

Annual Notices

Access to Patient Health Care Records

(Section 146.83, Wisconsin Statutes)

Wisconsin Law requires a health care provider to provide each patient with a statement of access rights to patient health care records. The statement must be provided either upon admission to an in-patient health care facility or upon the first provision of services by the health care provider. The law provides that if the patient or other person submits a statement consenting to the disclosure of information from patient health care records, the patient or person may:

- After providing reasonable notice, inspect the health care records of a health care provider relating to that patient at any time during regular business hours.
- After payment of reasonable costs, receive a copy of the patient's health care records.
- After payment of reasonable costs, receive a copy of the health care provider's x-ray reports or have the x-rays referred to another health care provider of the patient's choice.

The statement consenting to the disclosure of information from patient health care records must be written and include all of the following: the name of the patient whose record is being disclosed; the type of information to be disclosed; the types of health care providers making the disclosure; the purpose of the disclosure; the party to whom disclosure may be made; the signature of the patient or person authorized by the patient; and if signed by a person authorized by the patient, the relationship of that person to the patient or the authority of the person. The health care provider must note the time and the date of each request by a patient or person authorized by the patient to inspect the patient's health care records. Also the health care provider must note the name of the inspecting person, the time and date of inspection, and the records released for inspection. A parent who has been denied periods of physical placement by a court in an action relating to annulment, divorce, or legal separation does not have the rights of a parent or guardian with respect to access of that child's patient health care records. No person may do any of the following:

- Intentionally falsify a patient health care record.

- Conceal or withhold a patient health care record with intent to prevent its release to the patient, to his or her guardian, or to a person with the informed written consent of the patient or obstruct an investigation or prosecution.
- Intentionally destroy or damage records in order to prevent or obstruct an investigation or prosecution.

Access to Public Records

Student records shall be maintained in the South Shore School District to assist school personnel in providing appropriate educational experiences for each child in the district. Student records shall include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student.

The Board recognizes the need for confidentiality of student record. Therefore, student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. The building principal, or his/her designee, shall be responsible for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures. (Policy # 347 Student Records)

Bullying

The South Shore School District believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior.

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.

Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.

Bullying can also be characterized by teasing put-downs, name-calling, cruel rumors, false accusations, and hazing.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, “cyberspace” is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

“School district property” or “at school-related functions” means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the School District of South Shore. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, as well as bullying by an adult staff member bullying a student or another staff member.

No employee of the School District shall permit, condone, or tolerate bullying.

Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

The school district annually will provide information and any applicable training to school district staff and bus drivers regarding this policy.

The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

The administration of the school district will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

Cell Phone/Data/Mobile Device/MP3/Music Players

Cell phones/Data-Mobile Devices/MP3/Music players (or similar devices) are allowed at school, however, these devices must be turned off and not utilized during the school day (8:10 AM – 3:20 PM) with the exception of the lunch period, provided that data device rules are followed. Allowance of utilization on buses will be left to the discretion of administration. Violations of utilization of these types of devices will be as follows: First violation in a school year will result in the student having to turn the device in to the office for the remainder of the day and pick up the device at dismissal. The second violation will have similar consequences, with the exception being that the student's parent/guardian must pick up the device at the end of the school day instead of the student. Any subsequent violations during the school year will result in the same consequence as the second violation, with the addition of the implementation of the regular discipline procedures for violations. Refusal by a student to turn his/her device in to the office when requested will be considered a "major" category discipline violation. No cameras or cell phones or other equipment capable of taking a picture or video are ever allowed in the locker-rooms. When in the bathrooms, any of this kind of equipment must not be used or visible for any reason.

Complaint Procedure Regarding Federally Funded Programs

Any organization or individual who believes that the South Shore School District is in violation of a federal statute or regulation that applies to a federally funded program may file a written, signed complaint with the State of Wisconsin. The complaint must include a statement that the School District has violated a statute or regulation, and the facts upon which the statement is based. A decision on the complaint will be made within 60 days after the State receives the complaint. If necessary, an independent, on-site investigation will be conducted to resolve the complaint. Complaints may be addressed to the State Superintendent of Public Instruction, Wisconsin Department of Public Instruction, P O Box 7841, Madison, WI 53707-7841.

Notification of Vocational Opportunities

Each year, the South Shore School District offers vocational education programs at South Shore Jr-Sr High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers and counselors. The following two programs are offered this year:

1. Business Education
2. Technology Education

All vocational education programs follow the district's policies of non-discrimination on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation or disability, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law in all activities and employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. For general information about these programs or inquiries concerning equal opportunity for the handicapped, contact:

Clendon Gustafson, District Administrator
South Shore School District
P O Box 40
Port Wing, WI 54865
715 774 3500 ext. 610

Programs for English Language Learners

Parents/guardians of limited English proficiency students are encouraged to contact their child's school principal for information including but not limited to a program for the child, the child's level of proficiency, academic achievement, methods of instruction, the child's educational needs, requirements, disability, and parental rights.

Public Notification of Special Education Referral and Evaluation Procedures

Upon request, the 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 the following representative in the child's home District:

School District of South Shore
Clendon Gustafson, District Administrator
PO Box 40
Port Wing, WI 54865
715-774-3500 ext. 610

Student and Locker Searches

A student may be searched if there are reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or school rules. The search measures adopted must be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction. School lockers are the property of South Shore School District. At no time does the District relinquish its control of lockers provided for the convenience of students. School authorities, or law enforcement if requested by school authorities, may conduct periodic general inspection or search of lockers for any reason, at any time, without notice, without student consent, and without a search warrant.

Religious Beliefs

The South Shore School District shall 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.

Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity or certain curricular offerings, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the principal.

Student Attendance

In accordance with state law, all children between the ages of 6 and 18 years must attend school full-time unless they have a legal excuse, fall under one of the exceptions outlined in state law (such as home schooling), or have graduated from high school. The District has established procedures to enhance the full attendance requirement, and to determine appropriate action to serve as a deterrent to truancy. These procedures are in accordance with recommendations of the Bayfield County Truancy Committee, and with state law. Further information about the District's student attendance procedures may be obtained by contacting the District Administrator at 774-3500. (Policy #431)

Student Privacy

South Shore School District does not collect, disclose or use personal information of students for the purposes of marketing, nor does the District sell this information to others for that purpose. Student surveys in the District will not generally include any of the following as they relate to students or the student's family: political affiliations or beliefs; mental or psychological problems; sex behavior or attitudes; illegal, incriminating, or demeaning behavior; critical appraisals of other individuals; legally recognized relationships; religious practices; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance). If such a survey is to be used for a particular program in the district, parents/guardians will be notified of the survey, what it contains, when it will be administered, and who to contact to excuse their child from that survey. In addition, parent/guardians will be notified of any non-emergency, invasive physical exams that are required as a condition of attendance and administered by the schools in advance and not necessary to protect the immediate health and safety of the student or other students. This notification may be in the form of one or more of the following: phone call, parent meeting, letter or school newsletter.

Student Records: Parent and Student Notification

Parents/guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe the record are inaccurate, misleading or otherwise in violation of the student's rights of privacy; (3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and (5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students name, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents as outlined above. Federal guidelines issued to implement this requirement state that if a school district does not designate student names, addresses and/or telephone listings as directory data it must still provide all three items to military recruiters and institutions of higher education upon request.

The notice shall be distributed to parents/guardians and adult students at the beginning of each school year. When a student transfers into the District after the above notice has been given, the student and his/her parent(s)/guardian shall receive a copy of the notice at the time and place of enrollment. (347-Rule)

Title I Programs - Parent Involvement

Regarding Rights to Receive Teacher Information

The entire School District of South Shore believes that parents and teachers need to share the responsibility of educating children and making the educational process an enjoyable and valuable experience. To insure this shared responsibility, all parents need to feel comfortable in the school environment and feel that they are equal partners in all steps of the educational process including decision-making and policy development. To accomplish this open relationship, the channels of communication between home and school must be kept open and frequently used. Parents need to be kept abreast of their child's progress and informed of their rights to be involved in program planning and development, and the contributions they can make to encourage their child to become an accomplished learner.

To meet these goals, South Shore Elementary School will:

1. Hold an annual meeting to explain the Title I program and parent's rights to be involved.
2. Share student assessment results with parents throughout the school year.
3. Encourage parent involvement through volunteering and school wide activities.
4. Conduct an annual review meeting for parents to discuss needs assessment results and provides time for shared decision making of program implementation and policies.
5. Jointly develop with parents and students a school/ parent compact that outlines shared responsibilities.
6. Provide timely and frequent information regarding the school via newsletter, letters, and phone calls.
7. Encourage coordination between school and community groups and in so doing provide for a broader base of school use and community involvement.

Federal law requires that we share with you the qualifications of teachers and para-professionals in South Shore School District.

Following is a list of qualifications that you may ask, including:

1. Whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught;
2. Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived;
3. The undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
4. Professional qualifications of paraprofessionals providing instructional-related services to their child.

Youth Options Program

The purpose of the Youth Options program is to allow public high school juniors and seniors to take courses through Wisconsin Technical Colleges, the University of Wisconsin system, private, non-profit colleges, or tribally controlled colleges located in the state of Wisconsin.

To participate in the Youth Options program at Wisconsin Technical Colleges, a South Shore Students must be in good academic standing, defined as the following:

Minimum of 2.5 Grade Point Average in the four core subjects (math, English, science, social studies).

- No out of school suspensions in previous semester.
- No expulsions.
- No failures in the previous two quarters.

For all students currently enrolled in Youth Options, approval for the next semester course(s) is contingent upon successful completion of current courses.

The South Shore Board of Education may make exceptions to the above policy based upon a student's extraordinary circumstances.

Please note that the State of Wisconsin in 2004 modified the Youth Options regulations and allowed schools to put a limit to the number of credits that a school district may allow students to enroll in (18 credits total in junior + senior year). Also, if a student fails or drops a Youth Options course, a school district may require reimbursement for the cost of the course.

Applications for enrollment for obtaining high school credit courses must be made by March 1, for the fall semester, and by October 1, for courses to be taken during the spring semester.

Youth options credits transferred to high school credits will adhere to the following scale: 1 college/tech credit = $\frac{1}{4}$ high school credit.

If you have questions, please contact the high school office at 715-774-3500.