and high school students who are tardy in excess of five (5) minutes will be recorded as absent for that class.
4. All students with excused absences shall make up work missed. Teachers shall grant the number of days absent plus one for make-up time. All students with unexcused absences shall not be given credit for class make-up work.
5. The school's attendance officer or principal will notify parents or guardians after a student has been absent the five allowable days during a school semester under the provisions of this policy. A letter will be sent to the parents or guardians of habitual truants when their absences warrant that designation under the provisions of the attendance policy.

A complete copy of the School District Attendance Policy 5141 and Administrative Regulation 5141.1 is available for reading at any school office or at the Educational Services Center at 527 S. Franklin Street, Janesville. **Please review your individual school's absence reporting procedures.** Questions concerning this policy may be directed to your building principal.

#### **D. Student Privacy: Survey and Opinion Polls (BP 6210, September 2007)**

Surveys and polls which assess student attitudes or opinions regarding race, creed, sex, or other potentially controversial matters must be approved in advance by the District Administrator or a designee. The District Administrator will consult with the Board as he or she finds advisable.

Building principals will approve in advance all other student surveys and opinion polls, referring questions to the District Administrator when in doubt.

In all cases, (1) students and their parents will be apprised of the purpose of any survey or poll; (2) participation will be voluntary; (3) participants will not be identified individually; and (4) the

District Administrator will receive a copy of the survey or poll instrument in advance and a copy of the results upon completion.

No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental and psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or the student's parent/guardian;  
or
- income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The building principal shall notify parents/guardians at least three (3) weeks prior to when such survey activities are scheduled involving their children. Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing any of the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional materials should be made to the building principal and/or his designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay.

## **E. Student Records (AR 5500.1, April 2003)**

Parents (both custodial and non-custodial) have well defined legal rights to their child's school records and related information; and have a right to attend parent/teacher conferences, unless there is a specific legal injunction prohibiting such access. All such inquiries related to access to student records should be directed to the building principal. Teachers may not give out copies of records without the approval of the building principal. Patient health care records shall be maintained separately from other pupil records.

Primary responsibility for maintaining the confidentiality of pupil records shall rest with the District Administrator or his/her designee.

1. Progress Records shall be maintained confidential except that:
  - a. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown and provided with a copy of such records.
  - b. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, such records shall be made available to the person named in the permission.
  - c. The judge of any court of this State or of the United States shall, upon request, be provided with a copy of such records of a pupil who is the subject of any proceeding in such court.
  - d. Such records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection.
  - e. Such records may be made available to professional staff members employed in the school, which the pupil attends.
  - f. Information contained in such records may be provided to any public officer as required under Chapters 115 to 121 of the state statutes. The Department of Public Instruction shall be provided with any information contained in a record that relates to an audit or evaluation of a federal or state supported program or that is required to determine compliance with Chapters 115 to 121. (Section 118.125(2)(g) 1 and 2 of the state statutes.
  - g. Such records may be used in connection with the suspension or expulsion of the pupil or by an IEP team under Wisconsin Statutes Chapter 115.
2. Enrollment Cards, Patient Health Care Records and Behavioral Records shall be maintained confidential except that:
  - a. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown such records in the presence of a person qualified to explain and interpret the records. Such pupil, or parent or guardian, shall, upon request, be provided with a copy of such record.
  - b. Such records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under Wisconsin Statutes 115.28(7) to hold a certificate, license or permit. Patient health care records may be released to others only with the informed written consent of the parent or legal guardian.
  - c. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission such portions of such record as determined by the person authorizing the release.
  - d. Such records shall be provided to a court in response to subpoena by parties to an action for in camera inspection, after notification has been given to the student, if an adult, or the parent or guardian of a minor student.
  - e. Information in such records may be provided to the Department of Public Instruction or any public officer if that information is required under Wisconsin Statutes, Chapters 115 to 121.

- f. Such records may be used in connection with the suspension or expulsion of the pupil or by an IEP team under Wisconsin Statutes Chapter 115.
3. A student record noncompliance complaint may be filed with the Family Policy Compliance Office of the U.S. Department of Education.

#### *Challenge to Records Content*

If an adult pupil, or the parent or guardian of a minor pupil, believes such pupil's records contain information that is inaccurate, misleading or otherwise in violation of such pupil's rights, the pupil, parent or guardian, may so notify the District Administrator in writing specifying the offending information.

Within 15 calendar days after receipt of such notice, the District Administrator or his/her designee shall give the pupil, parent or guardian an opportunity to discuss the matter. After consideration of the views of such pupil, parent or guardian, the District Administrator or his/her designee shall make a determination as to whether and in what respect the information complained of should be corrected or deleted and so notify the pupil, parent or guardian in writing. Such notice shall be given within 20 days after such discussion is concluded.

If a pupil, parent or guardian is not satisfied with the decision of the District Administrator or his/her designee, such pupil, parent or guardian shall have a right to a hearing before the Board of Education as to whether the information complained of is inaccurate, misleading or otherwise in violation of such pupil's rights, provided, however, in order to exercise such right, such pupil, parent or guardian must notify the Clerk of the Board of Education in writing within 20 days after receipt of the decision of the District Administrator or his/her designee.

If the Board of Education determines not to amend the record, the pupil, parent or guardian will be given the opportunity to place his/her own statement in the file.

#### *Lengths of Time Records are to be Kept*

1. A Pupil's Progress Record shall be kept for 75 years after the pupil is no longer enrolled in any school in the School District and then be destroyed.
2. A Pupil's Enrollment Card and Behavior Record shall be destroyed one year after the pupil graduated from or last attended the school, unless the pupil, if an adult, or the parent or guardian, if a minor, specifies in writing that such records may be kept for a longer period of time, provided, however, in no case shall such records be kept for more than 25 years after the pupil is no longer in any school in the District.

#### *Transfer of Records to Another School or School District*

A Pupil's Enrollment Card, Progress Record and Behavior Record shall be transferred to another school or school district upon written notice from an adult pupil, or the parent or guardian of a minor pupil, that the pupil intends to enroll in such other school or school district or upon written notice from such other school or school district that the pupil has enrolled.

## **F. Request to Withhold Directory Data: Release of Pupil Directory Data Information and High School Student Information to Military Recruiters and Institutions of Higher Education (AR 5500.1a,b,c, August 2003)**

In the course of a school year, groups of students are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, for teacher training, etc.

The resulting photo and/or videotape may be used in a variety of ways: to promote the school district, individual school, or specific programs to the community, to instruct students or staff members, or, to orient new parents, staff and students. The final product could also take a variety of forms, photo displays, slide presentations, newspaper articles, pamphlets or video programs.

Wisconsin statutes provide that schools or school districts may legally release:

a pupil's name	major field of study
address	participation in officially recognized activities and sports
telephone listing	weight and height of members of athletic teams
date and place of birth	dates of attendance
photographs	degrees, honors, and awards received
grade level	name of the school most recently previously attended by the pupil

The School District of Janesville will consider videotapes the same as photographs.

Such information may be withheld if the district is advised by the parent, legal guardian, or eligible student (18 years of age or older) to do so. If it is your wish NOT to allow the above information to be released, and if you are the parent, legal guardian, or eligible student, you must annually sign a "Request to Withhold Directory Data" form available at your school office. If we have not received the request form to withhold information within 14 days of the distribution of this handbook, we can then assume, according to state statutes, that the directory data listed above may be released if requested.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 to provide military recruiters and institutions of higher learning, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent, we are required to provide this. This is a separate form (See Administrative Regulation 5500.1b and/or Administrative Regulation 5500.1c) that must be annually signed within 14 days of registration and is available at the high school offices.

Please understand that by signing the "Request to Withhold Directory Data" form your child **will not** have his/her picture or name in school yearbooks or student newspapers, sports programs, awards programs, music/drama programs, The Janesville Gazette (news stories, graduation issue) etc. There can be no exceptions.

## **G. Special Education**

The School District of Janesville provides special education services for students who are impaired in the area of speech and language, specific learning disabilities, cognitive disabilities, physically

handicapped, emotional behavioral disabilities, hearing or vision impaired, autism, traumatic brain injury or, other health impaired. If you believe your child may qualify for any of these programs, please contact your child's teacher, the building principal, or Barbara Hilliker, Director of Special Education at 743-5060. Special education policies and procedures are also available for review.

## **H. Use or Possession of Two-Way Communication Devices (BP 5237, March 2007)**

Possession of cellular phones is permitted on school premises. Cellular phones must be powered off/turned off and not used for any purpose, including text messaging, taking pictures, listening to music, etc. This policy will be in force during the normal school hours while students are in class or in the school buildings.

Student use or possession of electronic paging (e.g. beepers) or two-way communication devices other than cellular phones on school premises is prohibited. The building principal, however, is authorized to permit a student to use and/or carry an electronic paging device, two-way communication device, including a cellular phone, to be used for medical, school, educational, vocational, or other purposes as deemed appropriate.

Any student found violating this policy shall surrender the communication device and be subject to disciplinary action.

## **I. Elector Registration**

Per state law, public high schools are to be used for elector registration of enrolled students and members of the high school faculty. Students and staff may register to vote at the high school on any day that classes are regularly held by completing the required elector registration form.

Except as otherwise specifically provided by law, a person is considered eligible to vote if he/she: 1) is a U.S. citizen, 2) is 18 years of age or older, and 3) has resided in an election district or ward for 10 days before any election where the citizens are eligible to vote.

The School District of Janesville has a partnership with the local League of Women Voters to provide this service. An annual elector registration period will be provided at each high school building in the district. A staff representative at each building coordinates the date and time with Katherine Deupree with the League of Women Voters, 752-8342. The building staff member reserves a location for the registration and publicizes the date and time to all students and staff who are eligible to register. Students and staff are also eligible to register outside this time period, if needed. They should contact the following staff person at their building to make individual arrangements.

Craig High School – Ms. Michelle Herbst, Social Studies Teacher  
Parker High School – Mr. Bruce Kerbel, Social Studies Teacher  
Rock River Charter School – Ms. Colleen Shaw, Dean of Students  
TAGOS Academy – Ms. Valarie Maxon  
Janesville Virtual Academy – Dr. David Parr, Mentor/On-line Teacher  
CRES Academy – Ms. Carrie Kulinski, Coordinator