

New Student Registration

The first step to enroll new students in the Ripon Area School District is to complete the online registration application found on the district website under the Parents tab- New Student Registration. The free and reduced lunch form can also be found under the New Student Registration tab. After the student has been registered, parents/guardians can bring their child(ren) to registration on July 23 or July 25 to schedule classes, take school photos, or to receive additional information. Registration is optional. Please contact Britnie Meyer at 748-4600 with any questions.

Registration Dates

BPES/Journey and MPES/Quest

July 25, 2019
10:00am - 6:00pm
BP/J Cafetorium

RMS/Catalyst and RHS/Lumen

July 23, 2019
8:00am - 6:00pm
RHS/L or RMS/C Commons

Returning Student Registration

Registration materials will be mailed to all student's homes the beginning of July. Contact your child's school if you do not receive a registration packet. New this year, families will be completing the registration process online through the Infinite Campus Parent Portal. The registration packet include details on how to complete this process. Attending registration is optional as long as the online process is completed. If you are unsure of your Parent Portal username and password, please contact Britnie Meyer at meyerbr@ripon.k12.wi.us or 748-4600.

McKinney-Vento Assistance Act

Do you know a student or family that may be in need of assistance? Many families in Wisconsin have found themselves to be families in transition without a place to call home. The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as: children and youth who lack a fixed, regular, and adequate nighttime residence, including those: Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up); Living in motels, hotels, trailer parks, or camp grounds due to lack of alternative/adequate accommodations; Living in emergency or transitional shelters; Having been abandoned in hospitals; or Children and youth who have a primary nighttime residence that is not designated for, or ordinarily used as, a regular sleeping accommodation for humans. If you are aware of any children who may qualify according to the above criteria, please contact Jenna Ernst, Homeless Liaison for the Ripon Area School District at ernstje@ripon.k12.wi.us or at (920) 748-4638. All information will be kept confidential.

Free or Reduced Price Lunch - Breakfast

The Ripon Area School District announced ifor children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program or milk for split-session students served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals or free milk if a split-session student does not have access to the school lunch or breakfast service.

Family Size	Annual Income Level				Monthly Income Level			
	Free (at or below)	Reduced (at or between figures listed)		Free (at or below)	Reduced (at or between figures listed)			
1	\$16,237	\$16,237.01	and	\$23,107	\$1,354	\$1,354.01	and	\$1,926
2	\$21,983	\$21,983.01	and	\$31,284	\$1,832	\$1,832.01	and	\$2,607
3	\$27,729	\$27,729.01	and	\$39,461	\$2,311	\$2,311.01	and	\$3,289
4	\$33,475	\$33,475.01	and	\$47,638	\$2,790	\$2,790.01	and	\$3,970
5	\$39,221	\$39,221.01	and	\$55,815	\$3,269	\$3,269.01	and	\$4,652
6	\$44,967	\$44,967.01	and	\$63,992	\$3,748	\$3,748.01	and	\$5,333
7	\$50,713	\$50,713.01	and	\$72,169	\$4,227	\$4,227.01	and	\$6,015
8	\$56,459	\$56,459.01	and	\$80,346	\$4,705	\$4,705.01	and	\$6,696
Each additional member, add	+5,746	+5,746	and	+8,177	+479	+479	and	+682

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year. To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDIPIR, or Wisconsin Works (W-2) cash benefits, list the FoodShare, FDIPIR or W-2 case number, program name, list the names of all school children, sign the application, and return it to the school office. For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDIPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, total number of household members, and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy the Business Services and Marketing Specialist, will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: Mary Whitrock, Superintendent, 1120 Metomen Street, (920) 748-4600. If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time. Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.



Area School District

MISSION STATEMENT

Empowering learners, engaging community, enriching the world.

VISION STATEMENT

One of Wisconsin's finest school districts, fostering excellence for all through innovation.

ORGANIZATION VALUES

Integrity
Excellence
Commitment
Collaboration
Innovation
Kindness

Human Resources

School Board Members Tour Elementary Schools

This spring, small groups of Board members toured Barlow Park and Journey Charter Elementary Schools over the course of several weeks with Superintendent Mary Whitrock and Principal Tanya Sanderfoot. Join their tour by watching a highlight video available on the district website at <https://spark.adobe.com/video/aEHwQSDoeqrC8>. See first hand how students are decoding words, making use of flexible seating, learning how to collaborate and play together, using the new Bridges math program, playing on the nature playground and more throughout their school day.

The Board plans to tour other schools next year to learn first hand about all of the schools in Ripon. Many thanks to the Barlow and Journey staff for helping the Board and Dr. Whitrock complete this first round of tours.



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TIGER UPDATE

Summer 2019

Excellence through Innovation

Superintendent's Message

As the 2018-19 school year came to a close, we celebrated the graduation of 118 high school seniors and recognized our 11 retirees who served the students of Ripon Area School District for a combined 280.5 years. Congratulations!

Each article and feature story in this quarterly report provides an update on district work aligned to the four strategic priorities set by the School Board. During the month of April, the Board hosted two Strategic Planning Meetings to review staff and parent surveys and other data to note this year's progress in these four areas during the 2018-2019 school year. Highlights of that work include;

Student Learning and Engagement

- Provide well rounded education in a healthy and safe environment (*Mental Health p. 2, Parent Survey p. 3*)
- Use interventions and support services to ensure student success (*Rise Interventions p. 3*)
- Close achievement gaps in reading, writing and math (*Closing Gaps p. 1*)

Service and Partnership

- Increase partnerships and satisfaction through continuous improvement (*Career Planning p. 1, Career Fair p. 2*)

Human Resources

- Provide growth and improvement opportunities to build high quality staff (*Staff Satisfaction Survey p. 2, Board Tour p. 4*)

Finance and Operations

- Meet financial challenges by refining systems to find efficiencies (*Facilities Project p. 3, Budget Forecast p. 4*)

Each of these priority areas will be used to help the Board monitor district progress during the 2019-20 school year.

Thank you for helping to make this a successful school year. Together we are living out the District mission by empowering learners, engaging community and enriching the world.

Respectfully yours,

Dr. Mary Whitrock, Superintendent of Schools
Go Tigers!!



Dr. Whitrock with Playschool students.

Student Engagement and Learning

Closing the Achievement Gap

At the end of each school year, building principals present data to the Board to show their schools' progress on the academic goals for the school year. This year, much of the data reported out student progress as demonstrated through the i-Ready Reading and Math Academic Screener which is administered three times each year to students in grades 2-8. Building principals reported Ripon students' performance on this screener for 3rd through 8th grade exceed the national comparison in both math and reading. The District's consultant at i-Ready noted Ripon's performance and growth far exceeded the rate of other districts. In Ripon for math, the median percent of typical growth achieved ranged from 110% to 178%. In Ripon for reading, the median percent of typical growth achieved ranged from 110% to 236%. While this level of growth and achievement is very positive, building principals are anxious to see if student progress on the i-Ready Academic Screener translates to increased performance on the 2018-19 state-mandated tests students took this spring, the results of which will not be released until Fall 2019. The full report is viewable by selecting Minutes/Meetings/Agenda under the Board tab on the District's website and then select June 17 on the calendar.



Service and Partnerships

Career Planning Opportunities Increased

Each year the Ripon Area School District works to improve service and partnerships all with the goal of preparing students for the world after high school. As part of this process, RHS Juniors and Seniors are able to participate in two programs designed to expand career opportunities; Youth Apprenticeship Program (YAP) and Work Certification Program.

The Youth Apprenticeship Program or YAP, places students, based on their Academic and Career Plan, in paid apprenticeship with interested local businesses. The students complete 450 hours over the course of two years and often end up with an employment certification in addition to valuable work experience. This year, 22 students participated in the program compared to just 7 in 2017-18. The growth of the program is a direct result of a partnership with Ripon Medical Center to provide funding for a program developer to spend one day each week interacting with local businesses to develop more apprenticeships for our students. In addition in 2018-19, 19 students participated in the Work Certification Program to earn a certification in either health care as a certified nursing assistant, in the dietary field, or in education as an assistant childcare teacher.



POSTAL CUSTOMER

2019-2020 Budget Forecast

Finance and Operations

The District's current budget plan for next year was developed after considering student enrollments and needs, adjusting wages to account for CPI increases, and finding savings in many areas. This plan includes new teaching positions in the elementary buildings, improving student-teacher ratios. The District switched to WEA Trust for health insurance to save approximately \$160,000 over the course of the plan year. The favorable insurance rates are in part due to healthy staff and lower than usual insurance usage. The current plan assumes no new state funding to school districts as it could be fall before the state budget is passed.



Students, staff, parents, and community members enjoyed the Pack the Track event at BPES/Journey Charter. The event focused on the importance of movement and its benefits to learning.

Online Registration

Finance and Operations

The Ripon Area School District is pleased to offer online enrollment for families of new or returning students. This new process can be completed at their convenience from home, work, at the District Office, or anywhere there is Internet access. Online registration is benefiting families by saving time, reducing the amount of paperwork required for each family, and increasing the accuracy of student informatoin. The process is also helping the district by reducing the amount of time required for processing applications by about one hour per student, increasing accuracy of data for state reporting, and creating a clear enrollment process for the new virtual school. Odyssey Academy students are now able to complete all the required paperwork online without having to travel to the district office.

Staff Satisfaction Survey

Staff are at the heart of the district and their opinions are valued. 85 staff members (30 percent of district employees) participated in the 2019 Employee Satisfaction Survey. Of those that participated, approximately 62 percent were teaching staff. The survey was composed of 50 questions, each scored on a scale of 1-5, within four factors identified as important to employee engagement and satisfaction including:

1. personal job satisfaction,
2. satisfaction with the work environment,
3. satisfaction with the leadership team, and
4. satisfaction with compensation.

The School Board, staff, and members of the community reviewed the survey results at the District's two evening strategic planning sessions held in April. Staff satisfaction was up in all areas with professional development up significantly from 2017. The survey summary is available on the District's website under the District tab.

80% indicated benefit from professional development afford to them which is up from 32.5% in 2017

RASD Provides Mental Health Resources

Accessing mental health services can be challenging for parents. It is often difficult to know where to start, especially when their child's need for supports and services hits unexpectedly, in times of significant stress or crisis. Through the work of the Community Coalition on Mental Health and the District's Mental Health Navigator Carolyn Hinton, a resource booklet is available on the district website under the Community tab. The booklet features information about district staff as well as community based services and providers, disability-related supports and services, economic assistance and healthcare, and a whole host of other services. The stress of unmet basic needs significantly impacts mental health, so answers to questions about basic needs such as food, clothing, housing, assistance with rent and utilities, and transportation are also available for parents in this resource booklet.



Service and Partnerships

Community Partners Inspire Students

Ripon High School students not only prepare for their future through their coursework but also through unique opportunities like the Annual Career Fair and the Early College Credit Program.

On April 25, RHS hosted a day-long Career Fair which featured 44 guest speakers from the community who provided informational sessions to students about their profession. Presenters highlighted a variety of professions for students to learn about which included carpentry, emergency services, building trades, health care, mechanics, graphics, agribusiness, culinary arts and entrepreneurship. Many of the presenters were Ripon Alumni who were eager to come back to RHS to share information and advice with their fellow Tigers. Keynote speaker Al Schroeder, President of Diverse Options, addressed the entire student body in his presentation entitled "Are You Ready for the Big Show? Managing Your Life to Prepare for What's Next"

Besides the speaker sessions, students could visit over 30 informational career booths in the gymnasium. Booths ranged from local businesses such as J.M. Smuckers and Yeomans-Edinger Chiropractic Center to military branches of the Army and Navy. Staff from Moraine Park Technical College, Ripon College, UW- Oshkosh, and Marian University were also on hand to share information with students seeking further education.

For students seeking to further their education beyond the halls of RHS, the district offers the Early College Credit Program. Wisconsin Act 59 aims to simplify college credit attainment by allowing high school students to take one or more courses at an institution of higher education for high school and/or college credit. Students that have completed 10th grade have the option to take courses at technical colleges through a separate "Start College Now" program. Students enrolled in college coursework can earn .25 high school credit for each college credit.

Many students choose to take general education requirements which are accepted by most institutes of higher learning. This experience also affords students the opportunity to explore career interests that they might not otherwise be able to while still having the support of RHS teaching staff and student counseling department.

Adecco Staff	J.M. Smucker	Ripon Commonwealth
Agnesian Healthcare	KW Electric	Ripon Drug Pharmacy
Alliance Army	Marian University	Ripon Family Dentistry
Author Karl Stewart	Mariucci Designs, LLC	Ripon Fire Department
Ballweg Implement	Markesan Resident Home	Ripon Police Department
Bella Academy of Cosmetology	Markesan Resident Home	Ripon Printers
Center Ground Studios	McClone Insurance	Silver Creek Dentistry
Charlie Vine Carpentry	Mercury Marine	Stack Farm & Food Company
Consultants Lab of WI	Moraine Park Technical College	Thunderboss
Crossroads Marketplace	National Guard	UW Oshkosh
Danahy LCSW	Navy	Vines & Rushes Owners
Department of Corrections	NE Wisconsin Building & Construction Trades	Waupun Veterinarian Service
Discovery Preschool	North Central	Webster's Marketplace
Five Twelve Interiors	Pollesch Construction	Wisconsin DNR
General Contractor Ted Gumieny	Ric Damm Photography	Yellow House Realty
Golden Rule Credit Union	Ripon Ambulance	Yeomans-Edinger Chiropractic
Horicon Bank	Ripon College	

Preschool Students Demonstrate Continous Improvement



Preschool students joined together as a class to support Red Nose Day.

Mrs. Davies and her 4-year-old Preschool students spent time recently practicing how to work together even during their play time. First, they talked about what good free play time looks like and sounds like before they began. During the free play, Mrs. Davies videotaped the classroom and afterward had her students watch the video to see if everyone was demonstrating the characteristics that they had reviewed such as using inside voices and cooperating. The students were excited to see how well they played together.

Second Grade Students are RISING Readers

The teaching staff at RASD pride themselves on customizing learning for their students. One way that this is happening is through the district's Reading Intervention Team's RISE (Reading Intervention for Students to Excel) program. The team is committed to continually building their knowledge of the reading process and interventions to meet the needs of our students. Over the past two school years they have made great progress and this year added the RISE format. In December, the team attended a training and implemented the program. While RISE is designed for grades 1-5 the team chose to start small and focus on second graders for the remainder of the 2018-2019 school year.

Working in small groups with others at a similar reading level, students rotate through four stations in a 60 minute period. The stations focus on new book reading, comprehension, word study, and guided writing. Reading Specialist Tammy Fox noted "Every day after the students head back to their classrooms, the team meets to share observations and plan for the next day. These team meetings are one of the most powerful pieces of this intervention format. Collaborating with a team allows us to be more focused and intentional in the next day's instruction."

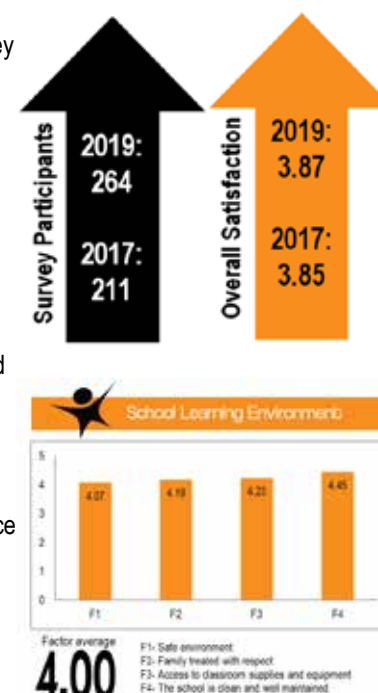
Students are being pre-taught key vocabulary to better understand text, using new strategies to decode words, learning how to read charts of information and writing summaries with key ideas rather than small details. Overall, the team is working to build students' confidence as readers and writers. They are looking forward to expanding this intervention at Murray/Park Quest in the 2019-2020 school year.



Parent Satisfaction Survey Results

The Parent Satisfaction survey had 264 participants, an increase from 211 participants in 2017. Parents generally report a positive sense of satisfaction with Ripon Area School District (3.87 on 5 point scale). The survey contained 21 questions, each scored on a scale of 1-5, within four factors identified as important performance indicators including:

1. the school and learning environment,
2. the relationship between the teacher and child,
3. the principal's leadership and relationships, and
4. the District/Superintendent.



Staff, members of the School Board and members of the community reviewed the survey results at the district's two evening Spring ESSA Strategic Planning sessions held on April 22 and 29, 2019 in the RHS Community Room. The survey summary is available on the district website under the District tab.

Summer Facilities Projects

- Replacing parking lot lights at Barlow Park for better lighting at night
- Replacing fire alarm panel at Barlow Park
- Replaced carpet at Administrative Services Center (ASC)
- Added walls at ASC creating an office space for Odyssey
- Painting exterior doors at Murray Park, exterior doors at Ingalls Field, and interior walls at the ASC
- Replacing compressor on air conditioning at Murray Park
- Replaced air conditioning at ASC
- Repaired roof at Murray Park
- Repairs to parking lot at Barlow Park, Middle School, High School, and ASC
- Adding additional power in the Agriculture classroom to increase lab experience
- Dry agent system in district server room to remove sprinkler system
- Adding three bleachers at tennis courts for public viewing of tennis matches
- Concrete repairs at all sites

Asbestos Notification

As a result of federal legislation (Asbestos Hazard Emergency Response Act-AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Ripon Area School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Ripon Area School District were inspected by EPA accredited inspectors and an independent laboratory analyzed samples. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly. Furthermore, the Ripon Area School District, has completed the 3-year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operation and Maintenance. This past year Ripon Area School District conducted the following with respect to its asbestos containing building materials: Continued to implement our Operations and Maintenance Program. Federal Law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Environmental Management Consulting, Inc. will accomplish this under contract. Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information. The Ripon Area School District has a list of the location(s); types(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Jason Schneider of Environmental Management Consulting, Inc. at 920-648-6343 or by contacting 920-748-4600.

Equal Educational Opportunities

All children who reside in the district and are of legal school age are eligible to attend school. The admission of pupils shall be in accordance with the provisions of the Wisconsin Statutes and board policies. The approval of the board is required for the admission of nonresident pupils. Children between the ages of 7 and 16 (except those exempted by law) are required to attend full-time day school; thereafter, they may attend part-time with the permission of the principal to follow a program designed to help them earn a high school diploma. The same expectation of regular attendance and academic performance will apply to such students as apply to regular day students. The Ripon Area School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, genetic information, sexual orientation or physical, mental, emotional or learning disability. Questions regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

Nondiscrimination Policy

It is the policy of the Ripon Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, genetic information, sexual orientation or physical, mental, emotional, or learning disability or handicap, as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Ripon Area School District. Any questions concerning this policy should be directed to: Business Manager, Jonah Adams or Student Services Director, Christine Klumpers, Ripon Area School District, P.O. Box 991, Ripon, WI 54971 (920) 748-4600. Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Where the grievant desires informal complaint resolution if possible, the complaint shall be submitted verbally or in writing to the school administrator at the lowest appropriate level who can provide resolution of the complaint. Confirmation of receipt of the complaint must be provided in writing to all parties involved within 10 school days of the receipt of the complaint.
2. Where informal complaint resolution efforts are not possible or satisfactory or desired, any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing via the "Discrimination Complaint" form to Business Manager, c/o P.O. Box 991, Ripon, WI 54971. The business manager, upon receiving such a written complaint, shall verify receipt of the complaint in writing as soon as possible (and no more than 45 days after receipt of the written complaint) and shall immediately undertake an investigation of the suspected infraction. The business manager will review, with the building principal or other appropriate persons, the facts comprising the alleged discrimination. The business manager will make an investigation of the complaint and will file a written report with his/her recommendations with the superintendent of schools within 15 working days of receipt of the complaint.
3. Within 10 days after receiving the complaint the district administrator shall hold a conference with the compliance officer and then decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
4. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the board c/o the board president or superintendent of schools. The board shall hear the appeal within 30 days of receipt of the request at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The board shall make its decision in writing within 15 days after the hearing unless a mutually agreed to extension of time is arranged. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator within 90 days of receipt of the initial written formal complaint and shall include a copy of the "Notification of Complaint of Right to Appeal" form. If the grievant is dissatisfied with the board's decision, he/ she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.
5. If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Dept. of Education, 300 S. Wacker Dr., Eighth Floor, Chicago, IL 60606.
6. Discrimination complaints relating to the identification, evaluation, educational placement of the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
7. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Annual Notice of Special Education Referral and Evaluation Procedures

Upon request, the Ripon Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district. A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability, has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Christine Klumpers, Ripon Area School District, at (920) 748-1554, or by writing to PO Box 991, Ripon WI 54971.