

School District of Gilmanton

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Kory Rud, Superintendent
Brad Bryan, District Principal
Jay Hebert, Associate Principal/Dean of Students

August 2026

Dear Parents & Students,

Entering this second week of August, I want to touch base with our community on a variety of topics. As another school year begins, we look forward to working with your children and the district is working on goals for continued improvement. Mr. Bryan will talk more about our school goals and offerings in detail in his letter; but also know we are not complacent and are striving to provide your children the best opportunities while knowing that our small teacher to student ratios is a great attribute - we can offer your children the individualized support they need to grow.

- **Busing** - Due to a driver shortage, we will be running just two bus routes. To accomplish this, we studied and remapped the routes to provide the most efficient bus times for families. Please see the bus route list in this packet. Also, due to Jenny Stuber's resignation, we are hiring Martin Knudsen to drive our co-op sports athletes to Independence. **We currently have one bus driver position open and we can train drivers, so please reach out if you are interested.**
- **WI ACT 89** - Wisconsin Act 89 requires all public schools to adopt a formal policy on appropriate communication between school employees/volunteers and students, covering both in-school and out-of-school interactions. The policy requires appropriate content and methods of communication with students, and the district has chosen to use Google email and Google chat to meet this new requirement.
- **Summer Projects** - We kept summer projects to a minimum, but we are updating some carpeting in a few areas, and we have updated our elementary playground areas to rock (similar to other playgrounds).
- **Bound Platform** - The Dairyland Conference has switched to BOUND as the new platform for listing school sporting events on our school website, so when you search for sports schedules, there will be a new look this year.
- **After School Program** - We will run the program Monday through Thursday this year from 3:15 until 5 pm. There will be some changes for enrolling and payment this year and we will share that information with families that will be using the program.

We enter this school year with genuine excitement for the possibilities ahead. Growth happens best in partnership, and we are grateful for the trust you place in us to help your children thrive. Thank you for being part of our school community—we can't wait to see all that this year will bring.

Mr. Rud
Superintendent



A Back-to-School Letter from the Principal

August 10, 2026

Dear District Families,

Welcome to the 2026-27 school year. It's hard to believe summer is nearly over, but all good things must come to an end. Here at the Gilmanton School District, we can't wait to get started again.

Our district's aim continues to be growth: academic and social growth for our students and professional growth for our staff. Strategically, we plan to do that by increasing rigor and engagement. Students will benefit from a rigorous instruction that challenges them to increase their skills while being flexible and engaging enough to meet their various abilities.

We made substantial academic gains last year across the district. Our state Forward and PreACT Secure scores were well in line with state averages. Our growth from fall to spring was significantly higher than in the two years prior. We intend to continue those successes this year in all three buildings. The elementary will continue to achieve strong growth in reading while shifting the focus to increase engagement in math. In the middle school, we are continuing to expand our Multi-Level System of Supports, while increasing engagement for classroom instruction. To do this, we have purchased a new English Language Arts curriculum and are adopting Project Based Learning in Science and Social Studies, a best-practice approach. At the High School, we have adjusted the schedule to include learning opportunities that did not exist in prior years. We have additional offerings in Art, Business, Science, and Music, some of which will also take a project based approach. Teachers are in the process of reevaluating standards to match instruction with rigor and deftly respond to state testing outcomes. Over the next three years, we intend to develop a standards-based approach, increase support and strive to have all students proficiently reading and doing math.

These all seem like very ambitious goals, and they are. However, having served in this position for a year now, I have every confidence in our staff and our systems. More importantly, I have met all of our wonderful students and they have instilled in me a firm belief that they are more than capable of achieving at high levels. I'd ask that you, the parent or guardian, engage equally in this partnership. Make sure your students are on top of their studies. Ask them what they are learning in school. Make sure they always have a book and are reading AT LEAST 30 minutes a day. Ask them about what they are reading. Reading and math are foundational skills that will benefit them in the classroom and in their jobs as adults.

Respectfully,

Brad Bryan,
District Principal



A Back-to-School Letter from the Principal

Important Information to Make Note of

First Day: Wednesday, August 26 is the first day for students in grades 1-12. Busing, breakfast and lunch will be provided.

4K/5K: will have a separate open house at the elementary from 8:30 a.m. until 3:00 p.m. on Wednesday, August 26. Parents and students can stop by any time to meet the teacher and visit the classroom. Students will return home with parents. First day with bus service and meals will be on Thursday, August 27 for 4K and 5K students.

Transportation: We have consolidated bus routes due to a driver shortage. A bus list with AM pickup times is included in this mailing. Please contact the school if you are not listed or if you are listed but do not need bus transportation.

Elementary Breakfast: We will continue to serve students a nutritious breakfast at the elementary. If your child plans to eat breakfast at school, please be sure they arrive early enough to enjoy it. Classes start promptly at 8 a.m.

Elementary Drop Off: We are once again asking parents to drop students off at the door no later than 7:55. A teacher will be there to greet your students. To increase student safety, we are asking parents not to park directly in front of the main entrance. There will be traffic cones set out as a reminder. This provides students with a clear, visible path into the building.

High School Schedule Changes: We ask that all high school students who wish to change their schedules do so only on August 26 and 27. Upperclassmen will be able to view their schedules through Infinite Campus and submit add/drop paperwork on the two dates mentioned.

GILMANTON SCHOOL DISTRICT | 2026-2027 CALENDAR

JULY 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	

	NO CLASS-Break/Holiday
	NO CLASS-Teacher Inservice
	Early Release (12:15)
	End of Trimester
F	First Day-Students
P	Parent-Teacher Conf
L	Last Day-Students (12:15)

JANUARY 2027						
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 NO SCHOOL
27 Teacher Inservice

19 student days

AUGUST 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	F	27	28	29
30	31					

26 First Day Students
26 4K/5K Open House
27 School Day
28 & 31 NO SCHOOL

2 student days

FEBRUARY 2027						
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						

26 End Trimester 2

20 student days

SEPTEMBER 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			

7 Labor Day-NO SCHOOL

21 student days

MARCH 2027						
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 Teacher Inservice
22-26 Spring Break
31 Child Development Day/4K
Registration

17 student days

OCTOBER 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	P	30	31

2 Early Release-Teacher Inservice
29 Early Release-PT Conf
30 NO SCHOOL

21 student days

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	P	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

14 Teacher Inservice-AM
14 PT Conf-PM

21 student days

NOVEMBER 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					

20 End Trimester
23-24 Teacher Inservice
25-27 NO SCHOOL

16 student days

MAY 2027						
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	L	29
30	31					

7 Early Release-Teacher Inservice
22 Graduation
28 Last Day of School

20 student days

DECEMBER 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		

23- 31 NO SCHOOL

16 student days

JUNE 2027						
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 Teacher Inservice

173 Student Days-Approved 1.19.26



**For 4K & 5K
Students & Families**

Wednesday, August 26

8:30 am – 3:00 pm

At Gilmanton Elementary School

4K & 5K Students and their parents/guardians - stop in any time between 8:30 am and 3:00 pm on Wednesday, August 26, to meet your child's teacher and learn more about the upcoming school year.

Please bring your school supplies. Parents Club provided school supplies will be available for your child. See you on the 26th!

Students will return home with parents/guardians and begin a full school day on Thursday, August 27.

August 2026

EXCITING BACK-TO-SCHOOL ANNOUNCEMENT

Dear Families,

We are delighted to share some wonderful news: Land O'Lakes has generously donated 96 backpacks filled with school supplies for our students! These backpacks are available to all **middle and high school** students.

Plus, there's more! Our Parents Club has again donated a majority of the school supplies that are needed for our **elementary and middle school** students!

We are grateful for the generosity from Land O'Lakes and Parents Club!

Each Land O'Lakes backpack contains the following school supplies:

- 1 backpack
- 1 notebook
- 3 folders
- 12 pencils
- 12 pens
- 1 ruler
- 3 highlighters
- 1 pencil pouch
- 1 pack colored pencils
- 1 scissor

Attached to this letter is a list of school supplies that we are asking families to provide. If you are experiencing financial hardship, please contact me at 715-946-3158 or bbryan@ghs.k12.wi.us.

Brad Bryan,

District Principal

GILMANTON SCHOOLS 2026-27 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") & plastic storage bag for mat both labeled with child's name--no blankets or stuffed animals
 - Extra set of clothes in a zip-lock bag labeled with child's name
 - Art smock or old shirt labeled with child's name
 - Backpack
 - 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
 - Backpack
 - 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- accordion folder for English
 - 3- spiral notebooks (anyone taking Outdoor Science needs a separate notebook)
 - 1- pocket folder
 - Glue stick
 - Notecards
 - 4 or more PAPER textbook covers
 - Earbuds
 - INSIDE shoes for PE to leave at school, NON-MARKING soles
-

You don't need to purchase these items as they are Included In the backpack gift from Land O' Lakes:

- 12- wooden pencils are provided, more are optional
- 12- blue ink pens are provided, more or other colors are optional
- 3- highlighters are provided, more are optional
- 3- pocket folders are provided
- 1- notebook is provided to use for English
- 1- ruler that includes metric is provided
- 1- scissor is provided
- 1- pencil pouch is provided
- 12- colored pencils are provided
- 1- backpack is provided

9th & 10th: Scientific calculator (TI-84 Graphing Calc recommended) for Algebra I & Geometry

11th & 12th: TI-30X11S 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.
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Gilmanton School District Breakfast and Hot Lunch Prices and Information for 2026-27

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	\$2.10
Grades 5-12	\$2.20
Adults	\$2.80
Reduced Price Breakfast	30¢
<i>(must apply in office)</i>	

LUNCH PRICES

K4 – Grade 4	\$3.00
Grades 5-12	\$3.15
Adults	\$4.80
Reduced Price Lunch	40¢
<i>(must apply in office)</i>	
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.

Banana Bread	\$1.50	Parfait/Smoothie	\$1.00
Bubbl'r	\$2.00	Rice Krispy Bar	\$1.50
Cereal	\$1.00	Sparkling Juice	\$2.25
Chips/Doritos	\$1.50	Yogurt	\$1.00
Cinnamon Roll	\$1.25		
Cookie	\$1.50		
Hashbrown Patty	\$1.00		
Juice	75¢		
Milk	50¢		
Oatmeal Bar	\$1.00		

Benefits of Breakfast



- ❖ Eating breakfast can help improve math, reading, and standardized test scores.^{i ii iii}
- ❖ Children who eat breakfast are more likely to behave better in school and get along with their peers than those who do not.^{iv v}
- ❖ Breakfast helps children pay attention, perform problem-solving tasks, and improves memory.^{vi vii}
- ❖ Children who eat school breakfast are likely to have fewer absences and incidents of tardiness than those who do not.^{viii}
- ❖ By eating breakfast, students get more of important nutrients, vitamins and minerals such as calcium, dietary fiber, folate and protein.^{ix x}
- ❖ Studies have shown that children who eat breakfast on a regular basis are less likely to be overweight.^{xi xii xiii}
- ❖ Eating breakfast as a child is important for establishing healthy habits for later in life.
- ❖ Schools that provide breakfast in the classroom to all students have shown decreases in tardiness and suspensions as well as improved student behavior and attentiveness.^{xiv xv}
- ❖ What you eat for breakfast can have an impact on learning. One study showed that eating breakfast food high in fiber and low in sugar for breakfast helped students sustain the cognitive effects of breakfast.^{xvi}
- ❖ School Breakfast provides daily servings of fruit, whole grains, and milk, plus roughly ¼ the recommended calories needed for lasting energy.^{xvii}

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 been 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.

ATTENDANCE POLICY 5200: Adopted January 16, 2006; Revised April 22, 2025

5200 - ATTENDANCE

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, except a parent-excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223

- Absences for Religious Instruction).

C. Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day;
2. to attend a funeral;
3. legal proceedings that require the student's presence;
4. college visits;
5. job fairs;
6. vacations.

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

D. Severe Weather Conditions

In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.

E. Sounding Taps

A student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

Definitions

A. Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

B. Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) and/or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Attendance Officer.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents;
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned;
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District;
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school;
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals;
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under 118.16(1)(a), Wis. Stats., with public and private social services agencies;
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly;
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy;

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law;
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused;
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law;
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Coursework and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

T.C. 4/22/25

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Legal

7.30(2)(am), Wis. Stats.
115.28(51), Wis. Stats.
118.15, Wis. Stats.

118.153, Wis. Stats.
118.16, Wis. Stats.
118.162, Wis. Stats.
990.001(4), Wis. Stats.

GILMANTON SCHOOL DISTRICT

Virtual Learning Family Guidelines For Weather-Related School Closure Days

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 and the Gilmanton School Mobile App. **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.
- 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.
 - 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. 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.

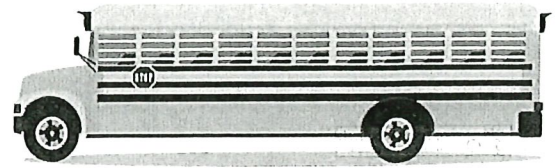
Middle and High School

- 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 and the Gilmanton School Mobile App. **Example: *Gilmanton Schools is closed. Today will be a virtual learning day.***
- Attendance will be taken for all classes except for WIN time and Panther Time. 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.
 - Staff can monitor students' online activity, however, it would be helpful if parents were also able to check in as well. School computer usage rules still apply - even at home.
- 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.

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 7540.03: Adopted January 16, 2006; Revised May 13, 2025

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.

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:

- attending regular school sessions,
- participating in or attending school-sponsored and supervised extracurricular activities,
- practicing or competing in school-sponsored and supervised interscholastic sports, and
- 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

- 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
- Nonsurgical Care** (includes physiotherapy, 1 visit per day; other than concussion) - U&C, up to \$100 per visit, maximum 10 visits
- Nonsurgical Care for Concussion** (treatment for concussion) - U&C, up to \$1,000

HOSPITAL CARE

- Inpatient Care**
 - Hospital Semi-private Room - U&C
 - Hospital Miscellaneous Services (includes charges for registered nurse) - U&C
- 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

L-5676(2026)

(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

L-5676(2026)

(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 _____

LETTER TO HOUSEHOLDS/FREQUENTLY ASKED QUESTIONS - SCHOOL YEAR 2026-27

Dear Parent/Guardian:

Children need healthy meals to learn. Gilmanton School District offers healthy meals every school day. Breakfast costs \$2.10 (elem), \$2.20 (mshs); lunch costs \$3.00 (elem), \$3.15 (mshs). 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 2026-27			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	29,526	2,461	568
2	40,034	3,337	770
3	50,542	4,212	972
4	61,050	5,088	1,175
5	71,558	5,964	1,377
6	82,066	6,839	1,579
7	92,574	7,715	1,781
8	103,082	8,591	1,983
Each additional person:	10,508	876	203

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, Homeless Liaison, 715-946-3158, krud@ghs.k12.wi.us.
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
4. 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. 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.

6. 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 10/13/2026, or when a new eligibility is determined. You must submit a new application unless the school tells 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.
7. 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.
8. 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.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
10. 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 experiences financial hardship may become eligible for free and reduced-price meals if the household income drops below the income limit.
11. 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, Gilmanton School District, PO Box 28, Gilmanton, WI 54743, 715-946-3158, krud@ghs.k12.wi.us
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.

Gilmanton School District

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 School District

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.	B) Is the child a student? If "Yes," write the grade level of the student in the "Grade" column to the right.	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. <u>Foster children who live with you may count as members of your household and should be listed on your application.</u> 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.	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 <u>complete all steps of the application.</u> Homeless, Migrant, Runaway <u>status must be confirmed with the appropriate program staff.</u> 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. <u>You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.</u>
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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.

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.

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."

C) Mail completed application to:
Gilmanton School District
PO Box 28
Gilmanton, WI 54743-0028

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.

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

RETURN TO (School/District Name): Gilmanton School District
ADDRESS: PO Box 28, Gilmanton, WI 54743

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

Child's First Name

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

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

CASE NUMBER (NOT EBT NUMBER):

Write only one case number in this space.

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

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.

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

Contact information and adult signature.

"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."

Return completed form to your child's school

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All other sources of income
- Salary, wages, cash bonuses, tips, commissions - Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) - Allowances for off-base housing, food, and clothing	- Unemployment benefits - Workers' compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veterans benefits - Strike benefits	- Social Security/Disability (including railroad retirement and black lung benefits) - Private Pensions or disability benefits - Income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

Examples of Income for Children
- A child has a regular full or part-time job where they earn a salary or wages - A child is blind or disabled and receives Social Security benefits - A parent is disabled, retired, or deceased, and their child receives Social Security benefits - A friend or extended family member regularly gives a child spending money - 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	2x/Month	Monthly
☐	☐	☐	☐

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 program.intake@usda.gov
		EMAIL:	

*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.



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.



AFTER SCHOOL PROGRAM

For Gilmanton Students

CALL 715-946-3158 FOR
REGISTRATION INFO



Study/Quiet Time



Enrichment Activities



Fun & Games



Snack Provided



This program is open to Gilmanton students in 4K through 6th grade. The program runs on Monday - Thursday from 3:15-5:00 pm during the school year (with a few exceptions). It will begin on September 14. Students will participate in daily academic and physical activities as well as small group projects. An after-school snack will be provided each day. Cost: \$30 per week or \$8 per day (discounts available for families who are eligible for school meal assistance.) Drop-Ins: for students who need care on an occasional basis, notification must be made by noon on the day of attendance.

**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
2026-27 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) _____

If the school needs to reach you, who should we contact? Fill in the information below.

	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 #

Fill in name and number of who should receive email and text messages. (List at least 1 parent/guardian)		
Name	Phone Number	Email Address
1.		
2.		

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

2026-27 Annual Student Health Information Update

Fill Out
One Per
Family

Student #1 First & Last Name:		Student #2 First & Last Name:		Student #3 First & Last Name:		Student #4 First & Last 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

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 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 mark up 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:

- Non-Touch Screen \$100
- Touch Screen \$150
- Keyboard \$30-\$80
- Liquid Damage \$130
- Chromebook \$250
- Charger \$20
- Case \$25

LOAN OF COMPUTERS/CHROMEBOOKS AND/OR RELATED EQUIPMENT

Students will be using this equipment at school in their classrooms to complete class assignments and students will be allowed to take devices home at their discretion in grades 4K-12. By signing below, you are acknowledging that you are responsible for any damage done to any school owned devices.

I give my child(ren) permission to sign out technology devices consistent with Board Policy and District curriculum and methodology and agree to accept responsibility, both physical and financial for all damage done to any school owned devices checked out to my child for the 2023-2024 school year.



Parent/Guardian Signature

Date



Parent/Guardian First and Last Name (Printed)

2026-27 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.

- ☐ I have read the Attendance Policy and Student Attendance Expectations
- ☐ I have read the Virtual Learning Family Guidelines for Weather-Related School Closure Days
- ☐ I have read the Bus Ridership Policy
- ☐ I have read the Student Technology Acceptable Use and Safety Policy

Permission to Use Name, Photos, and/or Publication of Student Projects Online

- ☐ Yes, permission is given
- ☐ NO, permission not given

For ELEM Only: Permission to drop off my elementary student(s) 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: Ala Carte Permission/Block (Elementary students are not offered ala carte.)

- ☐ 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: _____

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 5889 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/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	84-100
Exceeds Expectations	71-83.9
Meets Expectations	60-70.9
Meets Few Expectations	49-59.9
Fails to Meet Expectations	0-48.9

The most recent ranking level (2024-2025 school year) assigned to the Gilmanton School District is 56.7.

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.*

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.

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.

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.

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.

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

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

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 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.

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:

An explanation of how the student's physical or mental impairment restricts the diet;

- A. the food(s)/type(s) of foods to be avoided;
- B. the food(s)/type(s) of foods to be substituted;
- C. 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. In situations where a medical statement or Individual Education Plan (IEP) is not immediately available, is incomplete, or requires additional clarification, the meal modification should still be made if there is enough information to provide a safe meal.

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 (Hope Turner, PO Box 28, Gilmanton, WI 54743; phone: 715-946-3158; email: hturner@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 substitutions 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. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal. 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. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.

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.

Unpaid Meal Charges

Unpaid meal charges incurred through the inability to collect meal payment from students is an unallowable cost to the nonprofit school food service account.

Delinquent debt is when payment for unpaid meal charges is overdue to the nonprofit school food service account. It is considered collectable while efforts are being made to collect it. The delinquent debt remains on the accounting documents until it is either collected or written off. Delinquent debt may be carried over year to year as long as the student is still enrolled at the school food authority (SFA).

Bad debt is when local officials have determined that further collection efforts of unpaid meal charges are uncollectable. When this happens, the delinquent debt must be re-classified as bad debt and written off as an operating loss. Since the nonprofit school food service account cannot be used to cover the bad debt, a transfer from the general fund, state or local funds, school or community organizations such as the PTA or from donated funds must be made to cover the total amount of bad debt. When delinquent debt is converted to bad debt, records of this must be kept in accordance with the records retention requirement in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

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.

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.

All households shall be notified about this policy and any implementing guidelines at the start of each school year and to households transferring to the school or School District during the school year, as well as informed about access to this policy and any implementing guidelines. All District staff with responsibility for enforcing the policies shall be notified about the provisions of this policy and any implementing guidelines, as well as provided access to this policy and any implementing guidelines. 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.

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/policies.cfm then click the link to BoardDocs®

DEBIT CARD DONATIONS

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