

2011-2012 Parent/Student Handbook

School District of Hartford Jt. #1

Visit us at www.hartfordjt1.k12.wi.us

OUR MISSION

The School District of Hartford Jt. #1 is dedicated to the success of each student through the active participation of students, staff, family, and community.

We believe in. . .

- honoring individual strengths
- accommodating varying learning styles
- celebrating diversity
- providing a sense of belonging
- promoting a safe and positive environment



Together, we will create an academically challenging environment and a desire for life-long learning.

The public is welcome to attend school board meetings. Most regular meetings are held on the 3rd Monday of each month at 7:00 p.m. in the Central Middle School auditorium unless otherwise indicated. Meeting notices are posted at each school, District Office, City Hall main entrance, Hartford Public Library, and on our website.

Central Middle School

1100 Cedar Street
Hartford, WI 53027
Phone: 673-8040
Fax: 673-7596
Wayne Thuecks, Principal
Bob Kieckhefer, Assistant Principal

District Office

675 E. Rossman Street
Hartford, WI 53027
Phone: 673-3155
Fax: 673-3548
Mark Smits, Administrator

Wittenberger Bus Service

511 Wacker Drive
P.O. Box 270352
Hartford, WI 53027
Phone: 673-3777
www.wittenbergerbus.com

Lincoln Elementary School

755 S. Rural Street
Hartford, WI 53027
Phone: 673-2100
Fax: 673-0148
Jake Jilling, Principal

Business Office

675 E. Rossman Street
Hartford, WI 53027
Phone: 673-9033
Fax: 673-3548
Jerry Dudzik, Business Manager

Food Service Department

1100 Cedar Street
Hartford, WI 53027
Phone: 673-8048
Fax: 673-8047
Jill Piontek, Director

Rossman Elementary School

600 Highland Avenue
Hartford, WI 53027
Phone: 673-3300
Fax: 673-3543
Doan Bui, Principal

Pupil Services Department

675 E. Rossman Street
Hartford, WI 53027
Phone: 673-8042
Fax: 673-8045
Joan Schultz, Director

BOARD OF EDUCATION

Kate Carroll
Jeff Becker
Chuck Lange
Barb Lindert
Bill Savage

Welcome to the 2011-2012 School Year.

This Parent/Student Handbook applies to the current school year only and provides the following information.

- Communication – who to call for school issues. Phone numbers are listed on the front cover.
- School hours and arrival times.
- General school information
- Policies
- School supplies
- School calendar



COMMUNICATION

Who to call for . . .

- Bus information Wittenberger Bus Service
- Calendar questions Consult calendar attached or any school
- Classroom/student concerns Classroom teachers
- Facility usage Contact each school
- Fiscal or financial questions Business Office
- Food service Food Service Department
Jill Piontek, Taher Food Service Director
- General school information Contact your child's school
- Health concerns Pupil Services Department
Karen Van Handel, Nurse Consultant
- Immunizations Pupil Services Department
- 4K and 5K Registration Pupil Services Department
- Policy matters Administrator's Office
- School closings Consult page 6 of the handbook
- School enrollment Administrator's Office or your child's school
- Special education questions Pupil Services Department



GENERAL INFORMATION

ARRIVAL TIME & SCHOOL HOURS

Lincoln Elementary School

Children should report to their playground area upon arrival at school. The children enter the building at 8:10 a.m. so that instruction may begin promptly at 8:20 a.m. Supervision of students begins at 8:00 a.m. Afternoon 4K students may enter the building at 11:40 a.m. so that instruction may begin promptly at 11:50 a.m.

School Hours:	4-yr. old kindergarten	(a.m.)	8:20 a.m. – 11:00 a.m.
		(p.m.)	11:50 a.m. – 2:30 p.m.
	Early childhood	(a.m.)	8:20 a.m. to 11:00 a.m.
		(p.m.)	12:15 p.m. to 3:00 p.m.
	Grades K– 5		8:20 a.m. to 3:05 p.m.

Early Release. Students are released at 11:30 a.m. (students are served lunch before they are released.) Four-year old kindergarten students will not attend school on early release days.

Rossman Elementary School

Children should enter the building at 8:10 a.m. so that instruction for all children can begin promptly at 8:20 a.m. Supervision of students begins at 8:00 a.m. Afternoon 4K students may enter the building at 11:40 a.m. so that instruction may begin promptly at 11:50 a.m.

School Hours:	4-yr. old kindergarten	(a.m.)	8:20 a.m. – 11:00 a.m.
		(p.m.)	11:50 a.m. – 2:30 p.m.
	Early childhood	(a.m.)	8:30 a.m. to 11:15 a.m.
		(p.m.)	12:15 p.m. to 2:50 p.m.
	Grades K– 5		8:20 a.m. to 3:05 p.m.

Early Release. Students are released at 11:30 a.m. (students are served lunch before they are released.) Four-year old kindergarten students will not attend school on early release days.

Central Middle School

Classes will begin promptly at 8:07 a.m. Doors will not open until 8:00 a.m. Central will have a 'closed campus' in that all students will be required to eat at school. They may bring their lunch or take part in the hot lunch program.

School Hours:	Grades 6-7-8	8:07 a.m. to 3:18 p.m.
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Early Release. Students are released at 11:50 a.m. (students are served lunch before they are released.)

SCHOOL PLAYGROUND SAFETY

Unless a pupil rides a bus, he/she is not to reach any of the school buildings before 8:00 a.m. for their safety and supervision.

There is no organized supervision on the playgrounds prior to the times identified above. Please understand the school cannot be responsible for unsupervised pupils on the playgrounds or in the buildings before the times indicated. Prior to school the school staff are meeting, planning and/or preparing for the school day.

SCHOOL FEES

The following school supply and book rental fees must be paid prior to the start of school:

4-K & Early Childhood	\$27.00 per student
Kindergarten – 5 th grades	\$42.00 per student
6 th – 8 th grades	\$52.00 per student

A charge of \$10.00 per student will be assessed for payments received after September 4. Payment should be mailed to or dropped off at the Business Office.

School fees will be prorated for students entering school after the beginning of the year as follows:

	<u>4K and Early Childhood</u>	<u>Kdg. – 5th grade</u>	<u>6th – 8th grade</u>
Sept./Oct./Nov.	\$27.00	\$42.00	\$52.00
Dec./Jan./Feb.	\$22.00	\$32.00	\$42.00
Mar./Apr./May	\$17.00	\$22.00	\$32.00

Because of the consumable nature of school fees, no refunds will be paid after the first day of school.

OPTIONAL FEES

The following school fees must be paid before the student will be allowed to participate in the activity. Your child will be notified how and when payment needs to be received:

• Club Sports (basketball, wrestling, skiing, volleyball)	Fees vary
• Intramurals	\$23.50
• Clubs	\$28.50
• Band/orchestra equipment rental	\$56.00/instrument
• Technology Education	\$9.50/project
• Field trips (for transportation and entry fees)	To be determined on per trip basis
• 6 th Grade Camp	\$26.00

OTHER FEES

Emergency phone calls (classroom phone)	No charge
Check returned for insufficient funds	\$20.00

HOT LUNCH PROGRAM

Hot lunch is provided at all of our schools. Students must pay in advance for school lunches. If students/families have a negative balance (i.e. owe money) the school reserves the right to provide a substitute lunch.

The School District of Hartford Jt. #1 has an automated hot lunch system. Every family has an account. One payment can be made for all students in that account. **Checks should be made payable to the Food Service Department.** This is a debit system. All students in grades K-8 are issued a four-digit pin number. This pin number remains with that student through 8th grade. When eating lunch, they punch in this pin number and the price of a lunch is deducted from their account.

Lunch milk is available for anyone interested in purchasing it. Soda is discouraged and is not recommended as a lunch beverage.

POLICY EFA – Lunch Ticket Policy on Negative Balance in Student Account

It shall be the policy of the School District of Hartford Joint No. 1 to provide every student with a school lunch regardless of any money owed to the district by that student/family. However, the district reserves the right to substitute the normally provided lunch with another lunch, should that student/family account reach a negative balance of \$5.00 or more.

Should a check written to the Food Service Department be returned for insufficient funds, the district maintains the right to debit the family lunch account for an amount equal to the check.

PROCEDURE FOR PARENTS WANTING TO EAT HOT LUNCH WITH THEIR CHILD

- Call the school office before 9:00 a.m. to reserve lunch and make a choice, if one is offered. This allows for enough food to be prepared for visitors.
- Register as a visitor in the main office.
- Parents coming to eat hot lunch can pay the exact amount in the lunch line or use the child's pin number. This will eliminate waiting in the office to pay. *Parents need to sign in and pick up a visitor's badge.*

FREE/REDUCED LUNCH

Students receiving free or reduced lunch must **fill out a new application each year.** If any of your children attend the high school, do not record them on Part 1 of this form. However, all family members must be listed in Part 3 of the form unless the family is currently receiving W-2 cash benefits or food stamp benefits. Applications and eligibility forms will be mailed to each household in the summer. The Edulink system calls households on Monday through Friday between the hours of 4:00 – 8:00 p.m. It calls accounts with a balance of \$10.00 or less. For more information about your child's hot lunch account, refer to the Skyward Family Access portion of this handbook.

EDULINK

Edulink is a mass computerized all-call phone system. This system is another method we will be using to communicate with families. Using this system gives us the ability to send urgent or important voice or electronic phone messages to all families. Because timely information is important especially in the event of a school or district emergency, we want to be able to communicate with families quickly. The number the system calls is the primary number that is used to contact you concerning school business. If you do not want to receive this type of informational call from the District, you should notify your child's school so that we can remove your name from the list.

GENERAL SCHOOL ISSUES

WORTHLESS CHECKS

Whoever issues a check returned for insufficient funds will be charged a service charge. The current charge is listed under Other Fees in this handbook. If the debt is not paid, the matter will be turned over to the appropriate authorities for prosecution under Wisconsin Statute 943.24 which states, "Whoever issues any check or other order for the payment of money less than \$500.00 for which, at the time of issuance, he or she intends shall not be paid, is guilty of a Class A misdemeanor."

TEXTBOOK REGULATIONS

When a pupil is issued textbook or certain equipment, he/she writes their name in the place provided and is responsible for its care. If a book or item is marked, torn or damaged, the parents are responsible for the cost of a replacement and the damaged book or equipment becomes the property of the parent.

LIBRARY BOOK REGULATIONS

When a student wants to check out a book from the Library Media Center (LMC), he/she should take the book to the checkout desk. Each student and each book has a bar code which is read by the computer. A date due slip is taken and the book should be returned on or before the due date. When the book is returned it should be placed in the book return box.

Parents are responsible for library materials lost or damaged beyond normal wear. Materials not returned will be charged to the student at the original cost of the material. If a book is out of print, the cost of an average library book will be charged.

SCHOOL CLOTHING

Please mark your child's clothing with his/her name or initials so that lost articles can be returned. If your child has lost something, please stop at Lincoln, Rossman or Central and check for the item in the school's lost and found box. **All unclaimed articles will be donated to a charity at the end of each school year.**

Parents/guardians should insist that their children are properly dressed for school. Short-shorts, halter tops, spaghetti straps, excessive skin-bearing clothing, etc., are not regarded as appropriate school clothing. Other inappropriate attire in class include, but not limited to, the following: items depicting drugs, tobacco, alcohol, weapons, profanity, offensive words or suggestive slogans or pictures depicting the same, any style of clothing or accessories that are gang related and clothing worn inappropriately. Students wearing excessive make-up, skin decorations, colored hair, etc. are not considered appropriately attired for school and may be sent home. Hats should be worn on the playground and should be worn appropriately. Hats are not allowed to be worn during classes without administrative approval.

It is expected that students go outside for recess; therefore, boots and appropriate outdoor clothing should be worn during the winter months. A child's health is more important than the desire to use his/her own judgment in the matter of dress during inclement weather. Elementary teachers will let students know when boots and snow pants are no longer necessary.

GYM CLOTHING

All children in kindergarten through eighth grade will need tennis shoes (shoes that cushion the foot). Please have your kindergarten child practice tying his/her shoes.

Students in fifth through eighth grade will need gym clothes. A shirt, shorts and white socks are acceptable for the girls and shorts, a T-shirt and white socks for the boys. Students are issued locks to keep their gym clothes and/or school clothes safely locked in their locker or basket. Uniforms are available at Central Middle School and may be purchased during registration. Parents are also asked to mark the gym clothes their child uses.

All elementary gym classes are co-educational. At the middle school level, most gym classes are co-educational.

SCHOOL ENTRY – PARENTS and VISITORS

All parents and visitors to a school will be required to sign in and out in the school office prior to entering any area of the school. All parents and visitors will be required to wear badges issued by the school office for safety requirements.



PARENT – TEACHER CONFERENCES

Parent-teacher conferences are held in the fall. Each school will send a letter home with your child notifying you of the dates and times. Additional evening conferences will be scheduled at the end of the first semester primarily for those parents with whom the teachers have requested a conference. Your child is not required to attend parent-teacher conferences unless specifically requested by the teacher. **Parents may request a conference at any time by calling their child's teacher.**

School psychological and counseling personnel will be available to work with parents. Appointments can be made with them by calling your child's school. Parents are urged to use these services when pupils are having difficulty.

PARENTS AND SCHOOL RECORDS

Records kept on students are of two kinds: progress and behavioral. Progress records contain identifying information such as name, address, date of birth, academic work and grades, attendance and extra-curricular activities. Behavioral records include psychological tests, personality evaluations, individualized education program (IEP) records, health forms, records of conferences, tests of achievement and ability and any other student records not defined as progress records.

Parents (custodial and non-custodial) have the following rights regarding records unless the district is notified of a court ordered restriction:

- Inspection of all records.
- Copies of records (a reasonable fee may be charged).
- Interpretation of the records from a qualified school representative.
- The opportunity to request an amendment and/or correction of the records.
- The right to a hearing if the school does not agree to amend and/or correct.
- The right to insert a statement in the records if the parents lose the hearing to amend and/or correct.
- The right to specify which records will be disclosed and to whom.
- Please supply the school with a self-addressed, stamped envelope so requested records/reports can be mailed to the parent/legal guardian.

NOTE: A copy of the district's policy may be obtained by contacting the District Office.

BAND/ORCHESTRA/VOCAL MUSIC

Students may begin band or orchestra in sixth grade or at any grade thereafter. Parents of students interested in participating in either group may arrange to rent an instrument for a trial period from one of the music companies that put on demonstrations in the early part of the year. Parents are free to obtain an instrument from any source. Companies putting on demonstrations do so only as a convenience to parents who may wish to use their services.

The larger band instruments can be rented through the school for a fee. Current fees are listed under the Optional Fees section of this handbook. The first semester rental fee must be paid on or before October 1, and the second semester fee paid on or before February 1. A rental agreement will be issued to parents along with a liability form that must be signed and turned in with the fee payment.

Kindergarten through fifth grade students will have general music as a regular subject. Sixth, seventh and eighth grade students will have a choice of band, chorus, orchestra or general music.

TRANSPORTATION

Transportation is provided for all rural children or children living in an area designated by the sheriff's department as a "hazardous" area. Eligible children will be transported to and from school. A ticket is required to ride the city bus. Contact Wittenberger Bus Company for ticket and pricing by calling 673-3777 or go to their web site at www.wittenbergerbus.com.

A bus driver is responsible for the discipline on his/her bus and his/her instructions are to be obeyed. **If a child does not obey the instructions, he/she may lose bus riding privileges.**

FIELD TRIPS

Parents are required to sign a Field Trip Consent form for their child to attend a field trip. Students may be required to pay a fee to help offset the cost of field trips. The fee amount will be provided to parents along with the consent form.

Students who ride the bus to a school event will be expected to return home on the bus unless the school is notified otherwise ahead of time. If a student will be returning home with a parent or someone other than his/her parents, this information should be noted on the Field Trip Consent form indicating that parental permission has been granted.

When classes travel outside of the school on educational field trips or if special events occur in the school, students are still expected to attend school under the compulsory attendance law. A student will still be given appropriate learning activities or lessons at school in lieu of the field trip or activity.

SCHOOL CLOSING – EMERGENCY CLOSING – EMERGENCY INFO FROM PARENTS

The school district is unable to call parents regarding closings. To acquire up-to-date school closing information, please utilize the following resources:

- Our website – www.hartfordjt1.k12.wi.us
- WTMJ – TV4 – www.todaystmj4.com
- WTKM – AM1540 FM104.9
- WTMJ – AM 620 – www.620wtmj.com
- 94.5 LAKE FM – www.945lakefm.com

School closings for the Hartford Union High School and School District of Hartford Jt. #1 schools and other K-8 consortium schools will be announced at “**HARTFORD AREA SCHOOLS**”. If the School District of Hartford Jt. #1 elementary district has to close alone for an emergency, the closing will be announced as “**HARTFORD JT. #1 SCHOOL DISTRICT**” (this includes Central, Lincoln & Rossman Schools only). The District will also use the Edulink mass computerized all-call phone system to generate information (refer to EDULINK on page 4)

Parents at Lincoln and Rossman Schools are required to complete an Emergency Release form indicating where their child is to go in the event it becomes necessary to dismiss school before the end of the regular school day. If you have not completed this form or if information on this form has changed, ***it is your responsibility to notify the school your child attends.***

The closing of the school because of inclement weather is based on information received from the county sheriff's department, city police department, the transportation company, weather forecasting, city and town road crews and personal observation on the part of the district administrator in cooperation with the high school district.

When a school in our district closes due to inclement weather or other emergency, all activities at that school will also be canceled. The school will be closed for any public use.

SPECIAL EDUCATION

The School District of Hartford provides a full range of services for children identified with a disability. Services are provided for students with identified needs in the area of:

Learning Disability	Autism	Significant Developmental Delay
Emotional Disability	Visual Impairment	Orthopedic Impairment
Speech or Language Disability	Hearing Impairment	Other Health Impairment
Traumatic Brain Injury	Cognitive Disability or Other Developmental Disability	

Students age 3 through 21 who have a disability have the right to participate in a free and appropriate educational program.

Determining that a student has a disability is a formal and thorough process. During every step of this process, the civil rights of the parent and the child must be protected while the school fulfills its responsibility to determine and provide an appropriate educational program. The following steps must and will be followed when it is suspected that a child may have a disability and a need for special education services:

1. Parents will be notified that a referral will be submitted to the Director of Pupil Services.
2. The referring agent (e.g. teacher, principal, non-district employee, **parents**) who reasonably believes a child has a disability, shall submit a referral to the Director of Pupil Services.
3. The Director of Pupil Services or designee will seek the parent's consent to evaluate the referred child.
4. An Individualized Education Program (IEP) team of professionals will evaluate the referred student by:
 - consulting with the parents;
 - examining existing information about the student;
 - conducting formal and informal testing.
5. Following the evaluation, an IEP team meeting is held to determine whether or not the child has a disability and a need for special education. If the child qualifies for special education services, a team of professionals will then write an IEP for the referred child.
6. The IEP evaluation report and the IEP will be submitted to the Director of Pupil Services for review and processing.
7. The educational programs for special education children are reviewed on an individual basis at least annually in consultation with the parents.

Throughout the referral, diagnosis and placement process, the parent has a right to remain fully informed. It is the intent of the district to keep parents informed and to collaborate with the parents in developing an appropriate educational program for the referred student. Contact the Pupil Services Department with questions.

SCHOOL COUNSELING SERVICES

The goal of the counseling department is to help students succeed at school. The District has licensed school counselors to assist students, teachers and parents. Counseling services are extended to all students and may involve personal and educational matters. Counselors also work with outside agencies when appropriate. Parents are encouraged to confer with the counselors as they wish.

Rossman Elementary School
673-3300

Lincoln Elementary School
673-2100

Central Middle School
673-8040

SCHOOL PSYCHOLOGICAL SERVICES

School psychologists are specially trained professionals who help parents, teachers and schools work together for the benefit of the student. They are experts in the applications of psychological knowledge to educational practice and work to solve problems that affect learning. Services provided by the school psychologist include those listed below:

- Administer a variety of individual tests and other behavioral assessment devices.
- Interpret test findings and behavioral data to pupils, professional staff members, parents and practitioners outside the school.
- Participate in program planning efforts with other professional staff in order to appropriately meet the needs of individuals and groups of children.
- Assist school staff members and parents to better understand and manage the child's behavior and learning as well as to assist in the development of improved conditions for learning.
- Assist school staff members in understanding the legal aspects of special education services as well as those services available to students classified as disabled under Section 504.
- Provide individual counseling and mental health treatment services to help pupils successfully cope with their life situations.

Contact the school psychologist at your child's school for additional information.

SCHOOL NURSE and NURSING SERVICES

A part time school nurse is available to all three buildings within the district. The nurse's specific schedule can be obtained by contacting the Pupil Services Department.

School nursing services are available to all students in the district. The school nurse is in all district buildings on a part time basis to serve student physical needs, to consult with staff and parents and to contact outside medical personnel if necessary. The nurse may be contacted through the Pupil Services Department.

PROGRAMS FOR GIFTED STUDENTS

Children enrolled in the schools who give evidence of high performance in intellectual, creative, artistic, leadership or specific academic areas may be placed in the district's program for gifted students.

Students who qualify for the program may be referred by their parent(s), teacher(s) or by self referral. A formal identification process begins in third grade. Younger students are monitored and may have their educational program modified. Programs for identified students in third through eighth grade are developed and monitored by the district's gifted education coordinator in conjunction with school personnel and parents.

The goals of this program are to appropriately identify students, provide educational opportunities for identified students, and to support and encourage parents and teachers in the instruction of students. A G/T Steering Committee composed of administrators, teachers and parents meets quarterly to communicate and oversee the program.



HOMEWORK

Homework is assigned by the classroom teachers. It may also be work not finished during class time or part of a special assignment. Homework will have a definite purpose and give parents an opportunity to see what type of class activities the children are involved in. Homework is directly linked to learning theory and is the **independent practice** necessary for students to acquire knowledge concepts and skills. Homework is part of a planned program and limited in time based on the grade level and age of the student.

CHILD FIND

If you believe your child has special needs, or if you know of a child who has special needs and is not receiving special education, please call the Pupil Services Department at 673-8042. Child Find screenings will be held the months of September, November, January, February, March & April. Child Find screening is for all resident children age 3-4 years of age that may be at risk for delays in development in the areas of speech and language, social-emotional, learning/thinking skills or fine and gross motor development. Please see the District web site for additional information.

PHYSICAL EDUCATION EXCUSES

Notes from parents requesting that a child not take physical education because of a medical reason will be honored. In the absence of such a note, all children will be expected to participate in regular physical education activities.

A doctor's excuse will be required if the child is expected to be out for an extended period of time i.e., more than three physical education classes. Also, the doctor or parents will be asked to send written directions for limited physical education for children with disabilities or those returning from extended illness, broken bones, or any other special physical problems.

Children may be asked by the instructor to do other related physical education activities (scorekeeper, timekeeper, alternative assignments, etc.) in lieu of the physical activity.



HUMAN GROWTH AND DEVELOPMENT

The school district offers a Human Growth and Development program for students in fourth through eighth grade. The fourth and fifth grade Human Growth and Development classes are taught as separate classes for girls and boys. The sixth through eighth grade classes are co-educational. All parents are informed when classes begin and are invited to a parent meeting. Your child may be excused from this program by providing a written request to the district health education coordinator or your child's teacher.

The following is a basic outline of topics by grade level:

4th grade Menstruation, female and male development, appropriate behavior, hygiene and social and emotional growth.

5th grade Menstruation, female and male development, appropriate behavior, hygiene and social and emotional growth.

6th grade Responsible decision-making, self-concept, appropriate behavior, menstruation, female and male development, interpersonal relationships, protective behaviors (child abuse, harassment) and abstinence.

7th grade Responsible decision-making, appropriate behavior, sexually transmitted diseases, peer pressure, protective behaviors (child abuse, harassment) and abstinence.

8th grade Responsible decision-making, appropriate behavior, teen pregnancy, sexually transmitted diseases, protective behaviors (child abuse, harassment) and abstinence.

PROTECTIVE BEHAVIORS

A protective behaviors curriculum is offered to all students in the district, kindergarten through eighth grade. Building guidance counselors teach several lessons at the kindergarten and 1st grade level. Classroom teachers at 2nd grade teach several lessons each year. At the middle school, protective behaviors are included in the human growth and development classes and taught by the human growth and development instructor.

The content of protective behaviors is empowerment and non-violence. This means being aware of our rights and the rights of others to feel safe.

HEALTH & SAFETY ISSUES

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases (measles, rubella, mumps, polio, diphtheria, tetanus, whooping cough and chickenpox) within 30 days of admission. These requirements can be waived only if a properly signed health (signed by a physician), religious or personal conviction (signed by the parent) exemption is filed with the school. Non-compliance can lead to embarrassing legal consequences.

**STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS
2011-2012 SCHOOL YEAR**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 years through 4 years)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grades K through 3	4 DTP/DTaP/DT/Td ¹	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 4 through 5	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶	
Grades 6 through 9	4 DTP/DTaP/DT/Td ²	1Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grades 10 through 11	4 DTP/DTaP/DT/Td ²	1Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶
Grade 12	4 DTP/DTaP/DT/Td ²	1Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

- 1 DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
- 2 DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
- 3 Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of tetanus-containing vaccine, such as Td, within the past 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
- 4 Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
- 5 The first dose of MMR vaccine must have been received on or after the first birthday. (Note: a dose 4 days or less before the 1st birthday is also acceptable.)
- 6 Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

If a parent/guardian has questions concerning immunization please contact the Pupil Services Department at 673-8042.

Other features of the law include:

1. It applies to all students in the early childhood program, 4 year old kindergarten through 12th grade, as well as to the children attending day care centers.
2. Each student, except those with valid waivers, must have received at least one dose of each vaccine required for his/her grade no later than **30** school days after admission. The student must remain on schedule and complete all required immunizations within one year from admission.
3. Schools are required to notify parents of non-compliant students within **15** school days after admission about the possible legal consequences of non-compliance.
4. **PLEASE NOTE:** Schools are required to notify the district attorney and the local public health agency about any minor students who fail to comply with the law within 60 (sixty) school days after admission.
5. Parents are asked to notify the Pupil Services Department (673-8042) of any additional immunizations their child receives.
6. In the event of an outbreak of any vaccine preventable disease, those students who are not completely immunized against that disease may be excluded from school by the Department of Health and Social Services to prevent further spread of the disease. Any student who claims a waiver but who has received at least some vaccine, should list those vaccines on the form so as to avoid exclusion in the event of an outbreak of disease against which the student is immunized.

Each fall the school district is required to report to the state, on a form provided by them, the immunization status of all its students. Included will be specific information about the compliance alternatives chosen for those students who are not completely immunized and a list of any students referred to the District Attorney.

EMERGENCY INFORMATION

Parents are required to have on file in the school a card noting whom the school should call if their child is involved in an emergency. **If at all possible, the emergency contact must be a local number.** The form also notes any health conditions the school should be aware of. It is the parent's responsibility to notify the school about changing health conditions during the year, as well as any change in address.

VOLUNTARY STUDENT ACCIDENT INSURANCE

Through a third party, the district provides information on a voluntary accident insurance plan. These plans are typically purchased by families that don't have insurance coverage for their children. The plan is reasonable priced and can be purchased directly through the insurance carrier. If you have interest in this voluntary coverage, we encourage you to pick up a packet of the information at your child's school.

CROSSING GUARDS

The school district hires and trains the crossing guards. Both the city and district share the cost of the program. We ask the parents to join the school in helping the children develop a respect for crossing guards and an understanding of their importance.

The crossing guards are present at each corner from 7:30 – 8:15 a.m. and 3:05 to 3:50 p.m. On early dismissal days, crossing guards are present 11:30 a.m. – 12:15 p.m.

Guards are stationed at the following corners.

- Lincoln/Grand Avenue and Branch Street
- Intersection of Monroe and Grand Avenue (Hwy. 83)
- Rural and Main Street
- Monroe and Main Street

SAFETY

Please instruct your children to cross streets at the corners. Teach them how and when to cross streets. Remind them to stop and look both ways to be sure it is safe to cross the street. **For reasons of SAFETY, parents are requested not to drive onto any of the Lincoln or Rossman School playgrounds or bus areas between the hours of 7:55 a.m. and 3:30 p.m. during the days school is in session.**

BICYCLES

Students riding bicycles to school should be made aware of safe riding habits. Each year the schools get reports of children cutting in front of cars, not stopping for stop signs and creating a variety of other hazards by not following safety rules.

Bicycles may not be ridden on the playground at recess time or during the noon hour. All bicycles must be placed in the racks provided; they are not to be parked against the building or in the open. No one is to borrow, use or vandalize another pupil's bike. It is suggested that bicycles be locked as a further precaution against possible damage.

SKATEBOARDS, SCOOTERS and ROLLER BLADES/SKATES/SHOES

Skateboards, scooters (manual push or electric or gas propelled) and roller blades / skates / shoes, etc. are **NOT** to be used during the school day or on school property. These items must remain in the students' locker throughout the school day and are the sole responsibility of the student if they become lost or stolen.

HEAD LICE

The School Board has passed a policy for the schools to follow regarding head lice. It establishes the responsibility of the school personnel to conduct head checks in the school when there is knowledge of an infestation.

If there is reasonable evidence that a student is infested with lice or is not nit free, the parents will be notified and asked to pick up their child, and students in that classroom may be checked.

The child may be taken to a doctor who may confirm the diagnosis. If the diagnosis is confirmed, the parents are to follow the doctor's treatment plan before the child will be allowed to re-enter school. If the doctor indicates the child is free of lice, the child may return to school immediately.

The parents may also buy any of the over-the-counter shampoos available for this purpose and treat their child accordingly. However, no child will be allowed to return to school without a written statement from the parents that the treatment was given as instructed. Children may be checked by school personnel before being allowed to enter the classroom.

Treatment does not stop the possibility of re infestation of the child or infestation of other family members. The parents should make every effort to be sure that the student's bedding, caps, jackets, scarves, combs, brushes, hair ribbons and barrettes, etc. are thoroughly cleaned in hot soap and water. Anything that cannot be cleaned should be enclosed in a plastic bag and sealed for thirty days. The best way to find head lice early and prevent their spread is for each parent to get in the habit of checking their own children's heads for signs of head lice frequently, even weekly. Remember to notify the school if head lice are found.

(A complete copy of the policy and recommendations are available in the school offices.)

COMMUNICABLE DISEASE

If a student is diagnosed with a communicable disease (measles, mumps, chicken pox, pink eye, strep throat, etc.) the parent should report this immediately to the school office. The parent will then be given instructions as to when the student can return to school, as per Wisconsin Department of Health and Family Services guidelines. For example:

- Pink eye, strep throat, impetigo – exclude from school until 24 hours of antibiotic therapy has been completed.
- Chicken pox – exclude from school until sores are crusted over (usually 10 days).

A student should be kept home when the following signs and symptoms prevail:

- a temperature of 100 degrees or more;
- a productive cough;
- purulent (green, yellow, thick or otherwise unusual) nasal or eye drainage;
- diarrhea (liquid, colored stools);
- skin rashes/eruptions;
- red throat, swollen glands around the jaws, ears, or neck;
- complaints of earache, severe stomachache, sore throat, severe headache;
- nausea, vomiting, or recurrent vomiting;
- lethargy, general complaints of muscular aches and pains.

Students should not return to school until they have been without symptoms for a full 24 hours.

LATEX ALLERGY

People with allergies to latex may develop life-threatening reactions when exposed to latex products. These people are, in fact, reacting to the protein found in natural rubber latex. Natural rubber latex can be found in many common products like balloons, rubber bands, adhesive bandages, and latex gloves. Latex balloons and gloves pose a special hazard because when balloons pop or gloves are removed from hands, rubber protein particles are released into the air. This is a **very hazardous** situation for people with latex allergy.

Since we **DO** have students with latex allergies in the District, we are requesting that **no latex balloons** be brought into the buildings. Mylar balloons are a good alternative.

ILLNESS AT SCHOOL

Should a student become sick or ill at school the parent/guardian or authorized emergency contact person will be called to take the student home or to receive appropriate care. In order for a child to remain in the building during recess after an illness, a doctor's excuse is required.

MEDICATION (This information is a summary of the letter that goes home with registration materials).

All medication should be administered by the child's parents. If, under exceptional circumstances, a child is required to take medication during school hours and the parents cannot be present to administer it, only the principal of the building or his/her designee will administer the medication. However, before school personnel can administer any medication, the proper medication form must be completed and on file in the school office. ***THERE WILL BE NO EXCEPTIONS!*** These forms are available in each school office, at local clinics and on the district web site under "Health Services."

For any prescription medication, written instructions **signed** by the physician issuing the prescription will be required, as well as the parents' signature. For any non-prescription medication, written instructions signed by the parent will be required.

Any medication, prescription or non-prescription, must be delivered by the parent/guardian and in its original container. **Children may not transport medication to school.** School personnel will not be held liable if the medication is not given in a timely manner. All medication will be stored in a secure location in the school. There will be a periodic review of all information. Each school will be responsible for establishing a record keeping procedure for each child receiving medication according to prescription/non-prescription guidelines.

SUICIDE THREAT WATCH/RESPONSE

Suicide is a major health concern and the number two cause of death among adolescents in the United States. Suicide can be preventable if early warning signs are recognized and that student(s) and families get help.

Because of this, the school district has developed a procedure in conjunction with the Hartford Police Department, Washington County Department of Social Services and the Washington County Mental Health Center in order to handle quickly any threat or attempt of suicide by any student. If there are concerns regarding a child, the appropriate agency and the child's parents will be notified immediately. If you have concerns about your child and their safety, you can contact your child's school counselor or Washington County Acute Care Services at 262-365-6565.

CHILD ABUSE

All three of our schools adhere to The Child Abuse Neglect Act, Wisconsin Statutes 48.981, which is partially listed below.

A. "Abuse" means any physical injury inflicted on a child by other than accidental means, or sexual intercourse or sexual contact under s. 940.225. In this paragraph, "physical injury" includes but is not limited to severe bruising, lacerations, fractured bones, burns, internal injuries or any injury constituting great bodily harm under s. 939.22(14).

B. "Neglected child" means a child whose parent, guardian, legal custodian or other person exercising temporary or permanent control over the child neglects, refuses or is unable for reasons other than poverty to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

C. "Emotional damage" means harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior, or a combination of those behaviors, which is caused by the child's parent, guardian, legal custodian or other person exercising temporary or permanent control over the child and for which the child's parent, guardian or legal custodian has failed to obtain the treatment necessary to remedy the harm. "Emotional damage" may be demonstrated by a substantial and observable change in behavior.

Persons required to report cases of suspected child abuse or neglect are a physician, coroner, medical examiner, nurse, dentist, chiropractor, optometrist or any other medical or mental health professional, social or public assistance worker, school teacher, administrator or counselor, child care worker in any day care center or child caring institution or police or law enforcement officer having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall report as provided in sub. (3) Procedures (ss 48.981).

Any other person having reason to believe that a child has been abused or neglected may make such a report. No person making a report under this subsection may be discharged from employment for so doing.

ATTENDANCE ISSUES

TRUANCY

Wisconsin Act 239 and Section 41.18 of the Municipal Code of Hartford, define a habitual truant to mean a pupil that is absent without an acceptable excuse for **all or part of five (5) school days during a semester**. Act 239 allows a parent or guardian to excuse a child for up to ten days in a school year for any reason. The act requires that the parent must excuse the child in writing before the absence. Based on state law and guidelines, the School Board empowers the school to be the final determining factor as to what excuses are acceptable or unacceptable. Tardiness is considered to be **part** of an absence and is considered **unexcused** if it is not of an acceptable or legal reason. These are defined in the Regular Attendance section.

Students entering the building with an unacceptable excuse after the starting time are considered **tardy**. Students that have more than five (5) **full or part** unexcused absences in one semester can be considered truant under state law and their parent may be subject to actions by the court system. Students may be subject to consequences from the school. Absences with medical verification upon return to school will NOT be considered as part of the 5 **unexcused absences**.

FAMILY VACATION DAYS

A family vacation or vacation days may be excused by the parent as part or all of the ten (10) absences allowed each year, but must be **pre-approved in writing by the principal at each school**. Vacation days that exceed the 10 days, according to state law Wisconsin Act 239 and Section 41.18 of the Municipal Code, may be considered as **unexcused**. All absences not pre-arranged at least one week in advance may also be considered as unexcused.

The procedure for getting vacation days approved at **Central School** is to obtain an Anticipated Absence form from the main office. This needs to be done **at least seven (7) days** prior to the dates of anticipated absence.

The procedure for getting vacation days approved at the **elementary schools** is to write the teacher a note indicating the dates of anticipated absence and a plan for completing work assigned during the absence. This needs to be done **at least three (3) days** prior to the anticipated absence. The teacher will then forward the note to the principal for approval.

Whenever possible, parents are encouraged to avoid taking their children on family trips which would cause the student to be absent from school. However, when it is necessary for a child to be absent for a family trip, student absence requests should be submitted, in writing, to the school principal at least one week in advance of the proposed absence.

ARRANGEMENTS TO MAKE UP CLASS WORK

Arrangements to make up class work following an absence shall be at the initiative of the student and/or parent. Make-up provisions may differ among teachers, depending upon the nature of the class and the type of work missed. Alternative assignments may be a viable option in some situations. It is the student's responsibility to check with each teacher prior to the absence to determine the make-up assignments.

TARDY POLICY

A tardy student at Central/Lincoln/Rossman Schools is defined as a student who arrives **after the beginning of his/her first class**.

STEPS TO FOLLOW WHEN ABSENT (Central/Lincoln/Rossman Schools)

If a student is going to be absent, the parent must call the school office to leave a message between 4:00 p.m. and 8:00 a.m. on voice mail or call between 8:00 a.m. and 8:30 a.m. to report the absence to the school secretary. State the parent's name, student's name, teacher's name, date of absence and a reason as well as homework request. If a phone call is not received from the parent, the school may attempt to call the parent at work or home. State law requires an excuse for **ALL** absences, and it is the responsibility of the parent to comply with this law. Any student absent three (3) consecutive days may be required to have a physician's excuse.

Rossman Elementary School
673-3300

Lincoln Elementary School
673-2100

Central Middle School
673-8040

STEPS TO FOLLOW WHEN LATE

Students must sign in at the office when entering the building. Students must have a note from home or have had a phone call to school **PRIOR** to being late. At Lincoln and Rossman Schools students will get a tardy slip and may be asked to make up the missed time during a recess period. Students that are repeatedly late for school may be asked for a medical excuse.

MISSED SCHOOLWORK

Lincoln & Rossman Students - In the event of absence or illness, homework can be obtained by calling your child's school by 9:00 a.m. the morning of an absence. It will be given to a child's sibling or can be picked up in the office at the end of the day.

Central Students - Parents wishing to obtain missed assignments for their child should call the school office after 4:00 p.m. and listen to and select voice mail instructions on the homework hotline. If a student is ill for one day, parents and students are encouraged to call the homework hotline after 4:00 p.m. (673-8040). If books are needed, parents may pick them up from school any time during the day. If a student will be absent for more than one day, parents need to notify the office in advance. The student will be responsible for getting the homework and completing it.

SCHOOL ATTENDANCE ON FIELD TRIPS OR SPECIAL EVENT DAYS

When classes travel outside of the school on educational field trips or special events occur in the school, students are still expected to attend school under the compulsory attendance law. If a student or parent objects to the purpose or nature of the trip the student will still be given appropriate learning activities or lessons at school in lieu of the field trip or activity.

WITHDRAWING FROM SCHOOL

Parents of students withdrawing from school during the year or during the summer are asked to notify the school ahead of time. With prior notice the school can have materials ready for a transfer and prepare reports. This will assist with a positive change for the child to his/her new school.

PERMISSION TO LEAVE THE SCHOOL GROUNDS - STUDENT SAFETY

A student will not be allowed to leave the school grounds unless:

- a request slip signed by a parent/guardian is presented to the student's teacher.
- the student stops in the school office just prior to leaving to sign out in the presence of the school secretary, or principal.

DISTRICT BOUNDARY LINES

New families and their school-age children who move into residences within the following boundary areas will attend Lincoln Elementary School for grades kindergarten through fifth:

- Birch Lane on the west
- Loos Street on the south
- odd numbered homes on Wilson Avenue on the east
- odd numbered homes on Sumner Street on the south

Also included in the Lincoln School attendance area is the Monroe Park Subdivision (effective date of change 7/01/97).

Attendance Areas:

Rossman Elementary School:

Entire area NORTH of Highway 60 (Sumner St. in the city), SOUTH side of Highway 60 from the east city limits to Kettle Moraine Drive (includes west side of Pike Lake).

Lincoln Elementary School:

Entire area SOUTH of Highway 60 (Sumner St. in the city) with the exception of east city limits to Kettle Moraine Drive and the west side of Pike Lake.

TRANSFERS

Increased enrollment has made the task of balancing the size of our two elementary schools critical. Transfers between the elementary schools **have not** been allowed unless by authorization of the Board of Education.

When parents move to a different school attendance area within the district, their child may finish the school year in the school in which he/she started. The following year, however, the child will be transferred to the school serving the attendance area in which the child resides.

Students who move outside of the district's boundaries during the school year may finish the year at the school he or she was attending. However, the parent/guardian must apply under open enrollment during the application period for the child to continue to attend the district the following school year.

OPEN ENROLLMENT

Wisconsin's public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live.

Who may participate?

Wisconsin residents in grades kindergarten to 12 may apply to participate in open enrollment. Students in pre-kindergarten may participate in limited circumstances; parents should call their resident school district administrator to find out if their preschool-aged children qualify.

How and when may parents apply?

The Department of Public Instruction (DPI) strongly encourages applicants to apply on-line through Open Enrollment Application Log (OPAL). Parents must submit an on-line application to the nonresident school district during the three-week open enrollment application period in February.

MISCELLANEOUS ISSUES



STUDENT AWARD CRITERIA

Lincoln & Rossman Schools

- *Perfect Attendance (grades early childhood through grade 5).* (Zero days absent per year.)
- *Presidential Physical Fitness Award (all grades).* The Presidential Award is a fitness award for students reaching the 85th percentile of various skills that meets the Presidents Council of the government program for physical fitness. This test is done three times a year in our physical education program. This program recognizes and promotes physical activity, strength, agility, flexibility and endurance.
- *Presidential Academic Excellence Award (grade 5).* Students receiving this award must achieve the performance level of Advanced on the 5th grade WKCE test for math or reading. In addition, the student must have advanced achievement in math and reading on the Standards Based Report Card.
- *Presidential Academic Achievement Award (grade 5).* Students receiving this award must show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects but do not meet the criteria for the Presidential Award for Academic Excellence.
- *D.A.R.E. Recognition (grade 5).* Successful completion of the Drug and Alcohol Resistance Education Program.
- *Battle of the Books (B.O.B.)(grades 4-5).* Students read a variety of books from a pre-selected list and conference throughout the year with staff members on these books. In May, students form teams and are quizzed on their knowledge of the books they read from this list. Teams with the highest scores proceed through the rounds to the final competition where the top team from each homeroom competes for the Grand Champion title.

Central School

- *Wisconsin Knowledge and Concepts Examination Award*
 - ◆ Gold Medal – 8th grade students who earn an advanced score for all subject areas assessed
 - ◆ Silver Medal – 8th grade students who earn a proficient score and at least one advanced score in all subject areas assessed.
 - ◆ Bronze Medal – 8th grade students who earn a proficient score in all subject areas assessed.
 - ◆ Certificate - Any student in grades 6 – 8 who advances to proficient or advanced in any subject area assessed.
- *Milwaukee Brewers' Student Achiever Awards*. This award is given to the top 6% of 7th and 8th grade students (based on cumulative GPA) and top 6% of 7th and 8th grade students based upon effort as assessed by their teachers. The students each earn a recognition certificate, two free game tickets and group recognition at Student Achiever games. All students' names are also listed in a special section of the Milwaukee Journal Sentinel and on the Milwaukee Brewer's website.
- *President's Academic Award*
 - Excellence Award*. The purpose of this award is to recognize and reward educational excellence. To be eligible for the President's Award for Educational Excellence, students must meet certain requirements established by the U.S. Department of Education.
The Criteria:
 - ◆ Students are to earn a grade point average of 3.5 on a 4.0 scale. GPA is calculated from the middle level grades only, including through the fall semester of the exiting grade.
 - ◆ On a standardized achievement test (WKCE) the student must achieve in the 85th percentile or higher in math OR reading.
 - Educational Improvement* – The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence.
The following are examples of criteria for which the President's Award for Educational Improvement may be presented:
 - ◆ Students who show tremendous growth and improvement but do not meet the criteria for the President's Award for Educational Excellence.
 - ◆ Unusual commitment to learning and improving in academics despite various obstacles.
 - ◆ Students with excellent school records who fall short and do not meet the academic standards for the President's Award for Educational Excellence.

SHOW and TELL/PLAYGROUND ITEMS

If children bring toys or sports items to school it is their responsibility to care for the item so that they are not lost, stolen or broken. The school and the teacher(s) are not responsible for the safekeeping of personal items brought to school.

SCHOOL DESK and LOCKER REGULATIONS

School desks, lockers and other furniture are furnished for the children's use. They are responsible for any damage beyond normal wear. There will be occasional locker and desk checks. The school maintains the right to inspect lockers and desks, as they are school property.

USE OF TELEPHONE

Pupils may use the telephone in case of urgent business only! Parents **please do not call a teacher during teaching hours**. Leave a voicemail message and the teacher will return your call as soon as possible. Your consideration in not interrupting the classroom and learning is appreciated.

STUDENT VISITORS

A pupil who has a friend or relative visiting in his/her home for an extended period of time may bring the friend/relative to school to visit for one day only. Advanced written permission is required from the school office, the child's parent and the parent of the child that will visit, at least one day prior to the visit.

FACILITY USAGE

Anyone interested in using one of our schools for an activity must contact the office of the school they wish to utilize. Persons or organizations that rent, request or use any of the District's schools must fill out a School Building Use Request and Contract. Users are also required to pay for the cost of an employee to open or close the facility at the actual rate of pay they earn.

SCHOOL PERFORMANCE REPORT

The Wisconsin School Performance Report (SPR) serves as the state's annual public school report card, and represents the department's most comprehensive resource for data on school performance and student achievement. Districts are required to publish data on their schools and enable a comparison of data across school districts in the same athletic conference. The performance report can be accessed online at www.hartfordjt1.k12.wi.us. If you would like a paper copy, send a written request to the District Office.

SKYWARD FAMILY ACCESS

Do you have internet access? To find out what your child is eating at school, child's teacher(s), attendance record, report card, medical information, all you need to do is contact your child's school for your login name and password. Your login and password assures security and privacy. Your account gives you the information on all your children in the school district. Type in and save to your favorites the School District of Hartford Jt. #1 Family Access site: www.hartfordjt1.k12.wi.us/family_access or go to www.hartfordjt1.k12.wi.us and click on **Skyward Family Access**.

FEDERAL PROJECTS

During the course of any given school year the School District of Hartford Joint No. 1 applies for federal funds to assist in the maintenance and development of a variety of school functions. Below you will find a description of each federal project. We invite parents and interested community members to participate in the development of these projects. You may offer input by contacting the office of the Director of Pupil Services, 673-8042, or the office of the District Administrator, 673-3155.

1. PL 94-142 - This is commonly known as the Flow-Through Project. All funds acquired through this grant must be utilized on behalf of special education students. These expenditures may include staff salaries and fringe benefits, or the acquisition of a variety of materials and equipment.
2. PL 99-457 - This is commonly known as the preschool entitlement grant. All funds acquired through this source must be utilized on behalf of special education students ages 3-5. Special equipment and materials may be purchased through this grant.
3. Title 1 - These funds are used to provide extra remedial and tutorial assistance to a large number of students in grades K-8. Part-time teachers and a full-time coordinating teacher also staff the project. These funds are dispersed based on federal eligibility guidelines.
4. Science and Math Grant - This project's funds are used to help our teachers develop and improve science and math curriculum.
5. Class Size Reduction Title VI and SAGE Grant - These federal and state entitlements are distributed based on the number of low income students in the school system. The funding is to improve the teacher-pupil ratio in grades K-3. The district must apply annually to receive funding that is used to hire additional teachers.

ASBESTOS

As a result of recent Federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The goal of the School District of Hartford Jt. #1 is 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 School District of Hartford Jt. #1 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 school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the School District prepared, and the State approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the School District of Hartford Jt. #1 has completed its 3-year re-inspection required by AHERA on **August 20, 2008**. The District buildings, where asbestos-containing materials were found, are under repair, removal and/or operations and maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected three years after a management plan is in effect. This will be accomplished under contract by Environmental Management Consulting Inc. (EMC).

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 Facilities Manager before commencing work to be given this information.

The School District of Hartford Jt. #1 has a list of the location(s), type(s) of asbestos-containing materials found in the school buildings and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25¢ per page. Questions related to the plan should be directed to our Account Manager under contract with Environmental Management Consulting Inc, Lake Mills, Wisconsin at 920-648-6343.

POLICIES

NON-DISCRIMINATION – POLICY JB-E(1) - PUBLIC NOTICE

The following public notice shall be published as a class 1 notice annually.

PUBLIC NOTICE OF EQUAL EDUCATIONAL OPPORTUNITIES POLICY & STUDENT DISCRIMINATION COMPLAINT PROCEDURE

POLICY

It is the policy of the School District of Hartford Joint No. 1 that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student service, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Civil Rights Act of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

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 School District of Hartford Joint No. 1.

Any questions concerning this policy should be directed to the District Administrator, School District of Hartford Jt. No. 1, 675 E. Rossman Street, Hartford, Wisconsin 53027.

INFORMAL PROCEDURE

The person who feels that he/she has a valid basis for a complaint shall discuss the concern with the Director of Pupil Services, who shall investigate the complaint and reply to the complainant in writing within ten (10) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

FORMAL PROCEDURE

Any complaint regarding the interpretation or application of the District's student nondiscrimination policy shall be processed in accordance with the following complaint procedures:

1. Any student, parent or resident of the District complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the Director of Pupil Services.
 - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in the District's special education handbook.
 - b. Discrimination complaints relating to programs specifically governed by Federal Law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
2. The Director of Pupil Services, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The Director of Pupil Services will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. The Director of Pupil Services shall 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 complainant within forty-five (45) business days.
3. If the complainant is dissatisfied with the decision of the Director of Pupil Services, he/she may appeal the decision in writing to the Board within ten (10) business days of the receipt of the decision. The Board shall hear the appeal at its next regular meeting, or within 90 days of receipt of the appeal. The Board shall make its decision in writing after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the Director of Pupil Services.
4. The complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and the procedures for making the appeal.

MAINTENANCE OF COMPLAINT RECORDS

Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Copies of these complaint procedures shall be included in staff and student handbooks.

STUDENT RECORDS - POLICY JO

The School District of Hartford Joint No. 1 compiles and maintains necessary student records in the best interest of each student and to assist school personnel in determining the best educational experiences for each child. These student records are maintained in accordance with the provisions of the State student records and open records laws, Wisconsin Statutes §118.125 and §19.21-19.35 and the provisions of the Federal Family Education Rights and Privacy Act, 20 U.S.C. §1232(g).

It is the policy of the School Board that all facts and information relating to individual students created and maintained by the School District shall be considered confidential. Therefore, the School District does not allow the general public to have access to individual student records. However, an adult student or parent or legal guardian of a minor student shall have access to the student's own records as permitted under State and Federal law.

Both the Federal Family and Education Rights and Privacy Act (FERPA) and the State law on student records require that school boards adopt and publish policies relating to the contents of student records, confidentiality, access, amendment, disclosure and the time during which student records shall be maintained. The purpose of this Board policy is to describe the rules governing the confidentiality of student records and when the District will permit access to student records.

Types of Student Records

Wisconsin law defines student records as follows:

1. "Student records" means all records relating to individual students maintained by a school regardless of format, but does not include notes or records maintained for personal use by a teacher or other person who is required by the Department of Public Instruction under §115.28(7), Stat., to hold a license, certificate or permit, if such records are not available to others, nor does it include records necessary for and available only to persons involved in the psychological treatment of a student.
2. "Directory data" means those student records which include 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 attended by the student.
3. "Progress records" means those student records which include the student's grades, a statement of the courses the student has taken, the student's attendance record, the student's immunization records, any lead screening records required under §254.162, Stat., and records of the student's extracurricular activities.
4. "Behavioral records" means those student records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student's behavior, tests relating specifically to achievement or ability, the student's physical health records other than his/her immunization records or any lead screening records required under §254.162, Stat., law enforcement officers' records under §48.396(1m), Stat., or §938.396(1) or (1m) and any other student records that are not progress records.
5. "Student physical health records" means those student records that include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, any lead screening records required under §254.162, Stat., the results of any routine screening test, such as for hearing, vision or Scoliosis, and any follow-up to such test and any other basic health information, as determined by Department of Public Instruction.

Confidentiality of Student Records

All student records maintained by a school, except directory data, are confidential. However, the law recognizes certain exceptions when certain individuals may have access to student records and these exceptions are set forth in the language below.

Access to Student Records

Access to student records is restricted by law to specific parties or to those whom an adult student, parent or guardian or guardian ad litem has granted written permission. The statute recognizes the following exceptions.

1. Upon request, a student, or the parent or legal guardian of a minor student may be shown and provided with a copy of the student's progress records.
2. Upon request, an adult student or the parent or legal guardian of a minor student may be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student, parent or legal guardian shall, upon request, be provided with a copy of the student's behavioral records.
3. Upon the written permission of an adult student, or the parent or legal guardian of minor student, the school shall make available to the person named in the permission, the student's progress records or such portions of the behavioral records as determined by the person authorizing the release of information.
4. Student records may be made available to persons employed by the School District who are required to hold a certificate, license or permit, and other School District officials who have been determined by the School Board to have legitimate educational interests.

Nothing in this policy prohibits the use of a student's records in connection with the suspension or expulsion of the student or the use of such records by a multi-disciplinary team under State and Federal law.

Release of Directory Data

Wisconsin law requires that certain information contained in student records, referred to as “directory data,” be released to specified organizations or institutions as selected by the School District. The District will give public notice annually of the categories and types of student data that it may release to District-specified institutions and organizations. After the school notifies a parent, legal guardian or guardian ad litem that it has designated certain information as directory data and that they have 14 days to refuse the release without prior written consent, the parent, legal guardian or guardian ad litem has 14 days in which to notify the school that such information may not be released without the prior written consent of the parent, legal guardian or guardian ad litem. If the parent, legal guardian or guardian ad litem have not so notified the School District within this 14-day period, the District will release directory data to approved institutions and organizations.

Custodian of Student Records

The building principal is the designated custodian of student records.

Maintenance of Student Records

The schedule and time limits for maintenance of student records varies with the type of record. A student’s progress records will be maintained for at least five (5) years after the student ceases to be enrolled at a particular school. A student’s behavioral records shall be maintained for no more than one year from the date the student graduates or last attends a particular school. When written permission to maintain the behavioral record is received from the adult student or from the parent or legal guardian of a minor student, the records may be maintained for five years from the date of graduation or last attendance at a particular school.

The student services office will maintain records of a referral for psychological testing or multi-disciplinary evaluations, including all individual reports, for one year after a student transfers out of the District. Upon the written permission of an adult student or the parent or legal guardian of a minor student, such records will be maintained for up to five years.

Transfer of Records

The School District of Hartford Joint No. 1 or a school therein will transfer to another school or school district all student records relating to a specific student within five (5) working days after receiving written notification that the student intends to enroll in another school or school district. This written notification may come from an adult student or the parent or legal guardian of a minor student, from the school district or school to which the student is transferring, or from a court that the student has been placed in a secured correctional facility, caring institution or a secured group home.

Protection of Pupil Rights Amendment (PPRA)

The School District of Hartford Joint No. 1 shall directly notify parents and students annually, at the beginning of the school year, of their rights under the PPRA.

PROTECTION OF PUPIL RIGHTS AMENDMENT – POLICY JO-B

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to Federally funded surveys concerning “protected information.”** If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations;
 - Mental or psychological problems of the student or student’s family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of student’s family members;
 - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student’s parents; or
 - Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - Any protected information survey, regardless of funding; and
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the District administers or uses them:
 - Protected information surveys of students (including any instructional materials used in connection with the survey);
 - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
4. **Receive notification of District policy.** The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students, such as through U.S. Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.
5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STUDENT USE OF ELECTRONIC DEVICES - POLICY JFCK (revised 12/20/10)

The Board of Education believes that student use and possession of personal electronic devices during the normal school day are generally disruptive in the educational environment. Therefore, students are prohibited from using cell phones, personal radios, tape/CD/DVD players/recorders, or tapes/CDs, headphones, Walkman and similar devices, televisions, two-way radios, pagers, hand-held electronic planners, laptops and other electronic communication or entertainment equipment during the school day. Students who bring any of the above listed items to school do so at their own risk and must store the equipment in their locker during the school day. In addition, students shall not use cell phones in any restroom or locker room while at school or a school-sponsored activity.

This prohibition may be modified by the building principal or his/her designee if the student provides evidence that such a device is required for a medical, school, educational or other legitimate use.

Students are prohibited from possessing or bringing laser pointers onto school premises at all times.

The Board of Education shall allow students to possess cellular telephones during the school day on school premises and at school-sponsored activities under the following conditions:

1. Students who bring cellular telephones to school are responsible for keeping their telephones turned off and stored in their locker during the school day, which includes the full period of time between the beginning of the first class and the end of the last class of the day, unless there is an emergency situation that jeopardizes the safety of students or staff.
2. Students shall not turn on or use cellular telephones while being transported to and from school or school-sponsored activities or field trips, unless they receive permission from the supervising teacher, coach or bus driver or there is an emergency situation that jeopardizes the safety of students, staff, chaperones or the bus driver.
3. Students shall not turn on or use cellular telephones during school-sponsored activities or field trips that occur during the regular school day, unless they receive permission from the supervising teacher, coach or bus driver or there is an emergency situation that jeopardizes the safety of students, staff, chaperones or the bus driver.
4. Students may possess and use cellular telephones and other electronic devices at school-sponsored activities that occur outside the regular school day provided that use does not create a danger, disrupt the activity or interfere with the activity in any way.
5. Any parent/guardian who wants his/her child to use a cellular telephone at an unauthorized time may submit a request to the student's principal explaining the reasons for the unauthorized use. The principal's decision shall be final.

Students who violate this policy shall be subject to disciplinary action in accordance with established procedures.

LEGAL REFERENCE: Section 118.258 Wisconsin Statutes

CROSS REFERENCE: JFCK-E – Request to Authorize Student Possession of Cellular Telephone
JFCH/I – Student Alcohol and/or Other Drug Use
JFCH/I-R – Guidelines for Alcohol and/or Other Drug Use for Students

LOCKER SEARCHES - POLICY JFG

School desks, lockers (including physical education lockers) are provided for student's use, but remain the exclusive property of the School District of Hartford Joint #1. Lockers and desks may be searched as deemed necessary or appropriate without a student's or parent/guardian consent, without search warrants or without notifying the student.

The School District of Hartford Joint #1 retains ownership and possessory control of all student lockers and desks and designates school principals, assistant principals or their designees as agents of the District who may conduct searches.



Annually, school building principals are to distribute a copy of this policy to students enrolled in the District.

MOVIE SELECTION - POLICY IAB

The primary objective of supplementary materials, even those used for rewards, should enrich and support the educational program of the school.

The School District of Hartford Joint No. 1 will:

- Provide materials that will enrich and support the curriculum.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

The Board of Education of the School District of Hartford Joint No. 1 prohibits the use of any movie with a rating stronger than "G" for Grades PreK-5. In Grades 6-8, movies with a rating of "PG" may be viewed by students who have permission from their parents.

RELEASED TIME FOR RELIGIOUS INSTRUCTION - POLICY JEFB

The School Board shall permit students, with the written permission of a parent or guardian, to be absent from school not more than 180 minutes, including travel time, per week to obtain religious instruction during school hours. Such release shall be in accordance with established procedures.

The School Board may deny the privilege of released time to students who absent themselves from the religious instruction after requesting the privilege. The time period for the purpose of attending the religious instruction may be set by the Board.

Any transportation to or from religious instruction shall be the responsibility of the parents or organization sponsoring the religious instruction.

The District is released from any liability for a student who is absent from school in accordance with this policy.



WITHDRAWAL OF CONSENT FOR THE RELEASE OF PUPIL RECORDS – POLICY JO-E

Under State (Wisconsin Statutes 118.125) and Federal law, the student records information detailed below is public information and may be released to the public by the District without prior consent. Any parent or guardian who does not wish to have the below information released may return this form designating the pupil records they refuse to allow to be released.

Do **NOT** Release the Following Information (Please check any or all that apply):

- A. For Public Use – Information sent outside the District such as newspapers and other media. Public use could include the following pieces of student information:**
 - 1. The student’s name, address and telephone listing
 - 2. The student’s date and place of birth
 - 3. The student’s major field of study
 - 4. The student’s participation in officially recognized activities and sports
 - 5. The student’s weight and height if a member of an athletic team
 - 6. The student’s dates of attendance
 - 7. The student’s photograph
 - 8. The student’s date of degrees and/or awards received
 - 9. The name of the school most recently previously attended by the student

- B. For District Use – Information published within the District such as the yearbook, school newspaper, co-curricular programs, website, etc. District use could include the following pieces of student information:**
 - 1. The student’s name, address and telephone listing
 - 2. The student’s date and place of birth
 - 3. The student’s major field of study
 - 4. The student’s participation in officially recognized activities and sports
 - 5. The student’s weight and height if a member of an athletic team
 - 6. The student’s dates of attendance
 - 7. The student’s photograph
 - 8. The student’s date of degrees and/or awards received
 - 9. The name of the school most recently previously attended by the student

- C. For Military Recruiter Use – Military use could include the following pieces of student information:**
Student’s name, address and telephone listing

- D. For Institutions of Higher learning Use – Institutions of Higher Learning use could include the following pieces of student information:**
Student’s name, address and telephone listing

(Please Print)

Student Name _____ Graduation Year _____ Grade _____

Parent or Guardian Name _____

Parent, Guardian or Student Signature (if 18 years or older) _____

Date _____

If you wish to withdraw the consent for the release of any pupil records (Wisconsin Statutes 118.125(2)(j) detailed above, this form must be received by the District Office within 14 days of receipt of this notice:

School District of Hartford Jt. #1
675 E. Rossman Street
Hartford, WI 53027

***This consent form will remain in effect until a parent or guardian provides written consent to release previously withheld pupil records.**

HEALTHY SCHOOL ENVIRONMENT - Policy JHK

The School District of Hartford Jt. #1 promotes a healthy school environment through nutrition education, healthy food choices, physical activity and other activities designed to promote life-long health and well-being. A healthy school environment encompasses more than food and beverage choices available in the school cafeteria. It also includes appropriate meal schedules, serving times, dining atmosphere, food in the classroom, fundraisers, vending machines, concessions, positive role models, nutrition education, physical activity and consistent messages about healthy behaviors. This wellness policy promotes healthy behaviors that affect the development of human potential and enhance the attributes of good citizenship, like success in school, responsible decision-making, caring about self and community, setting and attaining goals.

The District wellness policy outlines the six components of a healthy school environment as identified by the U.S. Department of Agriculture and other nutrition and school organizations throughout the United States. Each component is important and affects the nutrition and physical activity in a child's school life. Each includes a rationale, responsibility and implementation guidelines. This wellness policy aims to provide students a healthy school environment in which all members of the education team make nutrition and physical activity a priority every day.

Component 1: Nutrition Education

Rationale: Students who practice good nutrition attend school with minds and bodies ready to take advantage of their learning environment. Nutrition influences a child's development, health status, well-being and potential for learning. The link between good nutrition and good education is clearly demonstrated by better attendance, higher test scores and fewer behavior problems in school.

Responsibility: K-5 classroom teachers, in collaboration with physical education teachers, are responsible for teaching nutrition concepts as part of the District health curriculum. At the middle school, family and consumer education teachers, in collaboration with physical education teachers, will teach nutrition concepts.

The Staff Development Coordinator, in collaboration with health educators, will provide professional development training on nutrition education and other healthy lifestyle concepts.

Implementation: School programs should ensure that students in pre-kindergarten through grade 8 receive nutrition education that provides the knowledge they need to adopt healthy lifestyles. Nutrition education should be well-integrated within a comprehensive school health education program and should include instruction that helps students learn more about the importance of various food groups; situations specific to individuals; dietary guidelines including caloric intake, eating more fruits and vegetables, less sugar and low-fat dairy, meat, fish or poultry; healthy cooking methods, the recognition of the role media play in marketing and advertising foods and beverages; and the relationship of a balanced diet and regular exercise to a healthy lifestyle.

Nutrition concepts should be modeled by school personnel. The District will support extra-curricular activities and units that integrate nutrition concepts.

Nutrition education will include the reinforcement of physical activity and the health risks associated with a sedentary lifestyle.

Coaches stress with student athletes the importance of nutrition, including healthy breakfast choices, caloric intake and proper hydration.

Staff primarily responsible for nutrition education will be trained and regularly participate in professional development activities to effectively deliver quality, science-based nutrition education.

Component 2: Physical Education & Activity

Rationale: Students are taught the importance of physical activity and the relationship to a healthy lifestyle. The District will expose students to a comprehensive physical education program and a wide range of physical activities so that students develop the knowledge and skills to be physically active throughout their life.

Responsibility: Physical education teachers are responsible for teaching the physical education curriculum. School staff will support the mandates of the physical education curriculum and further promote and encourage other physical activities, co-curricular activities and recess.

The Staff Development Coordinator, in collaboration with health educators, will provide professional development opportunities on physical education programs and activities for healthy lifestyles.

Implementation: School programs should ensure that all students in pre-kindergarten through grade 8 receive a developmental, sequential, comprehensive, standards-based physical education curriculum.

All physical education classes should be taught by certified physical education teachers.

School staff should not use participation or non-participation in physical education classes as a way to punish or discipline students.

Physical activity should include regular instruction in physical education, co-curricular activities and recess. Substituting any one of these components for the others is not appropriate.

Physical education should be designed to build interest and proficiency in the skills, knowledge and attitudes essential to a lifelong, physically active lifestyle.

Whenever possible, each school will provide daily recess that encourages physical activity. Each school should ensure that students have adequate space and equipment to participate in structured physical activity. Each school should ensure that physical activity facilities on school grounds are kept safe and well-maintained. Staff responsible for teaching physical education will regularly participate in professional development activities to effectively deliver physical education instruction.

Component 3: Quality Meals

Rationale: Healthy school meals provide the energy and nutrients children need for sound minds and bodies. Studies confirm what parents and teachers have known for years: children who are not well nourished have difficulty learning. The Food Service Department is proud of the role it plays in providing students with a nutritious meal each school day. The USDA lunch meal patterns require that a meat/protein, fruit, vegetable, bread and milk be offered in specific quantities to qualify for a reimbursable meal. These meal patterns are designed to provide 1/3 of the recommended dietary allowances for key nutrients. The menu must also provide no more than 30% of the total calories from fat, and no more than 10% from saturated fat. This variety of healthy foods allows children to learn to enjoy many different foods and to develop healthy eating patterns.

Responsibility: The Food Service Director will provide students with a well-balanced menu that meets the *Guidelines of the National School Lunch Program*, is appealing to students' tastes and is affordable.

Implementation:

- 1) The Food Service Director is properly qualified and certified; food service staff should have pre-service training and participate in ongoing training.
- 2) Menu selection meets nutrition standards established by the USDA.
- 3) Menu selection follows the USDA price guidelines so that the school lunch meal is always a better value than purchasing ala carte items separately.
- 4) Menu selection continues to support or improve upon providing healthy choices, such as: using all whole grain bread; adding whole wheat to bread products, such as:
 - French bread, pizza crust, or mini loaves for sub sandwiches
 - Offering desserts two times a week instead of daily; offering fat free milk 1% chocolate milk, 2% milk
 - Offering 100% fruit juices at the middle school and bottled water
 - Offering two fruit servings each day (one canned and one fresh)
 - Offering two vegetable servings each day (one baked/steamed and one fresh)
 - Ala carte offerings at the middle school include fresh salad, yogurt parfait, vegetable trays, fresh fruit cups
 - Offering yogurt everyday at the middle school and 3-4 times a month at both elementary schools
 - Offering baked chips at the middle school
 - Reducing frequency of potato offerings on district wide menus
 - Baking rather than frying products
 - Offering 0% trans fat French fries
 - Individually packaging condiments for portion control and food safety
 - Using pepper and other herbs to enhance flavor, not salt
 - Use Taher *Pure Health* logo to identify foods that are lower in fat and higher in nutrients
- 5) Opportunities to attend nutrition education programs are available; also, nutrition education materials or food service publications.

With the changing environment and the concern of rising childhood obesity, the Food Service Department will continue to evaluate the lunch program. Changes made will comply with USDA guidelines and any local wellness policies.

Component 4: Other Healthy Food Options

Rationale: The quality of the school nutrition environment depends on the quality of **all** foods and beverages sold or served at school. Since all foods and beverages contribute to meeting the dietary needs of students, they should have access to nutrient dense foods (whole grains, fresh fruits and vegetables) during the school day.

Responsibility: The School Board, in collaboration with parents, teachers, school administrators and students, will set competitive food options for the District.

Implementation:

- 1) Carbonated beverages should not be available to elementary school students during the school day.
- 2) Carbonated beverages should only be available in the middle school when a full array of milk, juices, water and other products are available.
- 3) Non-carbonated water, 100% fruit juices and/or milk shall be available at concession stands in addition to soda.

- 4) Each school should encourage fundraisers that promote positive health habits such as the sale of non-food or nutritious food items, as well as fundraising to support physical activity events.
- 5) Foods and beverages sold at fundraisers should reinforce the importance of healthy choices and portion control.
- 6) Classroom celebrations should encourage healthy treats, and age appropriate portion sizes. The District will offer suggestions to parents and families for types of foods that are appropriate.
- 7) Students will be encouraged to *drink water* throughout the day. Drinking water should be conveniently available for students at all times.
- 8) Concessions at school functions should include *at least as many healthy food choices as foods of minimal nutritional value*. It is recommended that groups market these healthy options at a *lower profit margin* to encourage selection by students.
- 9) Serving sizes of concession beverages, excluding water, will be limited to 12 ounces or less.
- 10) A la carte foods that are available include *at least as many healthy food choices as foods of minimal nutritional value*. They should include a variety of choices of nutritious foods, such as fruits, vegetables, whole grains and low-fat or non-fat dairy foods.
- 11) Serving sizes of a la carte beverages, excluding water, will be limited to 12 ounces or less.
- 12) Vending machines are not available to students during the school day.
- 13) Vending machines should offer healthy beverage options.

Component 5: Pleasant Dining Experience

Rationale: Children will enjoy their food more and may try to make more healthy options if they can relax, eat and socialize without feeling rushed. Studies show that environment has a powerful influence on behavior. A pleasant dining area allows students to pay attention to what they are eating, and to enjoy the sensory and social aspects of a healthy meal.

Responsibility: Principals, lunchroom supervisors, food service personnel and maintenance and custodial services are responsible for maintaining a pleasant lunchroom environment.

Implementation: The lunch room environment should be a place where students have an adequate space to eat; pleasant, clean surroundings; convenient access to handwashing facilities; and adequate time for meals. (The Department of Public Instruction and The American Food Service Association recommends at least 20 minutes for lunch from the time that students are seated.) Students are encouraged to socialize while maintaining an appropriate voice level for conversation.

Dining areas are attractive.

Food service personnel meet with building administrators/District staff to review meal schedules and facilitation of meal service.

Component 6: Commitment to Marketing Consistent Health Messages

Rationale: The District recognizes that parents and families are a child's first and most important teachers. When children enter school, the responsibility for their learning is shared by the school, families, community, and the children themselves.

Responsibility: The responsibility is shared by school staff, parents, community and students.

Implementation: The District should provide educational information to families on healthy eating, such as information on the *Food Pyramid* and *Dietary Guidelines for Americans*.

Each school should provide information to parents to help them promote and incorporate physical activity and healthy eating into their children's lives.

The District should not allow advertising messages that promote consumption of less nutritious food and beverages.

Parent, staff, community and student input and feedback will be considered in planning a healthy food environment.

The District and food service staff should develop newsletter release or other communications about the food service program.

The District encourages healthy eating and physical activities within the school community. The District Wellness Committee should promote activities that improve the health and wellness of staff and that encourage participation in healthy lifestyles.

The District Wellness Committee has volunteer representatives from each building.

STUDENT ATTENDANCE-POLICY JE

The School District of Hartford Joint #1 believes that student attendance is of critical importance to success in school. Habits of good student attendance are skills developed over time that carry over into further schooling and eventually into the world of work.

In accordance with State law, all parents must cause children between six and eighteen years of age to attend school unless the child has graduated, has a legal excuse or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools and the community.

It is the responsibility of the parent/guardian to provide the reason for his/her child's absence. Parents/guardians are to notify the school of such absences stating the reason for the absence. When children are absent from school, parents/guardians assume full

responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

The District Administrator shall develop guidelines for student attendance that include the following:

- parent, student, teacher and administrator responsibilities
- definitions of excused absences and trancies
- notification procedures
- truancy filing
- any public information necessary to implement this policy

The District Administrator is authorized to grant reasonable exceptions to this policy and guidelines as long as the spirit of the State statutes and this policy is maintained.

PROCEDURES FOR ENROLLMENT & PLACEMENT OF HOMELESS CHILDREN & YOUTHS-POLICY JEC-R

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided services comparable to services offered other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

District Liaison for Homeless Children & Youths

The Director of Pupil Services has been designated as the District's liaison for homeless children and youths, and will ensure that:

1. Homeless Children and youths residing in the District are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in and have a full and equal opportunity to succeed in schools in the District.
3. Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services (e.g., health care services).
4. The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters.
6. Enrollment disputes are mediated in accordance with legal requirements.
7. The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.

Admission and Placement of Homeless Child or Youth

When a homeless child or youth seeks enrollment in the District, these procedures shall be followed:

1. The homeless child's parent/guardian or any unaccompanied homeless youth shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue his/her education in the school of origin for the duration of the homelessness or be placed in the school that non homeless children/youths who live in the attendance area in which the child/youth is actually living are eligible to attend. School selection decisions shall be made based on the best interest of the homeless child/youth.

If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent/guardian, the District shall provide the child's parent/guardian with a written explanation, including a statement regarding the right to appeal the school selection decision. An unaccompanied homeless youth shall also be provided notice of his/her right to appeal the school selection decision. School selection disputes shall be handled as outlined in Section C below.

2. The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent/guardian or the unaccompanied homeless youth to the District's liaison for homeless children and youths, who is expected to assist in obtaining the necessary immunization or medical records.
3. The homeless child or youth shall be placed in an appropriate grade level and educational program by the school principal or designee, using the same procedures that are used for placing non homeless.

4. Once enrolled, homeless children/youths shall have all the rights and privileges of non homeless children attending school in the District and shall be subject to the same school rules and regulations.

School Selection or Enrollment Disputes

If a dispute arises over school selection or enrollment in a school:

1. The homeless child, youth, parent/guardian shall be referred to the District's liaison for homeless children and youths, who shall carry out the dispute resolution process outlined by the Department of Public Instruction as expeditiously as possible after receiving notice of the dispute.
2. The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute.

STUDENT RETENTION/PROMOTION POLICY IKE (revised 2/21/11)

District Philosophy

It shall be the policy of the School District of Hartford Joint No. 1 that children be placed at the grade level to which they are best suited chronologically, academically, socially and emotionally.

In general, the District will strive to move each student in a continuous pattern of academic achievement. Retention at any grade level is an alternative only under certain conditions. It will be the responsibility of school personnel considering retention of any student to determine whether that student will benefit from repeating a particular grade (full retention) or a student would benefit from a partial promotion (moving forward with age appropriate peers chronologically in the same class while being taught at the appropriate academic/grade level in reading and/or math).

Decisions regarding retention/promotion for students with identified special education needs and/or English Language Learners (ELL) will occur within the parameters of the Individual Education Plan (IEP) process or Individual Learning Plan (ILP).

A complete copy of Student Retention/Promotion Policy IKE may be obtained by contacting the District Office.

BUS ROUTING AND SCHEDULING - POLICY EEAB

It shall be the policy of the School District of Hartford Joint No. 1 that students will only be transported by school bus to school and to a regular pick up or drop off location.

It is the responsibility of the parent or legal guardian to inform the School District and bus contractor of the regular pick up or drop off point/location.

It shall be the policy of the District that students living in the City of Hartford will not be transported by school bus from school to a babysitter's home outside the City limits or to another part of the City, or from a babysitter's residence to school.

BUS CONDUCT & DISCIPLINE PROCEDURES - POLICY JFCC-R

Summary of Rules and Regulations for Bus Riders

- Stay in your seat at all times.
- Keep all parts of your body and all objects inside the bus at all times
- No littering, eating or drinking. Keep the bus safe and clean at all times.
- Keep books, packages, instruments and coats out of the bus aisle.
- Do not tamper with or vandalize other riders' property or any bus equipment. Parents will be held responsible for damage caused by a child.
- Keep a conversational voice. Do not scream, swear or use disrespectful or abusive language.
- Keep your hands and feet to yourself; no hitting, pushing, tripping or spitting. Physical abuse and fighting will not be tolerated.
- No pushing or shoving when entering or exiting the bus.
- Follow the driver's direction the first time they are given.
- In general, conduct yourself in a safe manner and do not endanger the safety and well-being of others on the bus.

When students violate the bus rider rules and regulations, the following disciplinary measures shall be taken:

1. The bus driver will fill out a bus discipline report. This report must be given to the school within two school days of the offense. The bus disciplinary report shall at least state the date of the offense, the student's name, the offense committed and the driver's signature and route number.
2. The following actions may occur after the issuance of a misconduct report:
 - a. **First Offense** – the school principal or designee will inform the parents/guardians of the offense, in writing, and notify the parents/guardians, in writing, that for a second offense the student may be suspended from riding privileges.

- b. Second Offense – the school principal or designee will inform the parents/guardians of the offense, in writing, and the student may be suspended from transportation for a maximum of five school days. If suspended from riding privileges, students will not be able to ride the school bus until the parents/guardians and the student meet with the principal or designee to be informed of possible action for future bus disciplinary reports.
 - c. Third Offense – the school principal or designee will inform the parents/guardians of the offense, in writing, and revoke riding privileges for up to 30 school days. If suspended from riding privileges, students will not be able to ride the school bus until the parents/guardians and the student meet with the principal or designee to be informed of possible action for future bus disciplinary reports.
 - d. Fourth Offense – the school principal or designee will inform the parents/guardians, in writing and revoke riding privileges for up to the remainder of the school year.
3. The nature of the disciplinary action taken will depend upon the nature and severity of the misconduct and the surrounding circumstances. The District reserves the right to vary the procedures set forth above or waive any of these steps depending on the facts and circumstances of the particular misconduct at issue.
 4. The District Administrator shall be informed any time a student's riding privileges are revoked.

USE OF VIDEO CAMERA ON THE SCHOOL BUS - POLICY EEACA

Below is a summary of Policy EEACA.

The School District of Hartford Joint No. 1 approves the use of video cameras on school buses for the primary purpose of ensuring the health and safety of student bus riders. This purpose will be advanced if the School District can prevent student misconduct, disciplinary problems and vandalism on the school bus, thus allowing the driver to focus his/her attention on the safe operations of the school bus.

Parents shall receive annual notice of the District's policy and procedures for use of video cameras on school buses. Such notice will be included in the parent and student handbooks and in Board policies available for public review and inspection. The school buses will also be posted with signs indicating that video cameras may be in use on that school bus.

(A complete copy of Policy EEACA may be obtained by contacting the District Office.)

WEAPONS ON SCHOOL PREMISES - POLICY KGD

Assuring the safety of students and employees and the preservation of an educational environment is a primary duty of the School District.

Possession or use of a weapon (defined below) or look-alike weapon on school premises before, during or after school hours or at any school-sponsored activity or in school contracted buses or vehicles is prohibited. A student found to be in possession of a weapon or look-alike weapon on school premises before, during or after school; or at any school-sponsored activity that threatens health and safety, will automatically be referred to local law enforcement authorities and is subject to disciplinary action including suspension and/or expulsion from school.

Employees who violate this policy shall be disciplined in accordance with employee policies and agreements and referred to law enforcement officials.

Other individuals, other than students and employees who violate this policy will be referred to the City of Hartford Police Department and charged, at a minimum, with disorderly conduct.

Weapons are defined as follows:

1. Articles and/or substances commonly used or designed to inflict bodily harm and/or intimidate other persons including, but not limited to firearms (which includes any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive), BB guns, look-alike weapons, knuckles, razors, switchblade/butterfly knives, chains, clubs, stars, pepper spray, explosives, etc.
2. Articles and/or substances designed for other purposes, but that are used with the intent to inflict bodily harm and/or intimidate including, but not limited to belts, combs, pencils, files, compasses, aerosol sprays, scissors, laser pointers, etc.

USE OF TOBACCO PRODUCTS POLICY KGC (revised 9/20/10)

The negative health effects of smoking are no longer debatable. As an educational organization, it is important that we do all we can to discourage habits which are a threat to health. The use of tobacco products is contrary to the educational goals of the School District of Hartford Joint No. 1.

It shall be the policy of the Board of Education to prohibit the use of tobacco products as outlined below:

- 1) No use of any tobacco product will be allowed in the buildings or on the grounds of the District. If other school districts are authorized to use Hartford Jt. #1 buildings, facilities or grounds, the policies of that District shall be followed.
- 2) For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings and vehicles when used for the provision of academic or extracurricular programs by the District or community provider and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops and garages. "School grounds" also includes other facilities, playgrounds and other recreational places owned by the local municipalities, private entities or other individuals during those times when the School District has exclusive use of a portion of such land.
- 3) In accordance with law, the Board of Education prohibits smoking at all times anywhere on school grounds, except as part of classroom instruction.
- 4) No use of tobacco product by student, employee or any other person will be allowed while engaged in any function on the school premises.
- 5) Reasonable efforts shall be made to prohibit persons from smoking.
- 6) Signs shall be posted setting forth the prohibition and other appropriate notifications.
- 7) Persons in charge shall ask a person who is smoking to refrain from smoking and if the person refuses to do so, the person shall be asked to leave the location. If the person smoking refuses to leave the location, the person in charge must immediately notify an appropriate law enforcement agency of the violation.

ALCOHOL and DRUGS

The alcohol and drug prevention program is offered in early childhood through eighth grade as indicated by the Federal Drug Free Schools Act. The primary objective of the alcohol and drug prevention program is to send a clear, drug-free youth message to all members of the community. To accomplish this goal the school district provides classroom-based programs for grades 6-8 and 2-5. Both program materials are based on state standards and designed to motivate students to avoid drug use and to give skills and strategies for resisting and building positive habits and relationships. Students in grade 5 also are able to participate in the DARE program which emphasizes drug and alcohol abuse prevention. This is a 17-week program taught by a trained law enforcement officer.

Parents are encouraged to contact your child's school building counselor or building principal should you have any alcohol or drug related concerns for your child. Students can also seek help from the school by talking with a building counselor.

Your child may be excused from the alcohol and drug prevention program by sending a written request to your child's building principal. Please contact the AODA coordinator or building principal for additional information.

Federal law, on December 12, 1989 requires that schools enforce firm drug education policies and programs. The following is the School District's policy for alcohol and drug use or possession on school property, or having drugs and alcohol in one's system on school property. Students may not use any substance that impairs normal behavior.

This policy is important because it is a statement that the use of drugs, their unlawful possession and the use of alcohol is wrong and harmful to yourself, others and society. Following the standards of conduct in the policy is mandatory for all students in the School District of Hartford Joint No. 1. Please read them carefully and explain them to your children.

STUDENT ALCOHOL AND/OR OTHER DRUG USE - POLICY JFCH/I (revised 12/20/10)

It is the policy of the School District of Hartford Joint No. 1 that students and employees have the right to attend school and work in an environment that is free from the non-medical use of alcohol, drugs and mood-altering substances. These substances interfere with the learning environment of students and the performance of students and employees.

The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia (as defined in State statutes) or alcohol, or having illegal drugs, chemicals or alcohol in a person's system in or on school property, in any District owned or contracted vehicle or at school-sponsored events by students is prohibited. Having chemicals in one's system is defined for purposes of the policy as having any amount of the substances in one's body system(s). This policy does not include nicotine or caffeine. Rules and consequences governing smoking are contained elsewhere.

The District limits the use or possession of pagers or two-way communication devices on school premises unless needed for medical purposes or approved classroom uses.

The District Administrator shall develop guidelines for the implementation of this policy which shall include, but are not limited to, disciplinary codes, parent conferencing, administrative consequences, roles of teachers and administrators, in-service of staff and students, relationships with Student Assistance Programs (SAP), and law enforcement authorities.

GUIDELINES FOR ALCOHOL AND/OR OTHER DRUG USE FOR STUDENTS –POLICY JFCH/I-R (revised 12/20/10)

1. Inservice of Staff

The District Administrator shall develop periodic inservices for staff and students that shall include but not be limited to:

- the signs and symptoms of drug use in adolescents and adults; such symptoms may include, but are not limited to, slurred speech, glassy eyes, staggering, loss of balance, dizziness, drowsiness, excitability, disorientation, confusion, aggressiveness, rapid mood swings, and/or the odor of alcohol or other strange odors, such as that of marijuana;
- types of drugs, their effects;
- laws, rules and regulations relating to drug use in society;
- the use and reliability of drug tests;
- School District policy relating to alcohol and/or other drug use in or on District property or school-sponsored activities;
- resources available to individuals

2. Relationships with Student Assistance Program (SAP)

An administrator, teacher or supervisor may make appropriate referrals to the Student Assistance Program. This policy does not mean that a disciplinary problem is the result of a drug and alcohol problem. Upon an accumulation of sufficient number of violations and/or actual suspicions of drug or alcohol use, the referring person or person receiving the referral, shall indicate to the student that help is available as a benefit to the student and shall give the student the names of persons and/or phone numbers necessary to contact or access such services.

No administrator, teacher or supervisor shall suggest to a student that the utilization of a SAP will substitute for appropriate consequences for a drug or alcohol or other disciplinary incident. Staff may wish to confer with the SAP specialist before or when making a referral to the SAP. Since the SAP is voluntary, no student shall be punished for failure to utilize the SAP.

3. Referrals, Disciplinary Procedures and Roles of Staff Members

Staff, including professional and non-professional shall make referrals to the administration when reasonable suspicion exists that a student is in violation of this policy. If a staff member suspects that drugs or alcohol are part of the reason for exaggerated behavior, he/she may indicate to the student at the appropriate time his/her suspicion, and shall refer the student to the school administration.

Any disciplinary procedures used as a result of a violation of this policy shall be based upon behavior observed in the situation. This means that disciplinary action is taken based upon a student's performance in class or through viewing patterns of behavior of such student in school or on school property or at school-sponsored activities. Students will be disciplined or suspended for using alcohol or other drugs on school property, at school functions or in schools where there is evidence, reasonable suspicion or admission that such occurred. Evidence includes, but is not limited to, actual witnessing of ingestion, inhalation or other use, results of a witnessed urine or blood screen test that a level of alcohol or other drugs were in the system or can be determined to have been so by an appropriate medical professional.

The building administrator may request consultation of another staff member other than the referring person to determine if there is reasonable suspicion that a student is in violation of this policy.

Upon determination of AOD (Alcohol or Other Drugs) use, the principal, and/or designee must tell the student that the evidence showed a violation of school rules and/or Board policy, and that the behavior is inappropriate, illegal and that consequences will be invoked.

4. Inclusion of Parents in Disciplinary Activities Relating to AOD

Parents shall be notified as soon as practicable any time a student is suspected of being in violation of this policy.

In the event that the parents or emergency contacts given to the school by the parents cannot be contacted, the administrator or designee shall indicate as soon as possible to the parent that they have or have had reasonable suspicion to believe that the child is in violation of this policy. Where the student is suspected of using drugs or alcohol, the administrator shall suggest to the parents that a witnessed drug or alcohol chemical test is available to determine not only the presence or absence of a chemical, but the level of the chemical in the student.

The administrator or designee shall advise the parent to take the child to a facility to obtain a test to determine the presence/level (if any) of drugs in the student's system as soon as possible, but definitely within 12 hours of the incident or suspected use time. The Administrator or designee may also invoke any disciplinary sanction available to him/her for the behavior of the student which caused concern at any time.

5. Student Consequences for Policy Violations

Where it is determined that a student is suspected of using alcohol, the school administrator shall contact the police or law enforcement department to obtain a breathalyzer test to confirm the absence or presence of alcohol in the student. Where the administrator or designee believes that the student has in his/her possession alcohol or other drugs, that person shall contact the police for an appropriate investigation of the situation.

- a. Any student who is involved in the use or possession of alcohol and/or other drugs or drug paraphernalia having ingested in one's system (as defined in the State Statutes), will be subject to the following measures:

- 1) immediate police involvement;
 - 2) suspension from school;
 - 3) parents shall be informed of the availability of a witnessed chemical test for their child;
 - 4) possible referral to central administration for possible expulsion by the Board of Education.
- b. Any student who is involved in the sale of, or intent to sell, the transfer of or the reception of alcohol or other drugs or drug paraphernalia (as defined in State Statutes), will be subject to the following measures:
- 1) immediate police involvement
 - 2) suspension from school;
 - 3) parents shall be informed of the availability of a witnessed chemical test for their child;
 - 4) referral to central administration with a recommendation for expulsion.

6. Prescription Medications

When a student is under the influence of a prescription medication and the student believes that his/her behavior may be affected by such chemicals, the person may let his/her administrator/supervisor know to avoid any misunderstandings.

To protect confidentiality, the student may at his/her discretion give permission for the supervisor/teacher to be in contact with his/her physician only by a formal release of information.

7. AOD Assessment

An assessment is defined as a fact-finding interview(s) conducted by a mental health or alcohol or other drugs professional. The purpose of the assessment is to define the extent of the student's usage pattern with alcohol and/or other drugs. The assessment is most appropriate in determining the needs of the students related to program involvement (education and/or treatment programs). District employees do not conduct assessments; however, they do screen students to determine which students need assessments.

An assessment would be appropriate for a student where it is deemed that a treatment or education program is in order. Assessments are always voluntary.

ENTRANCE AGE - POLICY JEB

All children residing within the boundaries of the School District of Hartford Jt. #1 who meet the age requirements of the State of Wisconsin (Statute 118.4) for four year old kindergarten, five year old kindergarten or first grade shall be admitted to the public schools in the District. Children wishing admission to four year old kindergarten, five year old kindergarten or first grade, must have their fourth, fifth and sixth birthdays, respectively, on or before September 1. However, any parent and/or legal guardian who is a resident of the School District may apply for early admission to five year old kindergarten or first grade for a child in accordance with established Board procedures. Early admission to four year old kindergarten will not be considered.

Beginning in the 2011-12 school year, with certain exceptions, State law will require a child to complete five year old kindergarten as a prerequisite to being admitted to first grade in a public school.

Children will have the opportunity to apply for early admission provided they are at least five years old by October 15 of the year in which they desire to enroll. Children must be six years old on or before October 15 for consideration of early admission to first grade. The criteria for early admission will be based on consideration of the individual child's full range of abilities and needs, including but not limited to his or her ability to cope with the established environment intellectually, socially, physically, behaviorally and emotionally.

Based on the investigation and evaluation of all the evidence, the administration shall make a decision regarding early admission. Parents of children who are denied early admission may, following consultation with the District Administrator or his/her designee, appeal to the Board of Education for a final decision. The procedures and criteria shall be followed in compliance with the Board established policy regarding application for early admission to school.

LEGAL REFERENCE: Sections 118.14, 120.12(25) Wisconsin Stats.

CROSS REFERENCE: JEB-R, Early Admission Guidelines

EARLY ADMISSIONS GUIDELINES - POLICY JEB-R

Children shall be admitted to five year old kindergarten upon presentation of an original birth certificate that verifies the child will be five years of age on or before September 1 of the year of entrance. Early admission to kindergarten or first grade may be made at ages earlier than those specified in Wisconsin Statute 118.4. Early admission to four year old kindergarten shall not be considered.

Parents that have a child that is five years old on or before October 15 of the year of school entrance may apply for early admission to kindergarten. Parents that have a child that is six years old on or before October 15 of the year of school entrance may apply for early admission to 1st grade. The criteria shall be based on the ability of the child to demonstrate a strong potential for success and demonstrate the ability to thrive socially, emotionally, physically and intellectually in the school environment.

Parents wishing to have their child considered for early admission must make formal written application to the Director of Pupil Services and schedule a meeting with the Director to review the application and School Board policy. Parents residing in the School District must make formal application prior to April 15. Parents moving into the District after April 15 must have application and date for meeting with Director as soon as possible prior to the beginning of the school year.

Rationale

The decision and process taken to allow a child to enter school in advance of his/her age mates is not taken lightly and shall be made with the understanding that this decision will impact the child's entire school career. The process for screening students for early admission is to identify those students that will thrive rather than merely survive in a school setting.

Procedure

1. Parents must submit a written application to and schedule a face-to-face meeting with the Director of Pupil Services. The Director of Pupil Services will review the School Board policy and the guidelines and procedures to be implemented per the early admission policy with the parent.
2. At the same time that an application is provided. The application will also ask for additional information from the child's preschool placement.
3. The child shall then participate in a screening to determine the appropriateness of a more extensive evaluation. If the score on this screening instrument is in the 95th percentile or higher as per local school district norms, the Pupil Services Department will provide a more formal evaluation of the child's potential for thriving in kindergarten.
4. The formal evaluation will be conducted by the school psychologist and other appropriate Pupil Service personnel and be of no cost to the parent. The evaluation will consider social/emotional maturity, intellectual potential and academic readiness skills. The child should show/demonstrate skills corresponding to the 95th percentile (superior range or above).
5. After the evaluation is completed, a conference shall be held with the parents to consider the request for early admission. Several alternatives will be considered:
 - a) the child has exhibited superior ability (95th percentile or above) on all aspects of the evaluation and shall be recommended for early admission
 - b) the child did not exhibit superior ability on all aspects of the evaluation and shall not be recommended for early admission
 - c) the child exhibits below average ability on the evaluation and may be recommended for a special education referral
6. Recommendations of the evaluation team will be reviewed by the Pupil Service Director and forwarded to the District Administrator. The District Administrator or designee will notify the parents regarding the status of their report.
7. Children who are approved for early admission to kindergarten will automatically be approved for early admission to first grade upon successful completion of kindergarten.

The criteria and procedures reflected in this policy apply to first grade early admission requests as well.

Appeals

Any decision by the District Administrator or his/her designee is appealable by the parents to the Board of Education. The disposition of the appeal by the Board of Education will be final.

Appeals must be submitted in written form to the District Administrator or his designee within ten (10) days following notification.

Criteria for Early Admission Eligibility

- A. The child shall be superior in intellectual abilities and score 95th percentile or above on all measures of the screening and formal evaluations. The evaluation shall consider significant developmental areas and it will address the child's full range of abilities.
- B. The child should display a high interest in school-related activities and be able to work independently for a reasonable period of time and demonstrate a well developed attention span. This can be documented via the evaluation and through the parent Application for Early Admission.
- C. The child should have superior social and emotional development and should enjoy working and playing with other children of same age. The child should show evidence of emotional stability and possess the ability to get along well in group situations. This can be evidenced through reports generated by preschool/daycare providers.

LEGAL REFERENCE: Sections 118.14, 120.12(25), Wisconsin Stats.

CROSS REFERENCE: JEB, Entrance Age

BOARD TRANSFER OF STUDENTS - POLICY JECC

The Board of Education of the School District of Hartford Joint No. 1 will consider the transfer of a class (or classes) among the District schools to balance building enrollments. It will also consider the movement of individual students in classes to balance class size. Parental preferences will be considered but the final placement decision will be that of the District Administrator.

When students are transferred between buildings at District request, the District will furnish transportation when necessary. If a parent requests a boundary variance, the parent will be responsible for furnishing transportation.

When students are transferred at District request, they will be allowed to continue their education in the building to which they were transferred unless a population shift would require a transfer back to their original building. If a boundary variance request is approved, the parent shall be notified that the approval is on a year-to-year basis and may be rescinded. Boundary variances will be rescinded in the inverse order that they were approved.

New boundary variances will not be allowed if the average student/teacher ratio of a grade exceeds 23:1. Parents may request that their child be placed on a waiting list.

A parent may request a hearing before the School Board if they disagree with the decision of the District Administrator.

TITLE IX OF THE 1972 EDUCATION AMENDMENTS

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Be It Hereby Resolved, by the Board of Education of the School District of Hartford Joint No. 1, as follows:

1. That it is the intent and purpose of the Board of Education to comply with and implement the requirements of Title IX of the Education Amendments of 1972 (20 USC sections 1681 et seq.), effective July 21, 1975.
2. That the following shall constitute the school district's policy against discrimination on the basis of sex:

It shall be the policy of the School District of Hartford Joint No. 1 to follow the guidelines of Title IX of the Education Amendments of 1972. The Board and its administrative staff will not discriminate on the basis of sex in its educational and employment policies and practices.

3. That the District Administrator, is designated to coordinate the District's efforts to comply with and carry out its responsibilities under such Title IX; that his/her office address is 675 E. Rossman Street, Hartford, Wisconsin 53027, and his/her telephone number is 673-3155.
4. That the following shall constitute the grievance procedure for prompt and equitable resolution of student and employee complaints alleging noncompliance with Title IX:

Step 1 - Any complaint alleging noncompliance with Title IX shall be in writing, shall include a statement of facts, comprising the alleged non-compliance, shall be signed and dated, and shall be filed with the District Administrator, the district's Title IX coordinator.

Step 2 - The administrator shall refer the written complaint to the appropriate administrative employee for investigation and conference with the complainant for an equitable resolution of the complaint. Within five (5) days of such meeting, if the grievance is not satisfactorily resolved, the administrative employee shall communicate his investigative findings and his recommendation in writing to the administrator.

Step 3 - If the grievance is not satisfactorily resolved under Step 2, the grievant shall notify the administrator, within five (5) days of the meeting held under Step 2, and shall, within five (5) days of such notice, call a meeting of the grievant and other appropriate parties, if any, for discussion and an equitable resolution of the complaint.

Within ten (10) days of their meeting, the administrator shall communicate his decision in writing, together with supporting reasons, to the grievant and the President of the Board of Education.

Step 4 - If the grievance is not satisfactorily resolved under Step 3, the grievant shall, within five (5) days of the administrator's decision, forward copies of the grievance and other appropriate materials, if any, to the President of the Board of Education, and may request a public or private hearing before the Board of Education. The Board of Education, within fifteen (15) days of receipt of hearing request, shall hear the issue. Within fifteen (15) days after the hearing, or within fifteen (15) days after receipt of written grievance and supporting materials, if no hearing is requested, the Board shall communicate its decision in writing, together with supporting reasons to the grievant.

Step 5 - If the grievance is not satisfactorily resolved under Step 4, the grievant may, within five (5) days of the receipt of the decision of the Board of Education, forward the complaint to the Director of the Office of Civil Rights, Chicago's regional office, for investigation and appropriate determination.

The grievant and the administrator, administrative employee or Board of Education may be represented at any step of the foregoing procedure.

Any complaint involving educational policy issue shall be promptly brought to the attention of the Board of Education, regardless of the level of administrative employee to which the complaint was referred.

Any matter, issue or complaint that comes within the definition of a grievance within the terms and conditions of any existing collective bargaining agreement between the school district management and its employees shall be processed under the grievance procedure of such existing collective bargaining agreement.

5. That the administrator is authorized to notify applicants for employment, students, parents, employees and collective bargaining organizations of such district of the above policy and grievance procedure and shall publish a notice to that effect in the local newspaper and in any newspaper, or newsletter published by students or alumnae groups of the district.
6. That this Resolution is adopted pursuant to the requirements of Section 86.8, and other appropriate sections of Title IX of the Education Amendments of 1972.

RULES & DISCIPLINE

ADMINISTRATIVE RULES FOR JG-DISCIPLINE POLICY JG-R

Classroom Behavior

It is the responsibility of the teacher to maintain a proper learning atmosphere. To maintain this atmosphere, it is necessary for the students to follow definite basic rules and, therefore, be responsible for their own behavior and actions.

Each teacher may set up the rules and regulations to fit his/her needs. Classroom maintenance in the science lab, industrial arts, home economics or band room varies greatly from the language arts and social studies classroom.

The teacher will inform the students of these classroom rules in verbal and written form. A list of these basic rules will be posted in the room, in the substitute teacher's folder and a copy given to and approved by the building principal. It is suggested procedure to give a copy to the student and have the parents/guardians sign it.

- A. Classroom Rules – An example of the basic classroom rules would be as follows:
 1. Respect the rights of others, including the teacher and other school staff.
 2. Comply with the directives of teachers and other school staff.
 3. Act in a responsible manner.
 4. Respect the educational process.
 5. Respect school property and that of others.
- B. Extreme Disruptive Behavior – Any extremely disruptive behavior in the classroom, or out of the classroom, will result in the violator being sent directly to the office. Examples of extreme disruptive behavior would be fighting, profanity, destruction of school property, skipping class, leaving class without permission, etc.
- C. Loss of Privileges – Loss of privileges happens once a student has accumulated three detentions, has received an in-school suspension, or an out-of-school suspension. Loss of privileges is for twenty (20) school days from the latest infraction. The student may not attend dances, after school activities, or other special events deemed appropriate by the Administration.

Office Referral

Any office referral will be handled by the principal or assistant principal. Each violation will be evaluated on its own merit. The administrator(s) will decide what course of action is to be taken. An office referral may constitute demerit(s), detention(s), in-school suspension (1-5 days), or out-of-school suspension (1-5 days). The number of demerits, detentions and suspension days will be at the discretion of the administration.

A. Demerits

Demerits are to be given for breaking the school rules (3 copies: office (2), advisor (1).)

Violations that constitute a demerit include violating a classroom rule(s), failure to attend after school time assigned by a teacher, running in the hall, being in the hall without a pass, etc.

When a student accumulates three demerits, he/she will receive a detention. The parents will receive a letter indicating the date of the detention and the copies of the three demerits.

If a student that has received any demerits goes four (4) weeks (20 school days) without receiving another demerit, the existing demerits will be erased.

B. Detention

1. A student receiving three (3) demerits (each within 20 school days of the past demerit) will be placed on detention (a 60 minute period after school) by the principal. A student who commits a serious violation of school rules may receive a detention rather than a demerit. The student's parents will be notified of the detention and the date it is to be served. Parents will be responsible for picking up their child if the child normally rides the bus.

2. A student who skips an assigned detention will be assigned a Saturday detention. A student who does not attend an assigned Saturday detention will be out-of-school suspended for the next school day. The student's parent(s) will be required to conference with an administrator before the student is allowed to return to regular classes.
3. Students may not leave detention unless they are called to the office or leave under the supervision of a teacher. Students are not allowed to go to the rest room, their locker, or get a drink.
4. Students will be required to follow all detention rules as stated in the student handbook. Students who violate the rules will be removed from detention. They will be assigned a Saturday detention.
5. Students will not be allowed to return to their lockers after serving detention. Coats, books, etc. are to be brought along to detention.

If a student accumulates five unserved detentions, he/she will receive one day of in-school suspension.

Suspension

Behavior or actions of a very serious nature will result in either in-school suspension or out-of-school suspension. Fighting, physical threats, alcohol, smoking on school property, drugs, disorderly conduct, profanity and/or destruction of school property are examples of actions deserving of suspension.

STUDENT BULLYING/ANTI-HARASSMENT POLICY JBA (revised 10/18/10)

The School District of Hartford Joint No. 1 is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse. The Board will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the assistant principal, principal or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

RECESS and PLAYGROUND RULES - LINCOLN & ROSSMAN SCHOOLS

During recess and after lunch the playgrounds are under supervision.

Weather permitting, all pupils will dress and go outside for some fresh air and exercise. This time will be limited on cold days. -When the temperature and/or wind chill reaches 0°F students will have indoor recess.

Throwing snowballs, etc., will not be permitted on the school grounds or adjacent streets to prevent possible injury and for safety reasons. Children should not bring toys or playground equipment from home to school.