

HASD - LEGAL NOTICES, POLICIES & PROGRAMS

ACADEMIC STANDARDS

The Hortonville Area School District will continue to implement the Wisconsin Academic Standards as indicated in State Statute 120.12(13). Details of these standards can be viewed at <http://dppi.wi.ove/standards>. Board approved 7/15/2024

ACADEMIC AND CAREER PLANNING SERVICES FOR STUDENTS

The Hortonville Area School District is required by PI 26.04(1)(b)1 of the Wisconsin Administrative Code to inform parents each school year about what academic and career planning services their child receives. The District must also provide parents multiple opportunities during each school year to participate in their child's academic and career planning and update parents throughout the school year on the progress of their child's planning. Academic and career planning services are required to be provided to student enrolled in grades 6-12 beginning in the 2017-2018 school year. The school district's academic and career planning services provides each student with:

1. Individualized support to assist the student with completing and annually updating his/her academic and career plan;
2. Access to an academic and career planning software tool;
3. A means for connecting each student to school staff for assistance with the development and implementation of the student's personal plan.

If the student is a student with a disability, the school will ensure that the student's personal academic and career plan is made available to the student's individualized education program team (e.g., to assist with planning transition services.)

ACCOUNTABILITY – SCHOOL/DISTRICT

Per the State, accountability report card assessment results are publicly posted in WISEdash. Results from Wisconsin Forward, The ACT, PreAct Secure, DLM, and ACT Workkeys will all be reported in the WISEdash Public Portal (<http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp>).

ALCOHOL / DRUG POSSESSION OR USE PROHIBITED (POLICY #5530 – STUDENT ALCOHOL AND DRUG ABUSE PROGRAM)

The Hortonville Area School District regards chemical abuses, addiction or dependency as it does any other behavioral/medical problem. The District believes that it has an educational role in helping students make responsible decisions and do so by providing instructional programs to students. HASD believes that the use, misuse, and possession of alcohol, illegal drugs, and prescription drugs is unlawful and harmful. For this reason, disciplinary sanctions are provided.

ASBESTOS NOTIFICATION (POLICY #8430.01)

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to

develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirements to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Beginning in 1988, all buildings owned, leased, or "under the control of" the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared, and the State approved a comprehensive management plan for managing the asbestos.

Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program.

The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school's consultant for asbestos for the school year.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic "surveillance" in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.

All outside contractors shall contact the lead maintenance person before commencing work. Our goal at the District is to be in full compliance with asbestos regulations.

HASD is up-to-date and a complete review of the plan may be obtained from the Director of Facilities, P.O. Box 70, Hortonville, WI 54944

ATTENDANCE & ATTENDANCE FOR OPEN-ENROLLMENT STUDENTS (POLICY #5200 & POLICY#5113)

In accordance with State law, all parents/guardians are responsible to have their children (between ages 6-18 years old) attend school fulltime unless they have a legal excuse. (Wisconsin State Statute 118.15(1)(a) or HASD Policy #5200.)

AUTHORIZATION FOR RELEASE OF STUDENT TO NON-CUSTODIAL PERSON (POLICY #5230)

No student shall be released to anyone who is not authorized by a parent/guardian with authority to do so.

BULLYING AND HARASSMENT

(POLICIES – 0145 – HARASSMENT, 3362 & 4362 – EMPLOYEE ANTI-HARASSMENT, 5517 – STUDENT ANTI-HARASSMENT)

All students/employees have a right to feel safe; therefore, harassment and/or bullying will not be tolerated. The District strives to provide a safe, secure and respectful learning environment for all students and school personnel in school buildings and on school grounds, school buses and at school-sponsored activities.

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Compliance Officers:

Lori Smits – lorismits@hasd.org

Thomas Ellenbecker – thomasellenbecker@hasd.org

Nondiscrimination on the basis of sex in education programs or activities – Policy 2266

The District does not discriminate on the basis of sex in any of its education programs or activities and it complies with Title IX of the Education Amendments Act of 1972 (“Title IX”) and its implementing regulations, concerning any individual in the District’s education programs and activities. Pursuant to the District’s Title IX obligations, the District prohibits sex discrimination, including sex-based harassment, which is a form of sex discrimination, that occurs within its education programs and activities.

Prohibited Conduct

Discrimination on the basis of sex in the District’s programs or activities is prohibited. Additionally, an individual, including a District employee or agent, a District student, or other third party, engages in prohibited Title IX sex discrimination whenever that individual engages in conduct that meets the definition of sex-based harassment. “Sex-based harassment” is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that satisfies one or more of the following:

- A. A District employee or agent conditions the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (“quid pro quo”);
- B. Unwelcome conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it effectively limits or denies a person’s ability to participate or benefit from the District’s education program or activity (“hostile environment harassment”). Whether a hostile environment has been created is a fact specific inquiry that includes consideration of the following:
 1. The degree to which the conduct affected the complainant’s ability to access the District’s education program or activity;
 2. The type, frequency, and duration of the conduct;
 3. The parties’ ages, roles within the District’s education program or activity, previous interactions and other factors about each party that may be relevant in evaluating the effects of the conduct;

4. The location of the conduct and the context in which it occurred; and
 5. Other sex-based harassment in the District’s program or activity; or
- C. “Sexual assault”, “dating violence”, “domestic violence”, or “stalking”.

Other Prohibited Conduct

Retaliation against anyone who, in good faith, makes a report of sex discrimination including sex-based harassment, files a complaint, serves as a witness, or participates in an investigation or grievance process is also a violation of the District’s nondiscrimination policy and is prohibited.

Making a knowingly false statement or knowingly submitting false information during the Title IX grievance procedure, including intentionally making a false accusation regarding sex discrimination, or by submitting a false complaint is also prohibited.

Title IX Coordinators

Inquiries about Title IX may be referred to the District’s Title IX Coordinators. The Title IX Coordinator is the individual responsible for coordinating the District’s efforts to comply with its obligations under Title IX and Title IX regulations. The District has two designated Title IX Coordinators:

Lori Smits – lorismits@hasd.org

Thomas Ellenbecker – thomasellenbecker@hasd.org

Reporting Information

To report information about conduct that may constitute sex discrimination, including sex-based harassment, or make a complaint of sex discrimination under Title IX, please refer to Board Policy 2262 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX). Any person may report sex discrimination, including sex-based harassment, or retaliation to the Title IX Coordinator or any other District employee with whom the person feels comfortable reporting the allegations to, in person, by mail, by telephone, or by electronic mail. If the report is made to a District employee, they shall forward the report to the Title IX Coordinator within two (2) days. Any District employee who fails to do so may be disciplined, up to and including termination.

Pregnancy or Related Conditions

Discrimination against a student due to pregnancy or related conditions, including childbirth, termination of pregnancy, lactation, medical conditions or recovery associated with those, is prohibited. When a District employee is informed by a student (or a person with a legal right to act on behalf of the student) of a student’s pregnancy or related condition, the employee shall provide the individual with the Title IX Coordinator’s contact information and inform the individual that the Title IX Coordinator may coordinate specific actions to

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prevent sex discrimination and ensure the student’s equal access to the District’s education program or activity. Any District employee who fails to do so may be disciplined, up to and including termination.

Disclosures to “Confidential Employee(s)”

For the purposes of Title IX, the District designates school counselors, social workers, and school nurses as confidential employees. Such confidential employees are designed by name and contact information on the District’s website. Upon learning of conduct that reasonably may constitute sex discrimination in the District’s education program or activity, a confidential employee will comply with their obligations under Title IX and provide notice to the individual of their status as a confidential employee who is not required to report such conduct to the Title IX Coordinator, information as to how the individual may contact the District’s Title IX Coordinator, and that Title IX Coordinator may provide supportive measures, initiate informal resolution, or investigate pursuant to the District’s Title IX grievance procedures.

Supportive Measures

The District will offer supportive measures, as appropriate and reasonably available, to a Complainant and/or Respondent, before or after the filing a complaint or where no complaint has been filed. Supportive measures may be modified or terminated, as appropriate.

Where an individual has been provided with a supportive measure(s), has been denied a supportive measure(s), or an individual’s supportive measure(s) has been modified or terminated, the individual may seek modification or reversal of the District’s decision to provide, deny, modify, or terminate their supportive measure(s). If an individual seeks such modification or reversal, the individual must contact the Title IX Coordinator, who will appoint an impartial employee who will decide whether the decision to provide, deny, modify, or terminate the supportive measure(s) was inconsistent with the definition of supportive measures. In addition, where circumstances change materially, an individual will have an additional opportunity to seek modification or termination of their supportive measure(s).

CENSUS

An annual school census is required by Wisconsin State Statute 120.18. School census for the Hortonville Area School District is completed on-line. If you are new to the District or recently had a child, please contact Student Registration at 920-779-7921.

CHILD FIND NOTICE

(WISCONSIN STATUTE #115.77(1m)(a))

HASD identifies, locates and evaluates all children with disabilities who are in need of special education and related services, including such children who are not yet 3 years of age.

CHILD NUTRITION PROGRAMS

(HASD Policy 8500 – Food Service)

Children need healthy meals to learn. Hortonville Area School District offers healthy meals every school day. Your child may qualify for free or reduced meal prices. By contacting Holly Darnutzer at Hortonville High School, 920-779-7904, you will receive an application to be completed in full. Any questions or concerns, please contact Holly Darnutzer.

CIVIL RIGHTS

USDA Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disability who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disability may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_ust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

Fax: (202) 690-7442

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

FOOD PRICES: 2024-2025

BREAKFAST ELEMENTARY	\$1.45
BREAKFAST MIDDLE & HIGH	\$1.55
ADULT BREAKFAST.....	\$2.60
ELEMENTARY LUNCH	\$2.65
MIDDLE & HIGH LUNCH	\$2.95
MIDDLE & HIGH COMBO LUNCH	\$3.45
ADULT LUNCH.....	\$4.65
ADULT COMBO.....	\$5.15
MILK.....	\$.45

Free & Reduced applications are available at any time by contacting the school offices. (Lunch prices, if raised, are done at very small increments.) Policy #8531 – Free and Reduced.

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COMMUNITY / FAMILY INVOLVEMENT (POLICY 9600 – STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS)

The Hortonville Area School District, in its commitment to providing a quality educational program, welcomes, encourages and seeks the involvement of all members of the school district community, and in particular, the families of the students it serves. For more information about Policy #9600 Community / Family Involvement please visit our District Website (hasd.org) or contact the District Administrator (920/779-7921). For specific meeting / program information, please contact the specific school office.

COURSE DESCRIPTION MANUALS

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities, and employment (“Protected Classes”).

CONCUSSION AND HEAD INJURY (POLICY #5340 & #5340.01)

It is the District policy that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, notifying the district nurse, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of incident/accident reports.

Every school year, students/parents shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an **athletic** activity where a concussive event may occur, the appropriate release must be signed at least once per school year.

DIRECTORY INFORMATION/STUDENT RECORDS/STUDENT PRIVACY (POLICY 2416- STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION/STUDENT RECORDS, POLICY 8330 – STUDENT RECORDS)

The Hortonville Area School District maintains student records for each student attending school in the District. State and federal law require that the maintenance of such records assure confidentiality. Accordingly, only those individuals or agencies specifically authorized by state and federal law are granted access to a student’s records. An adult student, or the parent/guardian of a minor student, may inspect, review and obtain copies of student records kept by the school in accordance with Board policy and established procedure. (HASD Policy #2416 and #8330. However, in accordance with the Family Educational Rights & Privacy Act and Wisconsin State Statute 188.125(1)(b) and (2)(j), the Hortonville Area School District has declared the following personally

identifiable information contained in a student’s education records as “directory data/information”: student’s name, present address, telephone listing, photograph, major field of study, dates of attendance, participation in officially recognized activities and sports, weights & heights of members of athletic teams, the most recent previous educational agency or institution attended by the student, degrees/awards received. Parents and eligible students may refuse to allow the Board to disclose any or all such “directory data” upon written notification to the school office within fourteen (14) days after being notified of a written request for directory data. Notice to parent and/or eligible student must include: who is making the request, what is being requested, and reason for request. If a parent and/or eligible student does not respond, no information will be released for that for that student. (Per each request) ***If you choose to have your student “opt-out”, contact your child’s school.***

DISTRICT HEALTH SERVICES

The Hortonville Area School District has a team of Health Services Staff to provide health care for all students from Early Childhood Program through 12th grade. The District staffs two (2) Registered Nurses, one office at the high school, located at 246 North Olk Street, Hortonville and one office at Greenville Elementary School, located at W6822 Greenridge Drive, Greenville. The District Nurses supervise the Health Aides for each individual school. The nurses are in each building during the week. The Health Aides are paraprofessionals who are all current in Basic First Aid and CPR/AED certification. The District Nurses are available from 8:00 am – 2:50 pm every day. Please feel free to contact them with questions or concerns regarding your child.

MEDICATION ADMINISTRATION POLICY (Policy 5330 – Student Medication)

Medication Law-Chapter 118.29 of the State of Wisconsin has changed the way we at Hortonville Area School District need to administer medication to your student. For information on the changes in the HASD procedures please visit our web site at www.hasd.org under Health Services.

DISTRICT HEALTH GUIDELINES

In order to ensure the safety and health of all students and staff, students who have any of the following conditions will be excluded from the classroom until either the condition subsides, is no longer contagious, or a note is received from the student’s doctor stating that the student may return to school. All students **MUST** go through the health room in order to go home due to an illness.

The nurse or health aide will assess the student and will call a parent/guardian.

Is your child well enough to go to school?

It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities. Here

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are some guidelines that might help in a parent's decision-making:

1. **Fever:** A fever of 100 degrees or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child is to stay home until his or her temperature is less than 100 degrees for 24 hours without the use of fever-reducing medication.
2. **Persistent Cough or Difficulty Breathing:** Coughs that are persistent can interfere with your child's ability to learn, and the learning of other.
3. **Vomiting, Diarrhea:** If vomiting or diarrhea has occurred, please keep child home until they have not had any vomiting or diarrhea for 48 hours and is able to tolerate a normal diet the night before and morning of school.
4. **Infectious Diseases:** The Hortonville Area School District refers to the: **Wisconsin Childhood Communicable Disease Guidelines** and per **school board policy**.
5. **Rashes:** Rashes or patches of broken, itchy skin need to be examined by a health care provider if they appear to be spreading or not improving.
6. **Injuries:** If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a health care provider or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a health care provider's excuse is required.

EARLY LITERACY

Under section 18.016(4) of the state statutes and beginning in the 2024-25 school year, the Hortonville Area School District is required to provide the results of each "reading readiness assessment," in writing, to pupil's parents no later than 15 days after the assessment is scored, beginning in January 2025.

"Reading readiness assessments" are defined as the fundamental skills screening assessments (for 4K), the universal screening assessments (for 5K through 3rd grade), and diagnostic assessments (certain students in 5K through 3rd grade) that are administered under section 118.015 of state statutes.

A notice of reading readiness assessment results must be provided "in the native language of the pupil's parents" and must include the following:

1. The pupil's score on the reading readiness assessment.
2. The pupil's score in each early literacy skill category is assessed by the reading readiness assessment.
3. The pupil's percentile rank score on the reading readiness assessment, if available.
4. The definition of "at-risk" under section 118.016 state statutes and the score on the

reading readiness assessment that would indicate that a pupil is at-risk.

5. A plain language description of the literacy skills the reading readiness assessment is designed to measure.
6. If a diagnostic assessment indicates that a pupil is at-risk, then the notice of the assessment results shall include information about how to make a special education referral under section 115.777 of state statute,

2023 Wisconsin Act 20 includes additional parent notification requirements that apply to some students based on the individual student's specific situation. For example:

1. **Dyslexia information.** If the Hortonville Area School District is required to assess a pupil's early literacy skills using a diagnostic assessment, the district shall provide the pupil's parent, in writing, a description of the common indicators and characteristics of dyslexia and information about appropriate interventions and accommodations for pupils with characteristics of dyslexia. See section 118.016(4)(c) of state statute.
2. **Notices related to personal reading plans.** If a pupil qualifies for a personal reading plan under section 118.016 state statute, the Hortonville Area School District must:
 - Provide a copy of the pupil's personal reading plan to the pupil's parents and obtain a copy of the pupil's personal reading plan signed by the pupil's parents. See section 118.016(5)(a)4 state statute.
 - After providing the interventions described in the pupil's personal reading plan to the pupil for 10 weeks, notify the pupil's parents of the pupil's progress, as determined under the pupil's personal reading plan. See section 118.016(5)(a)5 state statute.

EDUCATIONAL OPTIONS

The Hortonville Area School District is focused on providing a quality education to all of the students within our district. In addition to the traditional options to meet the diverse needs and interests of its students. Options include:

- CAPP / courses through UWO, Lakeland, and other US System Schools (college credits)
- Transcript and Advanced Standing courses through FVTC (tech college credits or advanced standing)
- Career Pathway courses including industry-standard certifications.
- Start College Now Program – Policy #2271
- Early College Credit Program – Policy #2271.01
- Youth Apprenticeships
- Project Lead the Way

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- 66.0301 enrollment agreements between school district
- Other: Open Enrollment; private schools, course options for homeschooled students

ELECTRONIC EQUIPMENT (POLICY #7540.01)

It is the policy of the Hortonville Area School District to restrict the use of personal cell phones and other electronic equipment. Students are expected to keep the device turned off and out of sight during the academic day and in other situations where the use is prohibited or distracting. The Board recognizes that our electronic communications system (network) will allow unprecedented opportunities for students, to communicate, learn access and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security and cost of maintaining systems. The District will endeavor to make certain that these concerns are appropriately addressed but cannot ensure that problems will not arise.

EMPLOYMENT OPPORTUNITIES

(POLICIES - #1422, 3122, 4122, 3123, AND 4123)

The District does not unlawfully discriminate in the employment of administrative staff on the basis of the Protected Classes of race, color, national origin, age, sex, (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

Employment Opportunities are found on the District website: <https://www.hasd.org/humanresources/> or by contacting the Human Resource Office at 920-779-7900 Ext. 13102.

ENGLISH LEARNERS

(POLICY #2260.02)

All Limited-English speaking students enrolled in HASD will be assessed on the basis of individual need to accord with their level of proficiency in English. The District will notify the student's parent(s)/guardian(s) in writing regarding the student's inclusion in or exemption from the competency testing program. For more information about this service, please contact the District Administrator at 920/779-7921 or the Building Principal of a specific school in our District.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (POLICY #2260)

The Hortonville Area School District does not discriminate on the basis of religion, sex, race national origin, age, ancestry, creed, color, political affiliation, National Guard membership, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap or other bases prohibited under state or federal law. It is the policy of the Hortonville Area School District that no person may be denied admission to any public school in this District or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public service, recreational, or other program as required by Section 118.13 of the Wisconsin State Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 Rehabilitation Act (handicap) and Americans Disabilities Act of 1990 (disability). Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

The District encourages informal resolution of complaints. A formal complaint procedure is available and may be obtained from the District Administrative Office, 246 N. Olk Street, Hortonville WI 54944. Any questions concerning the nondiscrimination policies or procedure should be directed to the District Administrator, Hortonville Area School District, 246 N. Olk Street, P.O. Box 70, Hortonville, WI 54944 or call 920-779-7921.

EQUAL OPPORTUNITY EMPLOYMENT

(POLICY #3122 AND #4122)

The Hortonville Area School District complies with the provision or Title IX of the educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of sex, age, creed, religion, disability, marital status, race, color or nature origin / ancestry in its employment practices. Questions regarding compliances may be directed to the District Administrator, 246 N. Olk Street, P.O. Box 70, Hortonville, WI 54944 or call 920-779-7900 ext. 13102

FIELD AND OTHER DISTRICT-SPONSORED TRIPS (POLICY #2340)

HASD believes that field trips and student travel enrich the educational & Co-Curricular experience for the student. A District sponsored field trip shall be defined as any trip planned for one or more students away from District premises, which is under the supervision of a HASD professional staff member and is an integral part of a course of study or a co-curricular event. All necessary forms for trips must be signed by a parent and/or legal guardian prior to the trip.

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ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL / EVALUATION PROCEDURES (POLICY #2460)

The Hortonville Area School District provides special education to students in accordance with state and federal laws. Upon request, the Hortonville Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the District receives a referral, the District will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The District locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district. A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides. *Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the Director of Special Education, Hortonville Area School District, at 920-779-7900 ext. 13109 or by letter to PO Box 70, Hortonville, WI 54944*

HOMELESS CHILDREN (POLICY #5111.01)

The McKinney-Vento Act defines homeless children and youth (21 years and younger) as: 1) lacking a fixed, regular, adequate nighttime residence; 2) sharing the housing of others due to lack of their own; 3) have primary residence that is public or private but not ordinarily used or designated as sleeping accommodations; 4) abandoned. If you are aware of, or acquainted with, any children who may qualify as homeless, please contact the District Administrator at 920/779-7921.

HUMAN GROWTH & DEVELOPMENT (POLICY #2414)

The Hortonville Area School District believes that the human growth and development curriculum and instruction are an important part of our comprehensive school program. Our goal is to promote an accurate and comprehensive knowledge base, support responsible decision making, and enhance the efforts of families in order to provide-age-appropriate guidance for our students.

Key elements of our program:

- Acknowledge that families are the primary communicators with their children and enhance that guidance
- Follow an age-appropriate scope and sequence
- Provide accurate information in developing knowledge and skills

- Teach with a focus on responsible decision making while also providing information on abstinence and contraceptives
 - Empower students to be healthy and safe individuals, and to be respectful of self and others
 - Promote healthy body image and build self esteem
- Hortonville Area School District Advisory Committee (2023)

IDENTIFICATION BADGES (POLICY #8400)

The Hortonville Area School District will supply all employees with a picture identification badge. All visitors are instructed to sign in at the main office and obtain a visitor, vendor, or volunteer badge.

INDOOR ENVIRONMENTAL QUALITY PLAN

The District works with Environmental Management Consultants (EMC). A copy of the quality plan may be obtained by contacting the District Facilities Director.

LOCKER SEARCHES (POLICY #5770)

A search may be conducted of a student or personal property when there is reasonable suspicion that a student is in possession of illegal or unauthorized materials. At no time does the District relinquish the exclusive control of lockers provided for the convenience of students.

OPEN ENROLLMENT (POLICY #5113)

HASD participates in the Wisconsin Public School Open Enrollment Program. Please review Board Policy #5113 or visit the DPI website at <https://dpi.wi.gov/>. The Board will meet in January to set Special Education limits for the upcoming school year. A request for Open Enrollment can be denied by the District if the District has reached the limit of in the Special Education services required, if the student has been expelled in the previous school district, or the student is truant, and the District has followed the required attendance procedures as found in Board Policy #5200.

OSHA 300 POSTING OF PRIOR YEAR ACCIDENTS

OSHA 300 postings are posted in the District Business Office and in each school's staff lounge.

PARENTS RIGHT TO INSPECT INSTRUCTIONAL MATERIAL (POLICY #2416 & POLICY #9130)

Annual notification to parents of their right to inspect instructional materials.

RECRUITER ACCESS TO STUDENTS' RECORDS

Districts receiving federal education funds are required to notify parents of secondary school students:

1. That a secondary school student or the parent of the student may request that the student's name, address and telephone listing is not released to military recruiters or institutions of higher education without prior written parental or student consent; and
2. That the district must comply with such request. School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education,

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access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents as outlined above. Federal guidelines issued to implement this requirement state that if a school district does not designate student names, addresses and/or telephone listings as directory data it must still provide all three items to military recruiters and institutions of higher education upon request.

RELIGIOUS BELIEFS, CUSTOMS, CEREMONIES, AND OBSERVANCES (POLICY #8800)

It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school district should encourage all students and staff members to appreciate and be tolerant of each other's religious views.

SAFETY STANDARDS (POLICY #7430)

The District believes that the students and employees of the District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the District will provide reasonable and adequate protection to the lives, safety and health of its students, employees, and visitors.

SCHOOL BUS DISCIPLINE (POLICY #8610)

The Hortonville Area School District is responsible for providing safe transportation for all students. At the start of each school year, all students will receive a guideline for student behavior and the District's bus discipline procedures. While on the bus, students should conduct themselves in the same manner as if they were in the classroom. Drivers shall report any misconduct that is not resolved and consult the Director of Transportation and/or Building Principal to resolve the problem.

SCHOOL CLOSING INFORMATION

Announcements of school closings or two-hour delays will be made on the following radio and TV stations:

Radio Stations:

WIXX (101.1 FM)	
WNAM (1280 AM)	WGEE – Duke FM (93.5 FM)
WNFL (1440 AM)	WOSH (1490 AM)
WPKR (99.5 FM)	WYDR – The Drive (94.3 FM)
WTAQ (1360 AM)	WVBO (103.9 FM)
WZOR (94.7 FM)	WDUX (800 AM or 92.7 FM)

TV Channels: 2,5,11 & 26

Websites: www.hasd.org or any of the TV Channels

** Please always have a plan for your child(ren) in case of an early dismissal, late start, or school closing.*

SCHOOL PERFORMANCE REPORT

The School Performance Report encompasses a wealth of information on school and district performance, plus Student achievement. The Wisconsin School Performance Report (SPR) was created in 1991 with the passage of State Statute 115.38. The 1991-92 school year was the first year for implementing the State-wide School Performance Report. The School Performance Report serves as our state's annual public-school report card and represents the most comprehensive resource for data on school performance and student achievement. Each report gives information pertinent to the Hortonville Area School District compared to State of Wisconsin totals. You may refer to the Wisconsin DPI Website for complete comparison of all Wisconsin Schools. Please go to www.hasd.org to review the Hortonville Area School District's School Performance Report.

SPECIAL EDUCATION VOUCHER PROGRAM (Special Needs Voucher Program)

Beginning with the 2016-2017 school year, the State will create a special education voucher program. For details, see Page 29 of the WI Department of Public Instruction Summary 2015 Act 55

(<http://pb.dpi.wi.gov/sites/default/files/imce/budget/pdf/Final%20Act%2055%202015-17%20budget%20summary.pdf>)

SPECIAL NEEDS SCHOLARSHIP PROGRAM

School boards are required by section 115.7915(5) of the state statutes to annually notify the parents/guardians of each child with a disability enrolled in the school district of the new Special Needs Scholarship Program (private school voucher program), which is available to students with an individualized education program (IEP) who meet specified conditions outlined in state law. Additional information regarding this scholarship program and related parent information can be found on the DPI website.

START COLLEGE NOW PROGRAM (Technical College) POLICY #2271 & EARLY COLLEGE CREDIT PROGRAM (Universities) POLICY #2271.01 – Have replaced Youth Options

Start College Now Program permits any 11th & 12th grade student who is in good academic standing the opportunity to take college courses at Wisconsin Technical Colleges. Early College Credit Program allows any high school student who satisfies the eligibility requirements the opportunity to participate in an approved course at an ECCP-approved institution of high education while attending high school in the District. Please refer to each Board policy for more information.

UNIVERSITY OF WISCONSIN'S "GUARANTEED ADMISSION PROGRAM"

Beginning with the 2023-24 junior (grade 11) class and provided that there are at least 15 students in the relevant class, Hortonville High School is required to annually prepare a class ranking of pupils enrolled in the high

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school as of the class's completion of grade 11. See section 118.58 state statute. The sole criterion for ranking pupils must be the pupil's grade point average. The class ranking must identify those pupils who rank in the top 5 percent of their high school class and those pupils who rank in the top 10 percent of their high school class.

The rankings related to the "Guaranteed Admission Program" established for the University of Wisconsin system institutions under section 36.11(3m) of the state statutes. (The program is sometimes referred to as the "Wisconsin Guarantee.")

SUDDEN CARDIAC ARREST; YOUTH ATHLETIC ACTIVITIES (Policy #5430)

Wisconsin State Statute section 118.2935 Sudden Cardiac Arrest; Youth Athletic Activities, was signed into law in March 2022. Beginning July 1, 2022, school districts and other persons who operate certain youth athletic activities must distribute information about the risks associated with continuing to participate in a youth athletic activity after experiencing warning signs of sudden cardiac arrest to coaches, parents, and student athletes. Information about electrocardiogram testing must also be shared.

The Department of Public Instruction (DPI) was directed to develop this information in consultation with the Wisconsin Interscholastic Athletic Association (WIAA) and at least two (2) pediatric cardiologists. The information is to be included with the information regarding concussions and head injuries required to be distributed under Wisconsin State Statute 118.29(3)(a). HASD will distribute both the Sudden Cardiac Arrest and Concussions and Head Injury information to each student participating in athletic activities. This information can also be found on the DPI and HASD websites. (Please contact the HASD Activities Director with any questions or concerns.)

SUICIDE PREVENTION (POLICY #5350)

The Hortonville Area School District recognizes that depression and self-destruction are severe problems among children and adolescents. The District has developed and implemented administrative guidelines whereby members of the professional staff understand how to use an intervention procedure. Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times. Using the Department of Public Instruction notice, the District will annually inform the parents of the resources available from the DPI and other resources regarding suicide prevention. **(Please see HASD Policy and DPI information at the end of these Notices.)**

TITLE 1 PROGRAM (POLICY #2261)

School districts that receive federal Title 1 program funds are required to notify parents of their district's parent involvement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Schools receiving

Title 1 funds are also required to notify parents at the beginning of the school year that they may request and obtain information regarding:

1. The professional qualifications of their child's classroom teachers, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher including the field of discipline of the certification or degree.
2. The professional qualifications of paraprofessionals providing instructional-related services to their child.

The above notifications must be given to the parents of each student attending a school in the district that receives Title 1 funds, not just to the parents of students participating in the Title 1 program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner.

In addition to the above notification, a school receiving Title 1 funds must:

- Notify parents if their child is assigned to or taught for four or more consecutive weeks by a teacher(s) who is not "highly qualified". This provision applies to all teachers in a school that receives Title 1 funds, including substitute teachers, not just those who work in Title 1 programs.
- Provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicable possible after the assessment is taken.

In the case of a school identified for school improvement, for corrective action or for restructuring, a district must notify the parents of all students enrolled in school of their option to transfer to another public school served by the district. This notification must be given at least 14 days before the start of the school year. The district must also notify parents of eligible students of the availability of supplemental education services in a manner that is clearly distinguishable from other school improvement information that parents receive. The notice must inform parents of the benefits of supplemental education services and indicate providers who are able to students with disabilities or limited English proficient students.

TOXIC HAZARDS (POLICY #8431)

The District is concerned for the safety of the students and staff and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

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USE OF FACILITIES (POLICY #7510)

The school buildings and properties belong to the community and shall be used to promote the education, public health and welfare of both the children and adults of the school district community. For more information contact:

*Facilities Administrative Assistant
920-779-7900 Ext. 11013*

VIDEO MONITORING SYSTEM ON SCHOOL BUSES (POLICY #7441)

The Hortonville Area School District approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. All monitor devices shall be installed in accordance with all applicable state and federal regulations. Videotapes will not be available for viewing by anyone without written consent from District Administrator. Please see policy for more information.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING (POLICY #7440.01)

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed. The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy #8420 – School Safety.

WEAPONS NOT ALLOWED ON SCHOOL DISTRICT PROPERTY (POLICIES #3217, #4217, #5772, AND #7217)

Schools need to be a safe place for all students. Health, safety and welfare are the utmost concern of the District. The District will not tolerate actions of individuals or groups that threaten or cause physical or mental harm. A student, staff or community member may not possess a dangerous weapon or simulation thereof, on school property, including school buses.

WELLNESS (POLICY #8510)

Decisions made district wide in regard to food and beverages, need to reflect and encourage positive nutrition messages and healthy food choices. Effective 3-1-12, the Hortonville Area School District believes that nutrition and physical activity influence a child's development, well-being, and readiness to learn. The District will promote healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total

learning environment. The District supports a healthy environment where student and staff members learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, the schools contribute to the basic health status of students and staff. Improved health optimizes performance potential and contributes to the success of all.

Healthy behaviors influence a child's development, health status, well-being and potential for learning. The Child Nutrition and WIC Reauthorization Act of 2004 require that each local educational agency establish a local school wellness policy. The policy must address the following areas: Health Education, Physical Education, Physical Activity, Food Service and Beverages and Staff Wellness. The District will support the implementation of family events through such programs as: Fuel Up to Play 60 and Farm-to-School.

The food service department will promote healthy meals and alternatives as part of the educational learning environment. Any items offered to students during the school day will follow Smart Snack Guidelines.

Fundraising: please refer to the Wellness Policy #8510 for information on all fundraising during the school day. All fundraisers MUST follow USDA Smart Snacks when fundraising during the school day.

Recognition for special occasions (birthdays, holidays including, but not limited to, Halloween, Christmas, Valentine's Day, etc.) during the school day (starting at midnight the day before through a half hour after student are dismissed for the day) will **not** include student bringing in snacks/treats (including candy) from outside of the District for other students and will instead take place through non-food practices, per classroom guidelines.

Daily Snacks and Lunch – during the school day, students and families may bring in a snack and lunch for the student only. Staff, parents, and families are encouraged to adhere to the guidelines outlined in this policy and Policy #5335 – Care of Students with Chronic Health Conditions (allergies), and per the classroom guidelines. Student and families will **not** be allowed to bring in snacks from outside the District to share with any other student.