

MERTON COMMUNITY SCHOOL DISTRICT ANNUAL NOTICES

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PUBLIC NOTIFICATION OF NON-DISCRIMINATION / NON-HARASSMENT Policy #5001.2

It is the policy of the Merton Community School District that no person may be denied admission to Merton Schools or be denied participation in, be denied the benefits of, 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, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by section 118.13 of the 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 (handicap). This policy also prohibits harassment and behavior commonly referred to as "bullying".

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available however, to address allegations of violations of the policy in the Merton Community School District.

Any questions concerning this policy should be directed to:

District Administrator
Merton Community School District
P.O. Box 15
Merton, WI 53056
(262) 538-1130

Adopted August 22, 1998

Revised March 15, 1999

Revised December 21, 2000

ANNUAL STUDENT RECORDS NOTICE

Policy #6001

Parents must annually be given notice of their rights under federal Family Educational Rights and Privacy Act (FERPA) and its rules.

Under Wisconsin's pupil records law, school districts may disclose directory data with respect to each pupil to any person, provided the school has notified each pupil's parent or guardian and given the parent or guardian a reasonable time to inform the school that all or part of the directory data may not be released (118.125 (2)(j)).

- 1.) a. Directory data includes but is not limited to, student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or school attended.
- b. Parents have the right to refuse to allow the school district to release directory data.
- c. Parents have 14 days from the publication of this notice to notify the school district that no directory data may be released
- 2.) a. Progress and Behavioral Records includes grades, psychological tests, tests relating specifically to ability or achievement, grades, immunization records, etc.
- b. Progress and behavioral records are disclosed to a third party provided the disclosure was consented to by the parents, or the child if the child is over 18. The consent must:
 1. Be in writing and signed.
 2. Specify the records that may be disclosed.
 3. State the purpose of the disclosure.
 4. Identify the person(s) to whom the records may be disclosed.The above disclosure procedure also applies to all Patient Health Care Records and Pupil Physical Health records.

Access to Student Educational Records

1. Parents and students over 18 years of age have the right to inspect and review records as outlined below.
2. Any school officials, including teachers that have a legitimate educational interest may receive educational records without consent.
3. Government agencies, such as the Department of Education or the Wisconsin Department of Public Instruction, and/or the juvenile justice system may receive educational records without consent.
4. If the student seeks or intends to enroll in another school district the educational records may be disclosed without consent.

Under the Family Educational Records Privacy Act, school officials must give full rights to either parent unless school officials are provided evidence that there is a state law, court order, or legally binding document relating to matters such as divorce, separation, or custody that specifically revokes these rights.

All questions regarding records are to be referred to:
District Administrator, Merton Community School District,
P.O. Box 15, Merton, WI 53056.

Adopted: October 20, 1997

Reviewed: June 28, 1999

Reviewed: March 2002

ATTENDANCE Policy #4001.5

All students in the Merton Community School District are subject to all attendance laws as described in Wisconsin Statutes Section 118.15. A child is compelled by law to attend school full time between the ages of 6 and 18. A child not in proper mental and/or physical condition shall obtain a legal excuse from a licensed physician for non-attendance in school. Such cases may be referred to the proper agencies for special education placement possibilities or other school program modifications.

Illness, illness or death in the family, quarantine, religious services, inclement weather and court appearances are legal reasons for absence. Also, accidents, marriages in the family, medical or dental appointments that cannot be made at any other time are excusable.

Any student absent from school is asked to have his/her parent call the school office by 10:00 a.m.

Failure to bring a signed, written excuse from home following an absence or presenting an excuse that is not legitimate will result in an unexcused absence. A written excuse is not necessary if the parent calls school on the day of the absence.

In a case other than is cited above, it is at the administrator's discretion whether an absence is to be excused or unexcused.

Absences may be permitted by the administrator for such reasons as trips with parents or for emergency, provided the educational process does not cease.

If a child is absent 10 days or more and sickness is the given excuse, the school nurse may make a home call and report the findings to the administrator. Other calls by the nurse may be made at the discretion of the administrator.

The school discourages parents removing children from school for reasons other than illness or emergency. In the event that a child does miss school for any reason, the following applies:

1. All assigned work must be turned in. Failure to do so will result in an incomplete for that subject. A student may not go on to the next level with an incomplete on a report card. Students missing school for reasons other than illness, or emergency will be given one day for each day they miss to make up schoolwork. After that time, grades will be reduced for completed work.
2. Most assignments will be given to the student after he/she returns from vacation.
3. It is the parents' and students' responsibility to make certain they have all assigned work and that it is complete.
4. Any work that is assigned the last week of school and not completed due to a vacation absence, must be completed during summer school.

Parents/guardians note:

1. You have the right to request the school board to provide a student with a program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes.
2. The district will respond to such requests through the office of the District Administrator, Merton Community School District, P.O. Box 15, Merton, WI 53056. (262) 538-1130.

Adopted December 18, 1989

Revised January 18, 1999

STUDENT LOCKERS Policy #6019

School lockers are the property of the Merton Community School District. At no time does the Merton Community School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by school administrators and/or designees for any reason at any time, without notice, without student consent, and without a search warrant.

Adopted October 20, 1997

Revised October 20, 1999

ANNUAL ASBESTOS NOTIFICATION 2012-2013 SCHOOL YEAR

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Beginning in 1988, all buildings owned, leased, or "under the control of" the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos.

Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program.

The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school's consultant for asbestos for the school year.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition in good condition.
- Periodic "surveillance" in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.
 - In the past year the District conducted no asbestos removal activities

All outside contractors shall contact the head maintenance person before commencing work.

Our goal at the District is to be in full compliance with asbestos regulations.

A copy of the Asbestos Management Plan is available for review by contacting the District Office.

Questions related to this plan or any other asbestos concerns should be directed to the District Administrator.

USE OR POSSESSION OF TWO-WAY COMMUNICATION DEVICES

It is prohibited for students to use electronic paging or two-way communication devices while in school unless directed by a teacher.

EDUCATION OF HOMELESS CHILDREN & YOUTH

Homeless children and youth have equal access to the same free and appropriate public education as provided to other children residing in the district including comparable services. Homeless children/youth are not required to attend a separate school or program and must not be stigmatized by school personnel, who are required to make referrals under section 115.777(1)(a) of the state statutes regarding the district's referral and evaluation procedures. The district's Homeless Children and Youth Education liaison is Ron Russ, District Administrator.

CHILD FIND – SPECIAL EDUCATION SERVICES

The Merton Community School District provides special education referral evaluation and program services to residents ages 3-21, including but not limited to referral and evaluation procedural requests, under the federal Individuals with Disabilities Education Act (IDEA). Direct information requests or inquiries to Lori Viola Larsen, School Psychologist, Merton Community School District. (262) 538-1130, ext. 3041.

STUDENT RELIGIOUS ACCOMMODATIONS

It is the policy of the Merton Community School District to prohibit discrimination on the basis of religious beliefs and to provide reasonable accommodations for a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Complaints under this policy are received and resolved under the procedure outlined in the Student Nondiscrimination notice.

TITLE 1 PROGRAMS NOTICE

The Merton Community School District promotes and fosters parent involvement in the school and their children's education. Board policies addressing parent and public participation are available in the school office.

Parents may request and obtain information regarding:

1. The professional qualifications of their child's classroom teacher, including: whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; whether the teacher is teaching under a provisional or emergency license in which state licensing criteria have been waived; and 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.
2. The professional qualifications of paraprofessionals providing instruction-related services to their child.
3. Their child is assigned to or taught by, for four or more consecutive weeks, a teacher(s) who is not "highly qualified." This applies to all teachers in the school including substitutes.
4. The achievement level of their child on each of the state academic assessments. All requested information must be provided in a timely fashion.

STUDENT PRIVACY – FEDERAL NOTICE REQUIREMENT

See Student records policy.

The district has not scheduled any activities that:

- Involve disclosure or use of personal information for marketing.
- Administration of a survey containing information about a student's and/or family's political beliefs or affiliations, mental or psychological problems, sex behavior or attitudes, critical appraisal of others in the family relationships, legally recognized privileged or other analogous relationships, religious practices or beliefs, 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.
- Any non-emergency, invasive physical examination or screening. This provision does not apply to hearing and vision screening, head lice checks, or scoliosis screening.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTOR

See Parent Curriculum Guides in the office or available on the district website.

CHILD NUTRITION PROGRAMS

See enclosure in registration packet from Registration Fair.

VIDEO CAMERAS ON BUSES

The use of video cameras on buses is authorized for the express purposes 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.

Parents shall be notified that video cameras are being used on buses at the start of each school year, through written communication in the Student-Parent Information Guide and Directory. A sign will be posted in the front of each bus indicating that video cameras may be in use.

The District recognizes the confidentiality of student records pursuant to Wisconsin and federal law. The District further recognizes that any videos created are student records and subject to the protection of Wisconsin and federal pupil records laws. As pupil records, these videos are confidential and disclosure or review is limited to those persons authorized by law to inspect pupil records.

The Transit Company shall jointly determine the rotation regarding on which buses video cameras shall be located. The Manager of the Bus Company shall maintain a log that includes the date, bus number and bus driver's name for each camera used. Bus riders do not need to be informed on which buses video cameras are operating. Individual drivers and principals may request that a video camera be used in a specific bus on designated dates.

Videos shall be maintained by the Manager of the Bus Company in a safe and secure location. The videotapes shall be maintained confidentially by the Bus Company, as agents for the District, consistent with applicable Federal and State laws. If there are no reported bus problems pertaining to the date a videotape was recorded, the Bus Company may erase or reuse the videotape after ten (10) school days per the ADTC calendar.

Access to and use of videos shall be limited as follows:

1. When needed, videos shall be maintained under the control of the building principal, who shall limit viewing for the purpose of documenting the incident for which a student is being disciplined. Viewing shall be restricted to personnel necessary for the purpose of documentation and disciplining.

The District reserves the right to introduce a video at any disciplinary hearing involving student misconduct or rule violations on the school bus, but only as permitted under applicable Wisconsin and federal law.

2. The videos shall not be available for viewing by the general public, media or other individuals. Building principals and/or District Administrators may authorize other individuals, such as guidance counselors, school psychologist or social workers, to view segments of the video if:
 - a. Such individuals are working with the student on the video because of a behavior, emotional or learning problem; and
 - b. Viewing the video would be beneficial to their role in assisting the student.
3. A log shall be kept by the building principal of all requests to use a videotape, including the date(s) of request and the names of all individuals who viewed the video.
4. Use of any video by the Bus Company shall be by permission of the Supervisor of Transportation and shall be limited to viewing by the Bus Company Manager and the bus driver involved.
5. Final release for re-use of any video held for the purpose of documenting a problem will be authorized by the District Administrator of the local district.

SECTION 504 of the REHABILITATION ACT of 1973

Section 504 prohibits discrimination against persons with a disability in any program receiving Federal funds.

A disabled person is anyone who:

- ◆ Has a mental or physical impairment that substantially limits one or more major life functions
(e.g. self care, breathing, etc.)
- ◆ Has a record of such an impairment
- ◆ Is regarded as having such an impairment

Merton Schools has a responsibility to identify, evaluate, and, if eligible, provide access to appropriate services of education under Section 504.

District contact person in Merton Schools for Section 504 is the School Principal.

Complaints arising from disagreement with determinations under Section 504 can be rightfully filed with the Merton Schools District Administrator or the U.S. Department of Education, Office of Civil Rights.

NOTICE TO THE PUBLIC OF ACCESS TO PUBLIC RECORDS Policy #4012.2

Individuals may have access to public records maintained by the School District in accordance with state law and the procedures outlined below.

A. Legal Custodian of Records

The Board has designated the following individual(s) as legal custodian(s) of records for the District: District Administrator. The legal custodian is responsible for the maintenance of all District records under his/her charge and is vested with full legal power to render decisions and carry out the duties of school authorities under the public records and property law.

B. Accessibility to Records

1. Public records will be available for inspection and copying during regular school office hours: 8:00 a.m. – 4:00 p.m.
2. A requestor shall be permitted to use facilities comparable to those available to District employees to inspect or copy a record.
3. The legal custodian of records or his/her designee may require supervision of the requestor during inspection or may impose other reasonable restrictions to maintain the security of the record.

C. Record Requests

1. All requests to inspect or copy a public record shall be made to the legal custodian of records or his/her designee. The request must reasonably describe the requested record or the information requested. Record requests may be made orally, but are preferred to be in writing.
 - a. Except as noted in (c) below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request.
 - b. Except as noted in (c) below, no request may be refused because the request is received by mail, unless prepayment of a fee is required.
 - c. A requestor may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.
2. Upon receiving the request for any public record, the legal custodian of records or his/her designee shall, as soon as practicable and without delay, review the request and determine whether to approve or deny the request. The legal custodian of records or his/her designee shall consider provisions outlined in state and federal laws when making such determinations. The legal custodian of records or his/her designee is authorized and encouraged to consult with the District's legal counsel in making such determinations.
 - a. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requestor within five (5) business days of the oral denial.
 - b. If a written request is denied in whole or in part, the requestor shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requestor that the denial may be reviewed by a court of mandamus, or upon application to the attorney general or district attorney.
3. If a record contains information that may be made public and information that may not be made public, the legal custodian or his/her designee shall provide the information that may be made public and delete the information that may not be made public from the record before release.

D. Fees

A requestor shall be charged a fee for the cost of copying and locating records as follows:

1. The fee for photocopying shall be 20 cents for each side of a page. The legal custodian of records or his/her designee may waive the fee in the interests of the district.
2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or videotapes shall be charged.
4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
5. There shall be no charge for locating a record unless the actual cost exceeds \$50.00 in which case the entire actual cost shall be imposed upon the requester.

6. The legal custodian of records or his/her designee shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
7. Elected officials and employees of the District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
8. The legal custodian of records or his/her designee may not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by state law. The collection of fees as outlined above is not a sale or rental under these procedures.

Cross Ref.: Student Records Policy and Procedures
 Personnel Records Policy
 4010 Printing and Duplicating Services

Adopted: January 18, 1999

PUPIL NONDISCRIMINATION POLICY
Policy #4019

The Merton Community School District is committed to equal education opportunity for all students in the district.

It is the policy of the Merton Community School District, pursuant to s.118.13, Wis. Stats., and PI 90.7(2) that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, 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, pupil service, recreational, or other programs.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine policies and develop new policies where needed to ensure that the Merton Community School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s.118.12, Wis. Stats., PI 90.7(2) Wis. Admin. Code, Title IX of the Educational Amendments and section 504 of the Rehabilitation Act of 1973. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with s.118.13, Wis. Stats, is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

Ref.:	s.118.12, Wis. Stats. s.118.13, Wis. Stats. PI 90.7(2) Wis. Admin. Code Title VI of the Civil Rights Act of 1964 Title IX of the Educational Amendments of 1972 Section 504 of the Rehabilitation Act of 1973	Adopted: September 1992 Revised: December 15, 1999 Replaces: 6010 Revised: December 21, 2000
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STATEMENT OF PROFESSIONAL QUALIFICATIONS

(The following information is a new required report from the federal government. Public school districts are required to report on the qualifications of their staff annually and employ only “highly qualified” employees.)

2012-2013 School Year

Administrative Staff: All administrative staff in the Merton Community School District is highly qualified, as defined by federal guidelines and Wisconsin State regulations. All administrative staff is licensed by the Wisconsin State Department of Public Instruction for the position(s) they hold in the district. The licenses held by Merton administrative staff for their current positions are all “regular” licenses, not “emergency” licenses.

Teaching Staff: All teaching staff in the Merton Community School District is highly qualified, as defined by federal guidelines and Wisconsin State regulations. All teaching staff is licensed by the Wisconsin State Department of Public Instruction for the position(s) they will be teaching in this year in the district. The licenses held by Merton teachers for their current positions are all “regular” licenses, not “emergency” licenses.

Teaching Assistants: All teaching assistants, also known as instructional assistants in the Merton Schools, are highly qualified.

Access to Teacher Qualifications: Under the new federal “No Child Left Behind” Act, the district is required to inform parents that they have the right to access the qualifications of their child’s teacher. Parents wishing to exercise this right should contact Ron Russ, District Administrator at (262) 538-2227.

SCHOOL PERFORMANCE REPORT

Parents have the right to request a school and school district performance report. The report is available as part of the “Book on Merton Schools”, which is available on the district’s website or in school offices.

FACTS ABOUT MENINGOCOCCAL DISEASE

Meningococcal Disease Snapshot

- Meningococcal disease is a rare, but potentially deadly bacterial infection that can take the form of meningitis (an inflammation of the membranes surrounding the brain and spinal cord) or meningococemia (a blood infection).
- Teenagers and college students account for nearly 30 percent of all reported cases of meningococcal disease in the U.S.
- This infection is caused by *Neisseria meningitidis*, a potentially life-threatening bacterium.
- There are five clinically relevant meningococcal serogroups (or strains) circulating worldwide: A, B, C, Y and W-135. Serogroups B, C and Y cause most disease in the U.S., but serogroup distribution changes over time.
- The disease affects nearly 3,000 Americans annually and approximately 10 percent of people who contract meningococcal disease will die.
- Of those who survive, nearly 20 percent suffer long-term disabilities including brain damage, deafness and limb amputations.

Meningococcal Disease Among Teenagers and College Students

- Teenagers and college students have an unusually high death rate from the disease; nearly one of every four cases may result in death.
- Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (e.g. dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits.

Immunization Recommendations for Teenagers and College Students

- The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11 to 12 year olds), adolescents at high school entry (15 year olds) if they have not previously been immunized, and for college freshmen living in dormitories.

Vaccination to Prevent Meningococcal Disease

- A conjugate vaccine is available for adolescents and adults (aged 11 to 55 years) to protect against four of the five strains of bacterium that cause meningococcal disease.
- In persons 15 to 24 years of age, up to 83 percent of cases are caused by potentially vaccine-preventable strains.
- Medical experts anticipate the meningococcal conjugate vaccine may provide longer protection against the disease. The previous meningococcal polysaccharide vaccine provided protection for three to five years.
- Vaccination with the conjugate vaccine is safe. The most commonly reported reactions are pain, redness and induration at the injection site (one to two days), headache, fatigue and malaise.
- Clinical studies on the use of the conjugate meningococcal vaccine in children under age 11 and adults over 55 years are ongoing. For those in these age groups at increased risk of contracting meningococcal disease, the older polysaccharide vaccine is a safe and effective option (only offers three to five years of protection).

Transmission and Symptoms of the Disease

- Meningococcal bacteria are transmitted through direct contact with secretions from infected persons (e.g. through coughing or kissing). The majority of meningococcal disease cases occur in winter and early spring.
- Meningococcal disease is often misdiagnosed, since symptoms are similar to those of common viral illnesses. Symptoms may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

For More Information

The following web sites provide more information about meningococcal disease and immunization:

- Wisconsin Department of Health and Family Services communicable disease fact sheet,
- http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_0504I.pdf
- American Academy of Family Physicians, www.aafp.org
- American Academy of Pediatrics, www.aap.org
- Centers for Disease Control and Prevention, www.cdc.gov
- Meningitis Foundation of America, www.musa.org

- National Foundation for Infectious Diseases, www.nfid.org
- National Meningitis Association, www.nmaus.org

For additional information about meningococcal disease and immunization, contact a school nurse, health care provider or local public health department.

NOTICE OF CHILD FIND ACTIVITY

The Merton Community School District provides a full range of options to ensure services for all students with disabilities. Kindergarten screening, Child Study Teams, transfer student review of records and other agency referrals are some of the ways that students may be identified.

- Merton Primary School Principal Mike Budisch, (262) 538-2227
- Intermediate School Principal Jay Posick, (262) 538-1130
- School Psychologist Lori Viola Larsen (262) 538-1130 or (262) 538-2227

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting your school district and requesting a screening referral or by contacting District Administrator Ron Russ, P.O. Box 15, Merton, WI 53056. (262) 538-2227, ext. 2000. russr@merton.k12.wi.us.

Annually, the district conducts developmental screening of pre-school children. Each child's motor, communication, and social skills are observed at various play areas. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies servicing families. Vision and hearing screenings are scheduled at different times by the local school district. Please contact your local school for the scheduled dates. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten screening in the spring of the year. Please watch for the dates at your local school.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a valid child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in any of the school districts may be sent to the contact person in any of the districts.

NOTICE TO PARENTS REGARDING LIMITED ENGLISH PROFICIENT STUDENTS

District 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.

