



A WELCOME LETTER FROM THE PRINCIPAL

August 11, 2025

Dear District Families,

It is my honor to welcome you to the 2025-26 school year. Summer is a magical time here in western Wisconsin and even though a few glorious weeks of it remain, it is once again time to turn our attention to the upcoming school year.

Although there will be other opportunities for me to introduce myself properly, I would like you all to know how thrilled and humbled I am at the prospect of being your new District Principal. Joining me in the "new faces" category this year are Dana Ross and Amy Moy. Dana is our new district art teacher, replacing Ashley Henthorn. As a result of recent and upcoming retirements, we are consolidating the duties of library aide and custodian. Amy Moy will assume those responsibilities. Our music teacher, Chloe Sawall, has left the district and we are still working to fill that position. Congratulations to Diane Weber and Connie Hovey on your retirement. Thank you for your dedication and years of service!

Our district goal for students centers on academic growth. In the concentric circle that represents all we do in education, the students are in the center. To that end, we are concentrating our efforts this year along a number of paths that will allow staff to develop and students to flourish. We are modifying some existing systems and creating new ones with the expectation that every student can achieve their fullest measure of success.

I am looking forward to an enriching school year of learning and fun; so squeeze in that one last vacation, count down those extra hours of sleep, and let's get ready for a fantastic school year!

Finally, please make sure to read the important highlights I've included on the next page.

Respectfully,

Brad Bryan
Gilmanston District Principal



IMPORTANT HIGHLIGHTS

FIRST DAY: Aug. 27 is the first day for 1st through 12th grade students. Busing, along with breakfast and lunch will be provided.

4K/5K has a separate open house at the elementary from 8:30 a.m. until 3:30 p.m. on August 27. Parents and students can stop by anytime to meet the teachers and visit the classrooms.

TRANSPORTATION: Bus drivers will be communicating to confirm pick up and drop off times. They will be similar to last year.

ELEMENTARY BREAKFAST: The elementary school students will once again be served breakfast in the elementary building.

ELEMENTARY DROP OFF CHANGES: Mrs. Endle will be serving as our Before-School Greeter at the elementary school as teachers are in their classrooms prepping for the day. She will see that your child gets to either breakfast or the classroom. If possible, students should not be dropped off before 7:40 a.m., but should be here no later than 7:55 a.m. Class begins at 8 a.m.

HIGH SCHOOL STUDENTS-NEW THIS YEAR: high school schedule changes will only be done on August 27 and 28. Upperclassmen can view their schedules online on the Infinite Campus student portal and submit add/drop paperwork on August 27 or 28.

GILMANTON SCHOOL DISTRICT | 2025-26 CALENDAR

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

■	NO CLASS- Break/Holiday
■	NO CLASS- Staff Workday
■	PT Conf/EARLY RELEASE
■	End of Trimester
■	Student Orientation Day
F	First Day of Class
E	Early Release (12:15)
L	Last Day-Students (12:15)

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 NO CLASS - New Year's Break
19 Staff Workday

19 student days
20 teacher days

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Staff Workday
21 Cluster A Inservice
25-26 Staff Workdays
27-28 Student Orientation Days

2 non-instructional student days
6 teacher days

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 NO CLASS - Break/Holiday

19 student days
19 teacher days

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 NO CLASS- Labor Day
2 1st Day of Class

21 student days
21 teacher days

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 End of Trimester 2 (62 days)
6 Staff Workday
16-20 NO CLASS - Spring Break

16 student days
17 teacher days

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 Early Release 12:15 pm
PT-Conf 4-6:30 pm

23 student days
23.5 teacher days

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 NO CLASS- Good Friday
15 Early Release 12:15 pm
PT-Conf 4-6:30 pm

21 student days
21.5 teacher days

NOVEMBER 2025						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

20 End Trimester 1 (58 days)
21 Staff Workday
26-28 NO CLASS -Thanksgiving Break

16 student days
17 teacher days

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Early Release (12:15)
16 Graduation
25 NO CLASS - Memorial Day
29 Last Day Students (Dismiss 12:15)
Trimester 3 Ends (54 days)

20 student days
20 teacher days

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

24-31 NO CLASS - Christmas Break

17 student days
17 teacher days

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-2 Staff Workdays

2 teacher days

GILMANTON SCHOOLS

2025-26 School Supply List

(Note: Gilmanton Parents Club provides a majority of school supplies for students in grades 4K-8. The list below shows what families are asked to supply.)

4K

Resting mat (no more than 48 inches) & plastic storage bag for mat all labeled with child's name
 Extra set of clothes in a zip-lock bag labeled with child's name
 Art smock or old shirt labeled with child's name
INSIDE shoes for PE to leave at school, NON-MARKING soles

5K

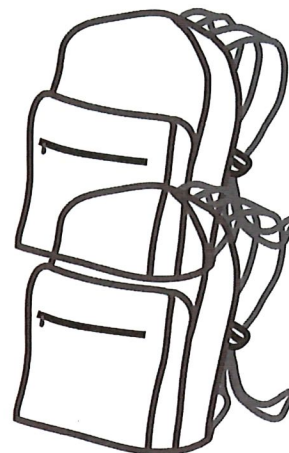
Extra set of clothes in a zip-lock bag labeled with child's name
 Art smock or old shirt labeled with child's name
INSIDE shoes for PE to leave at school, NON-MARKING soles

1st & 2nd Grade

Art smock or old shirt labeled with child's name
 Backpack
INSIDE shoes for PE to leave at school, NON-MARKING soles

3rd-8th Grade

Backpack
INSIDE shoes for PE to leave at school, NON-MARKING soles



9-12th Grade

1- college ruled notebook for English
 1- 2" ring binder OR accordion folder for English
 4- spiral notebooks
 4- pocket folders
 Pencils
 Assorted Pens (blue OR black and red)
 Assorted Color Highlighters
 Glue stick
 Notecards
 Ruler that includes metric
 Scissors
 4 or more PAPER textbook covers
 Earbuds
INSIDE shoes for PE to leave at school, NON-MARKING soles
 Backpack



9th & 10th: Scientific calculator (TI Graphing Calc recommended) for Algebra I & Geometry

11th & 12th: TI Graphing Calc *required for Algebra 2 & Pre-Calc

*limited supply of calculators available to check out for the year

NOTE: IF YOU ARE EXPERIENCING FINANCIAL HARDSHIP
 PLEASE SPEAK WITH THE PRINCIPAL AT 715-946-3158 REGARDING SCHOOL SUPPLIES.

Gilmanton School

Student Attendance Expectations

Our student absence rates at Gilmanton have been climbing each year for the past several years. Students are being excused by parents to leave school for many different reasons, several students have accumulated absences in excess of the law's limits (see below), and the school has flexible in the administration of this policy as of the last few years. Because of this, we wanted to remind all parents and students about the attendance policy that schools in Buffalo County are required to follow, and which Gilmanton Schools will be monitoring more closely in the coming year:

Excused Reasons Per State Law

- Illness
- Medical/other necessary appointments (with notification by appointment card or clinic note)
- Written statement from medical professional stating that the child is not in proper physical or mental health to attend school
- Legal proceedings/court appearances that require the student's presence (with proper notification)
- To attend a funeral
- College visits or job fairs
- Working as an election day official
- Vacations or other absences such as hunting (with pre-arranged parental notification)
- Religious instruction and/or religious holidays (with proper parental notification)
- Suspension from school

Other Excused Reasons as Determined by School Attendance Officer

- Illness of an immediate family member
- Emergencies beyond the control of the student
- Severe weather conditions, in the guardian's reasonable judgement, are a danger to the welfare of the student
- Quarantine

Unexcused Reasons

- Absence from school for part or all of one or more days without an acceptable excuse
- A student does not show up for their scheduled class period during any virtual learning
- No parental notice has been given (including during any virtual learning)
- Excused absences in excess of the law's limit may be determined as unexcused



Absence Limits Relating to Habitual Truancy

Wisconsin Statute 118.16 allows parents to excuse their child for any reason

- 5 days (part or all of a day) during each semester, with a maximum of 10 days per year (the 5/10 rule).

All unexcused absences will fall under this rule. Excused absences in excess of the 5/10 rule may be determined as unexcused. *Note: The school is required by law to file truancy with Buffalo County if unexcused absences exceed the limits above.*

HOW TO REPORT STUDENT ABSENCES

Preferred: 1) leave a message on the attendance line. Call prior to or morning of absence: 715-946-3158, option 4 (this is a 24-hour message line, so call at your convenience, even after hours)

Other Methods send a note with your child (for pre-arranged absences only)

Text messages cannot be accepted for reporting absences.

Examples of attendance reasons and how they are coded:

Reason for Absence	Excused/Unexcused Or Exempt	Infinite Campus Code	Attendance Policy Limit	Comments
Student illness/injury	Excused	ILL	12 times per year <i>(times means all or part of a day)</i>	Beyond 12 times may require a doctor's note to excuse
Medical or other appointment, including legal/court	Excused – with medical clinic, etc. note, or If no medical clinic, etc. note, excused under the parent excused 5/10 rule	MED or APT PAR	No limit with medical clinic note 5 times per sem/ 10 times per year	If no note from medical clinic or etc., this absence is coded as one of the parent excused absences that falls under the 5/10 rule
Family vacation	Excused with pre-notification	VAC		Need parent/guardian notification prior to absence
College visit or election day official	Excused with pre-notification	OTH		Need parent/guardian notification prior to absence
Religious instruction and/or religious holiday	Excused with pre-notification	OTH		Need parent/guardian notification prior to absence
Emergency in immediate family	Excused	OTH		Need parent/guardian notification as soon as possible
Special circumstances that show good cause <i>(other appointments, hunting, state tournaments, etc.)</i>	Excused with pre-notification	OTH		Need parent/guardian notification prior to absence
Quarantine	Exempt	HQU	By order of Health Department	Does not count against absence limits.
Parent excused for any reason	Excused <i>(with limits)</i> <i>Use parent excuse reasonably, it doesn't take long to reach the limit</i>	PAR	5 times per semester/ 10 times per year	Time means all or part of a day. Truancy may be filed if absences are in excess of the 5/10 rule.
Unknown absence <i>(including no participation during virtual instruction)</i>	Unexcused	UNEX or VNP	Subject to habitual truancy limit	Missed daily work may or may not be given credit (teacher's discretion). Missed exams may be made up at a time determined by teacher.

SCHOOL DISTRICT OF GILMANTON
Guidelines for Use of School-Owned Chromebooks & Other Devices

Please read the tips below to ensure you understand everything that goes with the responsibility of taking a computer home with you.

1. This device going home is to be treated like any library item. It is school property being checked out to you. You will be responsible for any damage that may occur.
2. Most backpacks now come with a laptop compartment. Please use it to protect the computer during transportation. Many damages occur when students throw the backpacks down forgetting they have a laptop inside.
3. Only school domain users (ghs.k12.wi.us addresses) will be allowed to sign into the devices. Personal email accounts will not be allowed.
4. These devices are property of Gilmanton School District and any misuse of these devices that violates the District's Student Technology Acceptable Use and Safety Policy may be punishable.
5. Students may not markup the devices with any stickers, etc. Remember that these are school property. You may put your name on the back of the device with a piece of clear tape over it.
6. If you have any technical issues with your device, you should notify your teacher so that a support ticket can be created.
7. Damages and Liabilities-
Parents will be held responsible for damage (beyond normal wear and tear) to their student's Chromebook including, but not limited to- broken screens, cracked plastic pieces, inoperability of the device or charge cord, and damage to the Chromebook case.

Estimated Repair/Replacement Costs:

- Screen \$70
- Keyboard: \$30-\$80
- Liquid Damage: \$130
- Chromebook: \$250
- Charger: \$20
- Case: \$25

Gilmanton Virtual Learning Family Guidelines

Weather-Related School Closure Days

Gilmanton Elementary School

- Parents and students will be alerted of virtual day learning activities the morning that we've determined the building will be closed by notice from Infinite Campus Emergency Messenger. *Example: Gilmanton Schools is closed. Today will be a virtual learning day.*
 - Classroom teachers will communicate with families in advance regarding how they will be providing virtual day materials to your child.
 - If your child is required to use Google Classroom (Grades 2-4), you will be provided access to view your child's assignments.
- Attendance will be taken for all elementary grade levels *based on one of the following:*
 - The parent or student calls, video chats, or emails the teacher with questions or to check in OR
 - The student completes work or comments required by the teacher on Google Classroom for those teachers using that platform OR
 - The student turns in completed work the next day in person.
- It's up to the teacher as to whether or not the assignment is graded.
- Teachers will be available from 8:00 a.m. - 1:15 p.m. via email or Google Meet. After 1:15 p.m., teachers will be working on planning and other tasks until 3:30 p.m. Parents and students are welcome to reach out to teachers after 1:15 p.m. on a virtual day, but the teacher may or may not be available from 1:15-3:30 p.m.

Gilmanton Middle/High School

Parents and students will be alerted of virtual day learning activities the morning that we've determined the building will be closed by notice from Infinite Campus Emergency Messenger. *Example: Gilmanton Schools is closed. Today will be a virtual learning day.*

- Attendance will be taken for all classes except for RTI or other study hall times. If a student attends, it means that the teacher has had contact with the student either through Google Classroom work completed or via email, or the student has turned in their work in person the next school day.
- Google Classroom will be the main platform for sharing of class activities.
 - Some staff may also send information to students through the school email.
 - Teachers will have information and homework shared in Google classroom or emailed by 9 a.m.
 - Students that are absent on a virtual day will still need to complete assignments.
 - Assignments on virtual days need to be returned to the teacher within 2 days to be graded and not counted as late.
- Teachers will be available from 8:00 a.m. - 1:15 p.m. via email or Google Meet. After 1:15 p.m., teachers will be working on planning and other tasks until 3:30 p.m. Parents and students are welcome to reach out to teachers after 1:15 p.m. on a virtual day, but the teacher may or may not be available from 1:15-3:30 p.m.



SHOULD I SEND MY CHILD TO SCHOOL?

Many parents are frequently concerned about when students should stay home or attend school. The following guidelines apply:

Fever – a fever of 100° or more signals an illness, the student should stay home for 24 hours after the temperature returns to normal without the aid of fever-reducing medicine.

Vomiting, diarrhea or severe nausea – **sometimes called stomach flu or norovirus**: if student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode and a normal diet is tolerated the night before and the morning of school.

Contagious infectious diseases – diseases such as impetigo, whooping cough, and strep throat require a doctor's examination and prescription for medication and doctor's approval for return to school.

Rash – if student has any rash that may be disease-related or you do not know the cause, check with your family physician before sending the student to school.

Coughing – a persistent cough is commonly an upper or lower respiratory infection and if the cough is ongoing, coincides with fever or loss of appetite, or causes breathing problems, the ill student should stay home.

Injuries – if a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a doctor or it improves. Injuries that interfere with class participation need a medical evaluation and if participation in physical education class is not recommended, a doctor's excuse is required.

Other questions parents may have:

Medications – Students requiring a prescription medication at school must have signed physician orders on file and a parent request form. These forms are available in the high school office. Medications are given by designated school personnel. Inhalers can be carried and used by the student if stated on the physician order. Prescription medicine must come in the most current pharmacy container with the pharmacy label. Instructions for giving medication must match the physician's orders on file.

Over-the-counter medications - Must come in the original container with student's name. The parent request to give medicine must state how much is to be given, what time and what the medicine is for. Over the counter medications will be administered by designated school personnel if parent request form is on file with school.

Head Lice policy – No child can attend school with live lice in their hair. If these are found, the child must go home. He/she can return when an approved treatment for lice has been completed.

Immunizations - By state law, must be up to date (or a waiver must be signed) and the record must be on file at school.

The school nurse, Elaine Rud, should be contacted at 715-946-3158 with any questions regarding school health issues.

Gilmanton School District Bus Routes 2025-26

Bus pickup times will be similar to last year.

If there is a major change to your pickup time or if you are a new family, you will be contacted by phone.

During the school year, please contact your driver if your child is not riding the bus.



Bus # 4- Vern Cooley: 715-563-1071



Bus #5- Bryan Reidt: 715-797-3567



Bus #11- Dan Maciej: 715-309-3749

Transportation Supervisor – Jamey Davis: 715-946-3158

Gilmanton School District

Breakfast and Hot Lunch Prices and Information for 2025-26

Please send a minimum of \$20 per child to start the year, then send a deposit weekly or monthly to always keep a **POSITIVE BALANCE** in your family meal account.

\$20

- Ala carte is blocked for all students until there is a \$10 or more positive balance in the family meal account.
- Parents can choose to “never allow” ala carte charges by their children (see enclosed form).
- Parents and/or students are responsible for monitoring their meal account balances on the Infinite Campus portal on a regular basis.
- Infinite Campus email messages will be sent out each week to remind families with low balances that funds should be deposited into the account.
- When the meal account balance is no longer positive, the school reserves the right to block ala carte charges without warning.

BREAKFAST PRICES

K4 – Grade 4	\$2.00
Grades 5-12	\$2.10
Adults	\$2.80
Reduced Price Breakfast (must apply in office)	30¢

LUNCH PRICES

K4 – Grade 4	\$2.85
Grades 5-12	\$3.00
Adults	\$4.80
Reduced Price Lunch (must apply in office)	40¢
Extra Main Entrée	\$1.75

One carton of milk (1/2 pint) is included in the price of the breakfast and lunch trays. **Note: For students who receive free meals, milk is only free when the student takes a meal tray, not when they carry a sack lunch.**

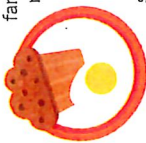
MS/HS ONLY: Ala Carte Items (Ala carte items ARE NOT included with the meal prices.) Available for MS and HS students only. **Please specify on the parent signature page in this packet if you wish to allow your MS/HS student to purchase ala carte.**

Items offered and prices are subject to change without notice.

*Milk	50¢	Sparkling Juice	\$2.00
*Juice	50¢	Chips/Doritos	\$1.25
*Bowl of Cereal	75¢	Cookie	\$1.25
*Fruit Cup	75¢	String Cheese	50¢
*Cinnamon Roll	\$1.00	Beef Jerky	\$2.00
*Oatmeal Bar	\$1.00		
*Cinnamon Toast Crunch Bar	\$1.00		
*Pop tart	\$1.25		
*Rice Krispy Bar	\$1.25		
*Muffin	\$1.50		

Meal Myths

Myth: School breakfast is only for families who qualify for free and reduced meals.



Fact: School breakfast gives your student – and any student – a healthy meal to start the day! It's such a good idea, many schools offer free breakfast to all students, regardless of family income.

Myth: Foods served in the School Breakfast Program aren't healthy.

Fact: School breakfasts are planned to meet nutrition guidelines based on the Dietary Guidelines for Americans and MyPlate to ensure a healthy start to your student's day. Meals contain whole grain-rich products, fat-free or low-fat milk, and fruits, vegetables, or both.



School breakfast is for
EVERYONE!

Meal Myths

Myth: It is my responsibility as a parent to feed my child at home.

Fact: Parents are responsible for making sure their children have a healthy breakfast to start their day. School breakfast makes this responsibility easy by providing a complete, nutritious meal.

Myth: Students don't like school food.

Fact: Students across the state are enjoying delicious menu offerings like yogurt parfaits, French toast sticks, and breakfast burritos. These breakfast entrees are served alongside milk and a variety of fruits, vegetables, or both.



For more information contact:

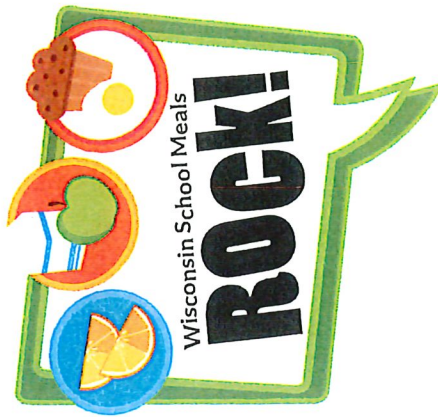
Wisconsin Team Nutrition
School Nutrition Team
Wisconsin Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841
608-267-9228 or 1-800-441-4563
DPIFNSTeamNutrition@dpi.wi.gov
Wisconsin School Meals Rock Website:
dpi.wi.gov/wisconsin-school-meals-rock

December 2017



This institution is an equal opportunity provider.

This project was funded using U.S. Department of Agriculture grant funds.



**Get School Breakfast
for an A+ Boost**

Check out your school's breakfast
and see for yourself that
Wisconsin School Meals ROCK!

Student Accident Insurance Comprehensive Group - No Deductible Plan Policy GA-2200Ed.11-16

SUMMARY OF GROUP COVERAGE

The school purchased a group insurance policy that will provide benefits for accidental bodily injury incurred while the student is:

- | | |
|--|--|
| <ul style="list-style-type: none"> a. attending regular school sessions, b. participating in or attending school-sponsored and supervised extracurricular activities, c. practicing or competing in school-sponsored and supervised interscholastic sports, and | <ul style="list-style-type: none"> d. traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities or interscholastic sports in school-provided transportation. |
|--|--|

OTHER COVERAGE OPTION TO PURCHASE

PARENTS: Now you may extend this valuable school-time protection by purchasing 24-Hour Accident coverage:

24-HOUR ACCIDENT COVERAGE (FULL-TIME) - Covers your student 24-hours a day, any time or anywhere, until school starts next year. Provides benefits for doctor, hospital and dental expenses arising from an accidental injury.

HOW TO ENROLL: Complete the attached enrollment form, enclose with your premium payment and mail to: (DO NOT SEND TO SCHOOL)

Student Assurance Services, Inc. P.O. Box 196, Stillwater, MN 55082

The Medical Benefits and Exclusions below apply to the summary and coverage option above

MEDICAL BENEFITS

When injury covered by the Policy results in treatment by a licensed physician within 60 days from the date of injury, the Company will pay the Usual and Customary (U&C) expenses incurred for covered services as listed below, for expenses actually incurred within one year from the date of injury up to a maximum benefit of \$25,000 per injury. Unless stated otherwise, all amounts listed below are per injury.

This insurance plan is secondary to all other valid coverage. A claim must be filed with other valid coverage first! This plan does not cover penalties imposed for failure to use providers preferred or designated by the primary coverage.

PHYSICIAN'S SERVICES

- a) **Surgical Care**
 - Surgeon - U&C; only one procedure will be allowed (the highest scheduled) when multiple procedures are performed through the same incision or in immediate succession
 - Assistant Surgeon and Anesthesia Services - 25% of the surgeon's allowance
- b) **Nonsurgical Care** (includes physiotherapy, 1 visit per day; other than concussion) - U&C, up to \$100 per visit, maximum 10 visits
- c) **Nonsurgical Care for Concussion** (treatment for concussion) - U&C, up to \$1,000

HOSPITAL CARE

- a) **Inpatient Care**
 - Hospital Semi-private Room - U&C
 - Hospital Miscellaneous Services (includes charges for registered nurse) - U&C
- b) **Outpatient Care**
 - Facility Charges for Day Surgery and Emergency Room (does not include physiotherapy) - U&C
 - Physiotherapy - U&C, up to \$1,000

Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.

RADIOLOGY SERVICES (includes x-ray, MRI, CT Scan, bone scan, and charges for reading) - U&C

DENTAL TREATMENT (in lieu of all other medical benefits, for sound and natural teeth) - U&C, up to \$5,000

AMBULANCE SERVICES (benefit for ground ambulance only) - U&C
ORTHOPEDIC APPLIANCES (when prescribed by a physician for healing; includes charges for durable medical equipment) - U&C, up to \$300

PRESCRIPTION DRUGS (take home) - U&C, up to \$300

REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS (when medical treatment is required for covered injury) - U&C, up to \$300

LABORATORY SERVICES (Outpatient) - U&C, up to \$300

SHOTS AND INJECTIONS (Outpatient, in lieu of physician non-surgical care) - U&C, up to \$300

MOTOR VEHICLE INJURY - Same as any Injury, up to \$2,000

The policy contains a provision limiting coverage to usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.

ACCIDENTAL DEATH AND DISMEMBERMENT

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.

Loss of Life	\$2,500	Single Dismemberment	\$2,500	Double Dismemberment	\$10,000
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K-5676(2025)

(12)

STUDENT ASSURANCE SERVICES, INC.
P.O. BOX 196
STILLWATER MN 55082-0196



IS YOUR CHILD PROTECTED?

EXCLUSIONS - No Benefits Will Be Allowed For:

1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
2. Injuries for which benefits are payable under Workers' Compensation or Employer's Liability Laws.
3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder.

IT IS NOT THE INTENT OF THIS POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM. A re-injury will be covered if the insured has been treatment free for a period of 180 days prior to the effective date of the policy.

CLAIM PROCEDURE

Filing of the claim is the parent's responsibility.

1. Parents notify the school and obtain a claim form immediately. The school completes Part A of the claim form if it's a school injury.
2. Parents complete Part B of the claim form. Answer all questions.
3. Parents submit copies of the student's itemized bills to the student's family medical or dental coverage first, even if there is a large deductible. The other insurance plan will send a report called an Explanation of Benefits (EOB).

4. Parents send the completed claim form, copies of the student's itemized bills and the EOB to:

STUDENT ASSURANCE SERVICES, INC.

PO BOX 196

STILLWATER MN 55082

5. The claim will be completed when all of the above documents have been provided. For claim questions, contact Student Assurance Services, Inc. at (800) 328-2739.

NOTE: Student must have been treated by a licensed physician within 60 days of the date of injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. Itemized bills should be submitted within 90 days from the date of treatment or a reasonable time thereafter not to exceed one year. The Company is responsible only for expenses incurred within one year.

EFFECTIVE AND EXPIRATION DATES

Coverage becomes effective on the Master policy effective date; or the first day of authorized interscholastic sports practice; or the first day of the regular school session; or for Full-time coverage at 12:01 AM following the date the envelope containing the enrollment form and premium is postmarked by the U.S. Postal Service. Interscholastic Sports coverage will expire on the last day of the authorized season of the current school year. School-Time and Full-Time coverage will expire on the selected expiration date of the annual term policy.

This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific) and applicable endorsements. This policy is considered term accident insurance and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice may be obtained on the website www.sas-mn.com.

Underwritten by



Ameritas Life Insurance Corp.
Lincoln, Nebraska



Administered by

STUDENT ASSURANCE SERVICES, INC.

P.O. BOX 196

STILLWATER, MINNESOTA 55082

K-5676(2025)

(12)

Enrollment Form for Student Accident Insurance



Ameritas Life Insurance Corp.
Lincoln, Nebraska

☐ **24-HOUR COVERAGE \$95**

One time policy year premium. Make your check payable to and mail to: Student Assurance Services, Inc. P.O. Box 196, Stillwater, MN 55082-0196

Name of Student _____ Age _____ Grade _____
(Please Print)

Address _____ Phone _____
(Street)

City _____ State _____ Zip _____

Name of School _____ Name of District _____

Signature of Parent/Guardian _____ Date _____

GAA-2203Ed.11-16

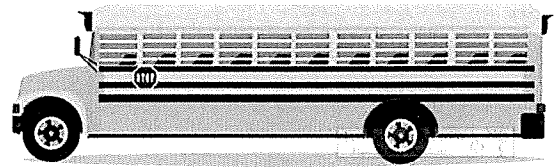
Attach Premium Check - NO REFUNDS - Premium cannot be prorated

K-5676(2025)(12)

Bus Ridership Policy

I. DROP-OFF PROCEDURE FOR 4K STUDENTS

Bus drivers need to see that a parent, guardian, older sibling, or another responsible person is present at the residence when dropping off 4K students from school. For the safety of the child, if the bus driver has reason to believe no one is home, the bus driver will attempt to contact the parent or guardian. If no contact is made, the bus driver may opt to leave the child on the bus and continue with their route, to return to the residence later in the route to drop off the child. The school does not support this pattern of no parent, guardian, older sibling, or another responsible person at home and may be in contact with individual families if this becomes a frequent occurrence.



II. DROP-OFF PROCEDURE FOR 5K-4TH GRADE STUDENTS

For elementary students in grades 5K-4, it is suggested that there be a parent, guardian, older sibling, or another responsible person at the resident when the child(ren) are dropped off. If it appears that no one is home and no contact is made with the parent/guardian, the bus driver may opt to leave the child on the bus and continue with their route, to return to the residence later in the route to drop off the child(ren). The school does not support this pattern of no parent, guardian, older sibling, or another responsible person at home and may be in contact with individual families if this becomes a frequent occurrence. *Note: Families can submit signed permission to the district office to always let their 5K-4th grade child(ren) off the bus at their home/destination.*

III. DROP-OFF PROCEDURE FOR 5TH-12TH GRADE STUDENTS

Students in grades 5-12 will be dropped off at home.

IV. DISCIPLINE

Transportation to and from school is a privilege offered by the district. It is not a right. Because the safety and welfare of all passengers including the driver is at stake, misconduct will not be tolerated.

The bus driver will always be in charge and may find it necessary to initiate disciplinary action. The course of action will be as follows:

1. First offense: verbal warning
2. Second offense: assign special seat
3. Third offense: parent notification with notice to the principal/building coordinator of the problem and action taken.
4. Fourth offense: student referred to the principal/building coordinator with a written notice of the prior problems and the immediate incident. A parent conference may be required to discuss the student's behavioral problems. The referred student may receive a warning and/or a one to three day bus suspension.
5. Fifth offense: repeated violations of the bus rules may lead to the expulsion of ridership privileges for up to one calendar year.
6. Serious offenses that involve the safety and health of the driver and other passengers may result in skipping some or all of the above steps. This could result in suspension or expulsion of bus privileges and may also result in suspension or expulsion from school.

V. RULES AND REGULATIONS FOR BUS RIDERS

A. PRIOR TO LOADING

1. Be on time at the designated school bus stop.
2. Always stay off the road while waiting for the bus.
3. Bus riders will conduct themselves in a safe and appropriate manner while waiting for the bus.
4. Wait until the bus comes to a complete stop before attempting to enter the school bus.
5. Stay back at least 10 feet until the bus has stopped.
6. Line up in an orderly fashion, single file.
7. Never cross between buses.
8. Do not take advantage of or intimidate younger children at any time.
9. If there is no sidewalk or path, it is recommended that you walk on the side of the road facing traffic while walking to and from the bus stop.
10. Use the rail and watch your step when getting on and off the bus.

B. WHILE ON THE BUS

To have safe buses, the driver's attention must not be diverted by misbehavior on the bus. Only one or two students causing trouble could mean a catastrophe for all the students. Therefore, the following rules and regulations will be enforced.

1. Upon entering a school bus, students will immediately find their seats. They will remain in their seats. No one will be standing while the bus is moving.
2. Keep books, packages, coats, and all other objects out of the aisles.
3. If you find it necessary to bring items to school other than normal school supplies, i.e. baseball bats, etc., you must first obtain permission from the driver and/or they may require that the items be stored in a designated area.
4. Unreasonable conduct of any action, which could endanger safe busing, will not be tolerated.
5. Use of decent language and speaking in a normal tone of voice are a must. Music devices will not be played at any time on the bus unless earbuds or headphones are worn.
6. Each student is to display courteous conduct while on the bus.
7. Two students in a seat must make room for a third student when necessary.
8. No snow shall be intentionally brought on the bus.
9. Parent/guardians of students in grades 4K-6 should contact the school or bus driver if student is to be picked up at a location other than the normal assigned bus stop.
10. Nothing shall be thrown or otherwise propelled on the bus or through the windows.
11. No fighting, scuffling, pushing, or tripping shall be permitted on the bus.
12. Do not stand or extend your head, arms, or hands out of the bus.
13. There is to be no littering on the bus and if eating causes a problem, the driver can suspend the eating privileges.
14. No student shall open the emergency door without being directed to do so by the driver. An exception may occur in an emergency where the driver would be unable to direct the evacuation.
15. Never tamper with the bus or any of its equipment. Students will be held responsible for any damage which they may do to any school bus.
16. School bus riders shall comply with all reasonable orders given by bus drivers.
17. Riders should be quiet when approaching a railroad-crossing stop.
18. No smoking or vaping on a school bus at anytime. This also includes the use or possession of all tobacco and tobacco products.
19. No alcoholic beverages are permitted on a school bus at any time.

C. AFTER LEAVING THE BUS

1. Cross the road when necessary (at least 10 feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
2. Wait for the driver to signal before crossing the road in front of the bus.
3. Help look after the safety and comfort of small children.
4. Parent/guardians of students in grades 4K-6 should contact the school or bus driver if the student is to be dropped off at a location other than the normal assigned bus stop.

D. BUS LOADING AND UNLOADING

1. Leaving or entering a bus should be done single file.
2. Loading at each school will be different and will be under the supervision of the bus driver and a certified employee. Specific instructions will be given at the high school.
3. Prior to dismissal, grade school students arriving at the high school will remain on the bus until the driver tells them to transfer.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The District Administrator or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Technology Coordinator may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form.

Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology staff as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

Assignments, Calendar, Classroom, Cloud Search, Drive and Docs, Gmail, Google Chat, Google Chrome Sync, Google Meet, Google Vault, Groups for Business, Keep, Migrate, Sites, Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

Classroom, Google Chrome Sync, Google Earth, Google Maps, Google Photos, YouTube, Applied Digital Skills, Chrome Web Store, Google Cloud Platform, Google Groups, Google News, Google Play, Google Search Console, Google Translate, Looker Studio, Material Gallery, Programmable Search Engine

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Gilman School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student’s settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile

network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.

- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account

or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Kory Rud, Superintendent,

krud@ghs.k12.wi.us or 715-946-3158. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Kory Rud, Superintendent, krud@ghs.k12.wi.us or 7150946-3158. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

LETTER TO HOUSEHOLDS/FREQUENTLY ASKED QUESTIONS - SCHOOL YEAR 2025-26

Dear Parent/Guardian:

Children need healthy meals to learn. **Gilmanton School District** offers healthy meals every school day. Breakfast costs **\$2.00 (4K-4) and \$2.10 (5-12)**; lunch costs **\$2.85 (4K-4) and \$3.00 (5-12)**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2025-26			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	28,953	2,413	557
2	39,128	3,261	753
3	49,303	4,109	949
4	59,478	4,957	1,144
5	69,653	5,805	1,340
6	79,828	6,653	1,536
7	90,003	7,501	1,731
8	100,178	8,349	1,927
Each additional person:	10,175	848	196

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail Kory Rud, krud@ghs.k12.wi.us, 715-946-3158.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Diane Pfund, Gilmanton School District, PO Box 28, Gilmanton, WI 54743, 715-946-3158.
4. **IMPORTANT!** SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact Diane Pfund, Gilmanton School District, PO Box 28, Gilmanton, WI 54743, 715-946-3158, dpfund@ghs.k12.wi.us immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOL? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

6. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit https://www.ghs.k12.wi.us/district/food_service.cfm to begin or to learn more about the online application process. Contact Diane Pfund, Gilmanton School District, PO Box 28, Gilmanton, WI 54743, 715-946-3158, dpfund@ghs.k12.wi.us if you have any questions about the application process.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **10/14/2026** or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
9. MY CHILD PARTICIPATES IN BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children participating in BadgerCare Plus or Medicaid may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
10. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Kory Rud, PO Box 28, Gilmanton, WI 54743, 715-946-3158, krud@ghs.k12.wi.us
13. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
16. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.
17. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.
19. IF THIS APPLICATION IS APPROVED WILL MY CHILD RECEIVE SUMMER EBT BENEFITS? Yes. An approved Household Application for Free or Reduced Priced Meals qualifies your household for Summer EBT benefits. More information is available at <https://dpi.wi.gov/school-nutrition/programs/SummerEBT>.

If you have other questions or need help, call 715-946-3158.

How To Apply for Free and Reduced Price School Meals

Please use these instructions to help you fill out the application for free and reduced price school meals. You only need to submit one application per household, **even if your children attend more than one school in the Gilmanston School District.**

The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Diane Pfund, 715-946-3158, dpfund@ghs.k12.wi.us

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth;
- Students attending (regardless of age) Gilmanston Schools

<p>A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.</p>	<p>B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.</p> <p>C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing Step 1, go to Step 4.</p> <p>Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to Step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.</p>	<p>D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.</p>
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Step 2: Do any household members currently participate in SNAP, TANF, or FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits
- The Food Distribution Program on Indian Reservations (FDPIR).

A) If no one in your household participates in any of the above listed programs:

- Check "No" in Step 2 and go to Step 3.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: <https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>

- Go to Step 4.

Step 3: List ALL household members and income for each member

How do I report my income?

- Use the lists titled "**Sources of Income**" & "**Examples of Income for Children**," on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received **before** taxes and deductions.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. Report income earned by adults

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - Infants, children and students already listed in Step 1.

Step 3: List ALL household members and income for each member

1) List adult household members' names.

Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in Step 1.

2) List earnings from work.

List all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.

- **What if I have multiple jobs?** List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary.
- **What if I am self-employed?** List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered.

If a child listed in **Step 1** has income, follow the instructions in **Step 3, Part B.**

3) List income from public assistance/child support/alimony.

List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

4) List income from pensions/retirement/all other income.

List all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

- **What if I receive income from multiple sources in this category?** List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary.

5) List total household size.

Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in **Step 1** and **Step 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

6) Provide the last four digits of your Social Security Number.

An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

3.B List income earned by children

List all income earned or received by children.

List the combined gross income for ALL children listed in **Step 1** in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- **What is Child Income?** Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income.

Step 4: Contact information and adult signature

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the statements on the back of the application.

<p>A) Provide your contact information. Write your current mailing address in the fields provided, if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p>B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."</p>	<p>C) Mail completed application to: Gilmanton School District PO Box 28 Gilmanton, WI 54743</p>
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Optional

Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

Please return the application directly to your child's SCHOOL. DO NOT mail, fax, or email completed applications or questions about applications to the USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

2025-26 Household Application for Free and Reduced Price School Meals

APPLY ONLINE: https://www.ghs.k12.wi.us/district/food_service.cfm
RETURN TO (School/District Name): Gilmanston School District
ADDRESS: PO Box 28, Gilmanston, WI 54743

Complete one application per household. Please use a pen (not a pencil). In Community Eligibility Provision Schools (CEP), receipt of free meals does not depend on returning this application; however, this information is necessary for other programs.

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Grade	Foster-Child	Migrant	Runaway	Homeless

If you checked any of these boxes, please refer to the Application's Instruction's Step 1: Part C & Part D.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2 Do any household members (including you) participate in: FoodShare (SNAP), W-2 Cash Benefits (TANF), or FDIPIR?

☐ NO → Go to STEP 3. ☐ YES → Write case number here and proceed to STEP 4.

PROGRAM NAME: Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	Public Assistance, Child Support, Alimony	Pensions, Retirement, Social Security, VA Benefits, All Other	How often received?	How often received?	How often received?						
	Weekly	Every 2 Weeks	Monthly	Annually	Weekly	Every 2 Weeks	Monthly	Annually	Weekly	Every 2 Weeks	Monthly	Annually

Required: Last Four Numbers of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member or Check Box if No SSN

Child Income:

Check Box if No Social Security Number: ☐

How often received? Weekly, Every 2 Weeks, Monthly, Annually

Please see application's back for list of income sources.

B. Child Income

Sometimes children in the household earn or receive income.

Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

STEP 4 Contact information and adult signature.

RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL: Insert school address here

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form:

Required: Signature of Adult:

Today's Date:

Mailing Address (if available):

City:

State:

Zip:

Phone (optional):

Email (optional):

Return completed form to your child's school.

- OVER -

SOURCES AND EXAMPLES OF INCOME For additional information on income, please refer to the instructions that accompany this application.

Sources of Income		Examples of Income for Children
Earnings from Work	Public Assistance/Alimony/Child Support	
<ul style="list-style-type: none">Salary, wages, cash bonuses, tips, commissionsNet income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none">Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)Allowances for off-base housing, food, and clothing	<ul style="list-style-type: none">Unemployment benefitsWorkers' compensationSupplemental Security Income (SSI)Cash assistance from State or local governmentAlimony paymentsChild support paymentsVeterans benefitsStrike benefits	<ul style="list-style-type: none">A child has a regular full or part-time job where they earn a salary or wages
		<ul style="list-style-type: none">A child is blind or disabled and receives Social Security benefitsA parent is disabled, retired, or deceased, and their child receives Social Security benefits
		<ul style="list-style-type: none">A friend or extended family member regularly gives a child spending money
		<ul style="list-style-type: none">A child receives regular income from a private pension fund, annuity, or trust

OPTIONAL Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): ☐ Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

DO NOT FILL OUT For school use only. If all students listed on this application attend CEP schools, the processing of this application cannot be paid for by the nonprofit school food service account.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12. Do not annualize income to determine eligibility unless more than one income frequency is listed.

Total Income

How often? ☐ Weekly ☐ Every 2 Weeks ☐ Monthly ☐ Annual

Household size

Categorical Eligibility ☐

Eligibility ☐ Free ☐ Reduced ☐ Denied

Determining Official's Signature Date

Confirming Official's Signature Date

Verifying Official's Signature Date

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, Check if no Social Security Number' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or
EMAIL: program.intake@usda.gov

*Do not mail applications to this address, only complaints of discrimination.

Return completed form to your child's school.

This institution is an equal opportunity provider.

**Look for the
highlighted areas and fill out
only what pages pertain to
your child(ren).**

(Not everyone has to fill out every page.)

**PLEASE DO NOT
REMOVE STAPLE**

Return this packet on or before
the first day of school.

SCHOOL DISTRICT OF GILMANTON

2025-26 Annual Student Contact Information Update

Fill Out One Form
Per Family

Student First Name/Middle Initial/Last Name	Grade	Student Lives With (code description below)							Student Mobile Phone # (if have)
		MF	M	F	S	MS	FS	G	
		MF	M	F	S	MS	FS	G	
		MF	M	F	S	MS	FS	G	
		MF	M	F	S	MS	FS	G	
		MF	M	F	S	MS	FS	G	

Student Lives With Codes- MF: Mother&Father, M: Mother only, F: Father only, S: Shared Custody, MS: Mother&Stepfather, FS: Father&Stepmother, G: Guardian

Your Household Address _____

Mailing Address (only if different) _____

Email You Use For School Messages _____

	Parent/Guardian to Contact First	Parent/Guardian to Contact Second
First & Last Name		
Best Phone #		
Alternate Phone #		
Work # If Different		
Provide at least one person to Contact Third in the event the school cannot reach either parent/guardian:		
Name	Best Phone #	Alternate Phone #

WHO SHOULD RECEIVE THE SCHOOL MESSAGES and HOW DO YOU WANT TO RECEIVE THEM?		MARK EACH METHOD YOU WANT SENT TO WHOM WITH AN "X"			
Fill in name and number of who should receive messages AND which message type. (List at least 1 parent/guardian)		Text*	Email	Voicemail	Infinite Campus Parent Portal
Name	Phone #				
Name	Phone #				

Note: you can update these contact preferences at any time throughout the year in the Infinite Campus parent portal.

*If you choose text option, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text message.

In case of emergency where parent/guardians cannot be reached, I give the School District of Gilmanton the authority to provide medical emergency services as they feel appropriate.



Parent/Guardian Signature

Date

SCHOOL DISTRICT OF GILMANTON

2025-26 Annual Student Health Information Update

Fill Out
One Per
Family

Student #1 Name:		Student #2 Name:		Student #3 Name:		Student #4 Name:	
Check any of these which your child currently has or has had in the past:							
ADD/ADHD		ADD/ADHD		ADD/ADHD		ADD/ADHD	
Allergies-Seasonal		Allergies-Seasonal		Allergies-Seasonal		Allergies-Seasonal	
Allergies-Mild		Allergies-Mild		Allergies-Mild		Allergies-Mild	
Allergies-Moderate		Allergies-Moderate		Allergies-Moderate		Allergies-Moderate	
Allergies-Food (list)		Allergies-Food (list)		Allergies-Food (list)		Allergies-Food (list)	
Allergies-Other (list)		Allergies-Other (list)		Allergies-Other (list)		Allergies-Other (list)	
Allergies –SEVERE (list)		Allergies –SEVERE (list)		Allergies –SEVERE (list)		Allergies –SEVERE (list)	
Anxiety		Anxiety		Anxiety		Anxiety	
Asthma-Mild		Asthma-Mild		Asthma-Mild		Asthma-Mild	
Asthma-Moderate		Asthma-Moderate		Asthma-Moderate		Asthma-Moderate	
Blood Disorder		Blood Disorder		Blood Disorder		Blood Disorder	
Bleeding Disorder		Bleeding Disorder		Bleeding Disorder		Bleeding Disorder	
Bowel/Bladder		Bowel/Bladder		Bowel/Bladder		Bowel/Bladder	
Cancer		Cancer		Cancer		Cancer	
Cerebral Palsy		Cerebral Palsy		Cerebral Palsy		Cerebral Palsy	
Dental Problems		Dental Problems		Dental Problems		Dental Problems	
Depression		Depression		Depression		Depression	
Diabetes Type 1		Diabetes Type 1		Diabetes Type 1		Diabetes Type 1	
Diabetes Type 2		Diabetes Type 2		Diabetes Type 2		Diabetes Type 2	
Dietary Restrictions (explain)		Dietary Restrictions (explain)		Dietary Restrictions (explain)		Dietary Restrictions (explain)	
Epi-Pen		Epi-Pen		Epi-Pen		Epi-Pen	
Head Injury/Concussion		Head Injury/Concussion		Head Injury/Concussion		Head Injury/Concussion	
Hearing Problems		Hearing Problems		Hearing Problems		Hearing Problems	
Heart Problems		Heart Problems		Heart Problems		Heart Problems	
Inhaler (currently uses)		Inhaler (currently uses)		Inhaler (currently uses)		Inhaler (currently uses)	
Migraines		Migraines		Migraines		Migraines	
Orthopedic/Bone		Orthopedic/Bone		Orthopedic/Bone		Orthopedic/Bone	
Seizures		Seizures		Seizures		Seizures	
Serious Injury		Serious Injury		Serious Injury		Serious Injury	
Social/Emotional/Behavioral		Social/Emotional/Behavioral		Social/Emotional/Behavioral		Social/Emotional/Behavioral	
Special Needs		Special Needs		Special Needs		Special Needs	
Speech Concerns		Speech Concerns		Speech Concerns		Speech Concerns	
Vision Concerns		Vision Concerns		Vision Concerns		Vision Concerns	
Wears Glasses		Wears Glasses		Wears Glasses		Wears Glasses	
Other Concerns		Other Concerns		Other Concerns		Other Concerns	

Please explain any of the above conditions (attach page if necessary) _____

Parent/Guardian signature gives permission to share this health information with school staff as needed for safety at school, on field trips, and other school activities.

Parent/Guardian Signature

Date

Optional Form

Permission to Administer Non-Prescription Medicine at School

I give permission for the School Nurse or designated school staff to administer non-prescription medicine to my child if needed. I will provide the school with this medication. (Examples: Tylenol, antihistamine/allergy medication, cough and cold medication.)

The school will keep a record of the date and time any medication is administered to the student.

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Parent/Guardian Name Printed _____



Parent/Guardian Signature

Date

To Parents and Guardians,

At Gilmanton School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Gilmanton School District, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice in this packet provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent.

I give permission for Gilmanton School District to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Kory Rud, Superintendent



Full name of student

Full name of student

Full name of student

Full name of student
Printed name of parent/guardian _____

Signature of parent/guardian

Date

2025-26 Parent/Student Signature Page

After reading the policies in this packet, please check as applicable and sign/date below. Note: If you need clarification of any of the policies, please contact the school at 715-946-3158.

PLEASE READ CAREFULLY! Check each box as applies and sign below.

- ☐ Guidelines for Use of School-Owned Chromebooks and Other Devices and Checkout Policy
- ☐ Weather-Related School Closure Days/Virtual Learning Family Guidelines
- ☐ Attendance Policy and Student Attendance Expectations
- ☐ Bus Ridership Policy
- ☐ Student Technology Acceptable Use and Safety Policy
- ☐ Permission to Use Name, Photos, and/or Publication of Student Projects Online
- ☐ YES, permission given
- ☐ NO, permission not given
- ☐ **For ELEM Only:** Permission to drop off my elementary student at home, even if no parent/guardian, older sibling, or another responsible person is present at the residence
- ☐ YES, permission given ☐ NO, permission not given
- ☐ **For MS/HS Only:** Student Activities Code
- ☐ **For MS/HS Only:** Ala Carte Permission/Block
- ☐ YES for ALL or NAMES OF CHILDREN (insert name/s below) **may** charge ala carte items

- ☐ NO for ALL or NAMES OF CHILDREN (insert name/s below) **may not** charge ala carte items



I have read and understand the policies and procedures listed above that are included in the back-to-school packet.

Parent/Guardian Name (PRINTED) _____ Date _____

Parent/Guardian Signature: _____

Student Signatures: _____



Sign Up For Our

AFTER SCHOOL PROGRAM

Looking for a safe, engaging, and enriching space for your child after school?

**FOR ALL GRADES - HELD AT THE
MS/HS MONDAY- FRIDAY
3:15 - 5:00 PM**

Study/Quiet Time

Enrichment Activities



Fun & Games

Snack Provided

Cost: \$30 per week or \$6 per day (discounts available for families who are eligible for school meal assistance). To register your school-aged child, please fill out the information below and return to school:

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Day(s) Attending (circle): MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Bus Route My Child Rides Home From School: ___ Bryan ___ Dan ___ Vern

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Annual Notices

School District of Gilmanton

State and Federal Annual Notice Requirements

In preparation for the start of the school year, the following annual notices are provided as required by law. Please take a few moments to review the details of the various notices. Many of these notices, as well as others, are available on our school website: www.ghs.k12.wi.us.

Asbestos Notification

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Gilmanton School District has an Asbestos Management Plan at the school district office. This plan is available for inspection by the public, parents and district employees. The district performs six month periodic surveillance of asbestos and full re-inspections every three years. For more information please contact the district office.

Indoor Environmental Quality Management Plan

The Gilmanton School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at S889 Larson Road, Gilmanton, WI 54743.

Homeless Children and Youth

The McKinney-Vento Act defines homeless children and youth as:

Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because the children are living in circumstances described above.

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the Gilmanton School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- ◇ The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g. academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- ◇ Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- ◇ Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- ◇ Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- ◇ Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Kory Rud, homeless liaison for the Gilmanton School District, at (715) 946-3158 or krud@ghs.k12.wi.us for additional information about the rights and services described above.

The School District of Gilmanton does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital or parent status in any of its student programs and activities.

STUDENT NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY

The Gilmanton School District has an adopted policy in the area of student nondiscrimination. This is Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity. To view the full policy, please visit the District website: ghs.k12.wi.us/district/board-policies.cfm Select BoardDocs®

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer:

Title IX Complaint Coordinator/District Compliance Officer (hereinafter referred to as the "CO")

The Board designates the following individual to serve as the District's CO:

Jay Hebert
715-946-3158
PO Box 28
Gilmanton, WI 54743
jhebert@ghs.k12.wi.us

CAREER AND TECHNICAL EDUCATION NONDISCRIMINATION

The mission of career and technical education is to provide an opportunity for students to develop the knowledge needed for success in employment, to build foundations for further education, and to acquire independent living skills. The District's curriculum will provide every student with the opportunity to participate in learning experiences, explore potential careers and, when appropriate, acquire the occupational skills necessary for the transition from school to the world of work. The programs are available to students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes").

EDUCATION STANDARDS

Common Core Standards (CCS)

K-12 English/Language Arts
K-12 Mathematics

Next Generation Science Standards (NGSS)

K-12 Science

Wisconsin Model Academic Standards

K-12 Social Studies
Art Education
Health and Physical Education
Personal Finance
Spanish (World Language)
Technology Education
School Counseling

Wisconsin Standards for Business and Information Technology and Wisconsin Standards for Marketing, Management, and Entrepreneurship

Business Education

National Core Music Standards

Music Education

EDUCATION OPTIONS

This is an annual requirement of WI Act 55. Children that reside within the boundaries of the Gilmanton School District have a variety of educational options. Their options include all educational programming sponsored by the district, attendance at private schools participating in the Wisconsin Private School Choice Program, virtual schools sponsored by the district or other districts in the state of Wisconsin, full-time open enrollment to other Wisconsin public school districts, dual enrollment (Early College Credit and Start College Now), Youth Apprenticeship, and home-based private educational programs.

ACADEMIC AND CAREER PLANNING SERVICES

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. Students in the Gilmanton School District utilize Xello software to engage in career exploration, planning and preparation.

SCHOOL ACCOUNTABILITY REPORT: Gilmanton School District <https://apps2.dpi.wi.gov/reportcards> Select "Gilmanton"

<u>Overall Accountability Ratings</u>	<u>Score</u>
Significantly Exceeds Expectations	83-100
Exceeds Expectations	70-82.9
Meets Expectations	58-69.9
Meets Few Expectations	48-57.9
Fails to Meet Expectations	0-47.9

The most recent ranking level (2023-2024 school year) assigned to the Gilmanton School District is 56.1.

Notice to All Parents

As a parent in the School District of Gilmanton, you have the right to know the professional qualifications of the classroom teachers that instruct your child. The federal No Child Left Behind law allows you to request specific information about your child's classroom teachers and requires that your school respond to your request in a timely manner. You have the right to ask for the following information in regard to your child's teachers:

- *Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subject he or she teaches.*
- *Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations, because of special circumstances.*
- *The teacher's college major; whether the teacher has advanced degrees and, if so, the subject of the degrees.*
- *Whether any teacher's assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

If you would like to receive any of this information, please contact Kory Rud at 715/946-3158 or krud@ghs.k12.wi.us

ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the School District of Gilmanton 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 Alan McCutcheon, School Psychologist, School District of Gilmanton, at 715/946-3158, or by writing to P.O. Box 28, Gilmanton, WI 54743.

SPECIAL EDUCATION SERVICES

The School District of Gilmanton provides special education services to students who qualify. Under section 115.777(1)(a) of the state statutes, persons required to make referrals based on student observation include physicians, nurses, social workers and administrators of social service agencies. School personnel as well as parents may also request a referral on behalf of a child. To obtain information on the policy or to request a referral, please contact the Superintendent.

SPECIAL NEEDS SCHOLARSHIP PROGRAM

Please visit the following site to review information on eligibility and availability of the Special Needs Scholarship Program provided by Wisconsin Statutes:

<http://dpi.wi.gov/sms/special-needs-scholarship>

SPECIAL ED PLAN (SEP) AVAILABLE

The state law regarding special education gives school districts flexibility to appropriately address local needs and requires public disclosure regarding local special education delivery systems and student outcomes. The law also encourages parent participation in the local decision making process. This local process is described in the Special Education Plan (SEP).

State law specifies the elements that must be addressed in the SEP, including student and special education program data. State law also requires the district to develop a plan to address any needs identified by a local evaluation of data.

The local educational agency (LEA) special education plan consists of three parts. Part I includes the information drawn from other DPI data reports; Part II is the LEA's service delivery plan; and Part III is the federal Individuals with Disabilities Education Act (IDEA) flow through and discretionary grants application section.

Our SEP is available to parents and other interested people. Contact the district office for more information on obtaining a copy.

PARENT/STUDENT RIGHTS UNDER SECTION 504

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of the decisions.

You have the right ...

- To have your child take part in and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
- To have the school district advise you of your rights under federal law;
- To receive notice with respect to identification, evaluation or placement of your child;
- To have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
- To have your child educated in facilities and receive services comparable to those provided non-handicapped students;
- To have your child receive special education and related services if found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act;
- To have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know your child, the evaluation data, and placement options;
- To have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the district;
- To have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
- To examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
- To obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanations and interpretations of your child's records;
- To request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- To request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you;
- To ask for payment of reasonable attorney fees if you are successful on your claim;
- To file a local grievance in accordance with the district's 504 grievance procedure;
- To appeal to the Office of Civil Rights. (Office for Civil Rights {OCR}, US DOE, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606, 800-421-3481).

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

*The School District of Gilmanton 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 activity each year: **Child Development Day**. 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, and microfilm. 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.*

Student Handbooks, policies, etc. can be found on the District website:
www.ghs.k12.wi.us

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 records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125 (2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The school district maintains several classes of pupil records.

- **"Progress records"** include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- **"Behavioral records"** include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- **"Directory data"** includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- **"Pupil physical health records"** include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the information not be released without the prior consent of the parent(s)/eligible student.

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 shall also provide a breakfast program in accordance with procedures established by the United States Department of Agriculture (USDA) School Breakfast Program.

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 school meal pattern requirements and the USDA's 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 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 provided and 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 USDA and the United States Department of Health and Human Services; and
- C. Consult and incorporate the USDA's Smart Snacks in School nutrition guidelines.

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.

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.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards.

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

Dietary Modifications

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information:

- A. An explanation of how the student's physical or mental impairment restricts the diet;
- B. The food(s)/type(s) of foods to be avoided;
- C. The food(s)/type(s) of foods to be substituted;
- D. Additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Manager who shall serve as the Special Dietary Accommodation Coordinator (Jill Christen, PO Box 28, Gilmanton, WI 54743; phone: 715-946-3158; email: jchristen@ghs.k12.wi.us).

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitution must inform the Food Service Manager or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the Building Principal or District Administrator and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision is final.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Manager or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by

9:00 a.m. the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities recommendation provided with the Medical Statement for Special Dietary Needs.

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 Food Service Manager and Superintendent. 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 Superintendent. Any surplus funds from the National School Lunch Program shall be used to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the District Administrator. 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. 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 NSFSA 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

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate a negative food service account balance. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

If a student has reached the permissible level of negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.

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.

The food-service program may participate in the Farm to School Program using locally grown food in school meals and snacks.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Wellness Policy (Policy 8510)

In compliance with Federal requirements, this is notice that the School District of Gilmanton has a Wellness Policy. The policy can be found on the school's website: ghs.k12.wi.us/district/board-policies.cfm then click the link to BoardDocs®

Right to Inspect Instructional Materials/Reconsideration of School Library Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments. Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific instructional materials and specific material in a school library.

DEBIT CARD DONATIONS

Alliance Bank offers a debit card program to their customers that can be used to
earn money for our school!

IT'S EASY!

Check with your bank to find out more about how you can donate.