

The following are annual notices related to students and school programs that Wisconsin school districts are required by law to provide. Questions may be directed to the District Office at (608) 764-5431 or the specific contact where noted. School Board policies are located on the district website: deerfield.k12.wi.us

Table of Contents

Family Educational Rights and Privacy Act (FERPA).....	2
Student Non-Discrimination	3
Human Growth & Development Curriculum	3
Student Attendance	3
School Performance Report.....	3
Asbestos Management Plan	3
Special Education Child Find	4
Education of Homeless Children and Youth	5
Meningitis	5
Directory Information	5
Title I.....	6
Special Needs Scholarship Program	6
Section 504 of the Rehabilitation Act of 1973	6
Program and Curricular Modifications.....	6
Early College Credit and Start College Now Programs.....	7
School Wellness Policy	7
Title IX.....	7
Food Services Policy	8-11
Student Privacy	11
Program or Curriculum Modifications Policy	11-12
Local Public Office Holders	12



Family Educational Rights and Privacy Act (FERPA)

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 record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) 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 record(s).
- **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 Deerfield Community School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes 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.

Student Non-Discrimination

It is the policy of the Deerfield Community School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, 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 or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as denied by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color and national origin), Part 106 of Title 34 of the Code of Federal Regulations and Section 504 of the Rehabilitation Act of 1973. The district will provide reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements per PI 41.04(1)(a). For more information, or to file a complaint, contact the Director of Pupil Services, Deerfield Community School District, 300 Simonson Blvd., Deerfield, WI 53531.

Human Growth & Development

In accordance with Wis. State Statutes 118.019(3), the Deerfield Community School District provides a Human Growth and Development curriculum to students K-12. Curriculum outlines will be provided to parents via the classroom teacher. Parents wishing to review the curriculum for a particular grade level may contact the Director of Pupil Services at (608) 764-5431.

Student Attendance

A copy of the school attendance procedures are printed in the Student/Parent Handbook and a complete attendance policy is located on the district website under Board Policies. Parents/Guardians of students with excessive absences may request a meeting with school personnel to consider modifications and program changes. Students needing such modifications may be referred to the alternative education program designed for at-risk students. Decisions regarding modification or curriculum changes will be shared with the parents/guardians in writing.

School Performance Report

A link to the School Performance Report for Deerfield Community School District can be found on the district homepage. Parents/Guardians may request a copy of this report by contacting the district office or by visiting the district website. This data and more detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and much more can be found on the DPI WINSS website. To access the DPI School District Performance Report, visit <https://apps2.dpi.wi.gov/sdpr/spr.action> and select Deerfield Community School District.

Asbestos Management Plan

On October 22, 1986, former President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This act requires all school districts, public and private, K-12, to inspect each of their school buildings for asbestos-containing materials. Management plans are then to be developed which outline how the asbestos situation will be handled in each of the school buildings. Copies of the inspection reports and management plans are available for review at each school office, as well as at the main district office. All visitors to any school building, including parents, mechanical contractors, etc., shall report to the school's main office immediately upon entering. The Local Education Agency (LEA) has assigned a designated person to see that all district responsibilities are properly carried out. You may contact the Building and Grounds Supervisor, at (608) 764-5431 to learn more about AHERA, as well as scheduled response actions within each school.

Special Education Child Find

This is a free screening service to help answer questions or concerns about a child's development. Children must be between the ages of 3 and 5 and live within the Deerfield Community School District. Contact the Director of Pupil Services at (608) 764-5431 for more information. The local educational agency identifies, locates, and evaluates all children with disabilities, regardless of the severity of their disability, who are in need of special education and related services, including children attending private schools, children who are made a ward of the state, county, or child welfare agency under chapter 54 or 880, children who are not yet three years of age, highly mobile children such as migrant and homeless children, and children who are suspected of being a child with a disability even though they are advancing from grade to grade. 34 CFR § 300.111; Wisc. Stat. § 115.77(1m)(a).

Deerfield Community 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 the following child find activities each year during the spring "Round-Up". 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 extracurricular 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.

Education of Homeless Children and Youth

The McKinney-Vento Homeless Assistance Act provides certain rights and protections for families experiencing homelessness. According to McKinney-Vento, anyone who lacks a fixed, regular and adequate night-time residence is homeless.

Homeless includes anyone:

- Living in an emergency shelter or transitional housing.
- Abandoned in hospitals or awaiting foster care.
- Living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- "Doubled up" living with friends or family due to the loss of housing, economic hardship or a similar reason.
- An "unaccompanied youth", under the age of 18, living without a parent or guardian.
- Migratory children living in these conditions.

Homeless children have the right to:

- Attend school, no matter where they live or how long they have lived there. You do not need a permanent address to enroll in school.
- Not be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Enroll and attend classes in the parents' school of choice even while the school and parents seek to resolve a dispute over enrollment.
- Continue in the school they attended before they became homeless, if that is the parents' choice and is feasible.
- Receive transportation to and from the school the child last attended prior to becoming homeless, if the parent/guardian requests it.
- Attend a school and participate in school programs with children who are not homeless.
- Participate in extracurricular activities and all federal, state or local programs for which he/she is eligible.

For assistance, please contact the Director of Pupil Services at (608) 764-5431.

Meningitis

Meningitis is an inflammation of the membranes (meninges) surrounding your brain and spinal cord. Bacteria that enter the bloodstream and travel to the brain and spinal cord cause acute bacterial meningitis. But it can also occur when bacteria directly invade the meninges. Common bacteria or viruses that can cause meningitis can spread through coughing, sneezing, kissing, or sharing eating utensils or a toothbrush. Early meningitis symptoms may mimic the flu (influenza). Possible signs and symptoms include sudden high fever, stiff neck, severe headache, headache with nausea or vomiting, confusion, seizure, sleepiness, sensitivity to light, no appetite or thirst, skin rash. The Center for Disease Control recommends the meningococcal vaccine for all preteens and teens. Talk with your child's healthcare professional for more information.

Directory Information

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name
- B. photograph
- C. participation in officially-recognized activities and sports
- D. height and/or weight, if a member of an athletic team
- E. date of graduation
- F. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgement, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

If you have questions please contact the Director of Pupil Services at (608) 764-5431.

Title I

Deerfield Community School District receives Title I federal funds to assist children in early literacy skills. Parents may contact the elementary school principal at (608) 764-5442, to learn more about this program and the Title I Parent Involvement policy.

Public schools that receive Title I funds are, upon request, required to provide parents and guardians with information about the professional qualifications of the classroom teacher(s) who instruct their children. Parents and guardians may request the following information about their child's teacher(s):

1. Is my child's teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he or she teaches?
2. Is my child's teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he or she teaches with an emergency license or permit?
3. Does the Wisconsin Department of Public Instruction consider my child's teacher "highly qualified" under the No Child Left Behind Act?
4. What was my child's teacher's college major and has the teacher earned any advanced degrees, and if they have, what is the subject of the degree(s)?
5. If a teaching assistant provides instruction for my child, what are the teaching assistant's qualifications and experience?

Parents and guardians may obtain the above listed information about their child's teachers by contacting the Director of Pupil Services at (608) 764-5431.

Special Needs Scholarship Program

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. Application and eligibility requirements may be found on the Department of Public Instruction's website: dpi.wi.gov.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act which prohibits discrimination against person with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (including caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Deerfield Community School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against a person with a handicap will knowingly be permitted in any of the programs and practices in the school system. For more information or to file a grievance, please contact the Director of Pupil Services at (608) 764-5431.

Program and Curricular Modifications

It is the right of every child to be provided a free appropriate public education. Deerfield Community School District has established and implemented special education requirements through its Special Education Policies and Procedures, which is accessible on our website at deerfield.k12.wi.us>**District>Administrative Departments>Pupil Services/Special Education>Special Education Procedures**. You may contact the Director of Pupil Services at (608) 764-5431 for more information.

Early College Credit and Start College Now Programs

The Early College Credit and Start College Now Programs allow public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, non-profit institutions of higher education. The program opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation. The policy allows students a maximum of 18 credits through the Early College Credit and Start College Now programs and students may only take courses which are not already being offered at Deerfield High School. The credits can/will be applied to high school graduation requirements. Student/parent responsibilities include turning in a PI-8700A form (to the guidance office) no later than March 1 for the course(s) to be taken in the fall semester, and no later than October 1 for the course(s) to be taken in the spring semester.

Contact the high school guidance office at (608) 764-5431 for a list of additional student/parent responsibilities or if there are other questions regarding the program.

School Wellness Policy

Deerfield Community School District, in compliance with the USDA, has created and implemented Policy 458 – District Wellness. The nature of this policy is to encourage healthy eating behaviors and regular physical activity. Administrative Rule 458-ADM provides guidelines and specific information regarding the district's initiative on wellness for its students and staff. The policy and administrative rule are accessible on the district website at deerfield.k12.wi.us>**Board of Education>Policies>click the DCSD Policies link>look up policy 8510**. You may contact the Director of Pupil Services at (608) 764-5431 for more information.

Title IX

The Board of the Deerfield School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The District's Title IX Coordinators are:

Karen Frey
Director of Pupil Services
(608) 764-5431
300 Simonson Blvd.
Deerfield, WI 53531
freyk@deerfield.k12.wi.us

Kyle Hornickel
Middle/High School Counselor
(608) 764-5431
300 Simonson Blvd.
Deerfield, WI 53531
hornickelk@deerfield.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: deerfield.k12.wi.us. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Food Services Policy-#8500

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Dietary Modifications

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

Food Services Policy-#8500 (cont.)

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Director of Nutrition Services. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred and that sufficient reasonable effort and approaches to collecting the debt have been made. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances

The Deerfield Community School District recognizes adequate nutrition is essential to students' mental, physical, and academic growth. All children (grade K through grade 12) participating in the national school lunch program, whether at a free, reduced, or paid rate, will receive a full reimbursable lunch meal that meets USDA requirements regardless if they do not have adequate money in their student account or in hand to cover the cost of the meal at the time of service. When there are no funds (\$0.00) in the student's food service account, the student will not be allowed to charge additional items such as a la carte or "extra" items.

The District recognizes that, at times, a student's food service account may have a negative balance. Efforts will be made to communicate with such families regarding the status of their child's negative balance while maintaining confidentiality for the student. When a student's food service account reaches a negative balance, the parent/guardian will be notified via written letter and/or e-mail asking for the student balance to be paid. If the student account remains in a negative balance for more than one week, the Food Service department will notify the Building Principal or his/her designee via written report. The Food Service department and Building Principal or his/her designee will work together to contact each household and maintain documentation of each household communication or interaction asking for the student balance to be paid. The Food Service department and/or Administration will work with families to establish repayment plans. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and collection efforts will continue into the next school year.

School staff members must have sufficient funds in their account or pay with cash at the time of purchase. Staff members will not be permitted to carry a negative balance on their account.

Food Services Policy-#8500 (cont.)

The Deerfield Community School District offers a pre-payment system on the District website whereby students' families/caregivers can pre-pay for reduced and paid meals as well as a la carte foods. Families may check their account balance and add money electronically from a computer using this website. Money may also be added to student accounts via cash or check at the main office at each school. Money left at the end of a school year is carried over into the next school year. If a student graduates or withdraws from the district and has more than \$5.00 in their account, the Food Service department will mail a check for full reimbursement to the parent address on file in the student management system.

The above policy will be provided in writing via student handbook and electronically via the District website. This meal charge policy is provided to and is reviewed with all school level staff responsible for policy enforcement, including food service personnel responsible for collecting payment for meals at the point of service, food service staff responsible for notifying families of low balances, and school personnel involved in notifying families of negative balances. School nurses, guidance counselors, principals, and other administrators are informed of this policy.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the District website.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

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 (including gender status, change of sex, sexual orientation, or gender identity), 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.

Food Services Policy-#8500 (cont.)

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, 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. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Student Privacy

Except for immediate threats to health and safety, surveys, analyses and/or evaluation of district students, directly or indirectly through curricula, that may reveal private information regarding those students or family members may be conducted only after receipt of written consent of the student, if the student is an adult or an emancipated minor, or the student's parent/guardian, if the student is an unemancipated minor. Private information as it pertains to this policy includes but is not limited to: religious beliefs or practices; political beliefs and affiliations; physical characteristics that may embarrass the student or family; sexual behavior or attitudes; critical appraisals of individuals with whom the student has close family relationships; legally recognized privileged or analogous relationships, including those with lawyers, physicians, or members of the clergy; income.

Notification to parents will also occur in the following situations:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose)
2. Any nonemergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student or other students.

Program or Curriculum Modifications Policy-#2451

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School)

Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications, including, but not limited to:

- A. modifications within the student's current academic program;
- B. a school work training or work-study program;
- C. enrollment in an alternative public school or program located in the School District in which the student resides;
- D. enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides, which complies with the requirements of State and Federal law;

Program or Curriculum Modifications Policy-#2451 (cont.)

- E. homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled;
- F. enrollment in any public educational program located outside the School District in which the student resides, pursuant to a contractual agreement between school districts.

The written request shall be provided to the building principal who will provide it to the Board or an Administrator who is designated to handle such requests. The Board or appropriate staff member shall render a decision, in writing, within ninety (90) days of a request, except that if the request relates to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within thirty (30) days of the request. If the request is denied, the reasons for the denial must be included. A parent may request reconsideration of any decision made by the Board or the designated Administrator in response to a request for program or curriculum modifications and such request must be reviewed by the Board. The Board is required to render its determination upon review in writing.

Annually, the District shall notify students and parents of the provisions of this policy.

Local Public Office Holders

Local Public Office Holders at the Deerfield Community School District include Board of Education Members, the District Administrator, the Director of Business Services, the Director of Student Services, the Building and Grounds Supervisor and Principals.