

# Hortonville Elementary School

“Helping Everyone Succeed”

240 Warner St.

Hortonville, WI 54944

Welcome to Hortonville Elementary, home of the Polar Bears! At Hortonville Elementary we strive to ensure that every student learns at the highest level and pride ourselves on *Helping Everyone Succeed*. We will collaborate in order to plan, analyze data, and utilize professional learning opportunities. We will lead while keeping wellness for all a high priority. Our team will

adapt and respond to the needs of all by using appropriate tools and supports provided by our teammates. We will be brave by applying newly learned skills and strategies. Together we will build the future community that we envision.

If you have questions about your child’s education, please feel free to contact your child’s teacher or contact me personally. You are also encouraged to visit our website:

<https://www.hasd.org/schools/hes/index.cfm> for the most current information regarding school activities and dates. Thank you for your continued confidence in our school and your support of our educational program.

Jared Deli, Principal  
[jareddeli@hasd.org](mailto:jareddeli@hasd.org)  
(920)779-7911

## HASD Mission Statement

Our community ensures every student learns at the highest level.



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 stat military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other basis prohibited under state or federal law.

## School Year Schedule

Students should not be dropped off prior to 7:25 am.

7:30 Buses arrive, doors open, and first bell

7:40 School Begins

10:05 – 11:00 2<sup>nd</sup> Grade Recess/Lunch

10:35 – 11:30 3<sup>rd</sup> Grade Recess/Lunch

11:05 – 12:00 1<sup>st</sup> Grade Recess/Lunch

11:35 – 12:30 4<sup>th</sup> Grade Recess/Lunch

12:05 – 1:00 Kindergarten Recess/Lunch

12:45 – 1:05 3<sup>rd</sup> Grade Little Recess

1:05 – 1:25 1<sup>st</sup> Grade Little Recess

1:30 – 1:50 4<sup>th</sup> Grade Little Recess

1:45 – 2:05 2<sup>nd</sup> Grade Little Recess

2:05 – 2:25 Kindergarten Little Recess

3:00 School Dismissal

- Recess is always the first 25-30 minutes of Recess/Lunch time

### 4K Instruction

4K is different from five-year-old kindergarten. It is a play-based experience that highlights learning through exploration with an emphasis on social and emotional development. HASD 4K teachers use the Wisconsin Model Early Learning Standards (WMELS) to guide planning of appropriate expectations, opportunities, and assessment. Skills are taught through a learning center approach that focuses on facilitation of play skills and developmentally appropriate experiences for 4K students.

### Attendance (Policy #5200)/Student Attendance of Open-Enrollment students and Habitual Truancy (Policy #5113)

Any time your child will be absent you MUST contact the school office. Attendance is taken by 8:00 am each day. Any students who are not in their classroom by 7:40 am will be considered tardy. Please review our attendance process:

1. Parents are required to call (779-7914) no later than 7:40 am on the day your child is absent. Parent/Guardians can call ahead of time (24 hours a day) to let the school know of absences. If you do not call your student in absent, they will be marked unexcused.
2. Absences not reported excused by a parent/guardian within 24 hours of the absence will remain unexcused on the student's attendance record. Five or more of these may result in truancy.
3. State statutes dictate that school attendance officers determine if an absence is excused or unexcused. When a student exceeds 10 partial or full days in our elementary day, absences without a medical excuse, the absence will be unexcused.

4. It is recommended that after all absences/appointments, students should bring in a doctor's visit note excusing them from school.

#### Planning a vacation?

When children are out of school key concepts may be missed, making it more difficult for them to catch up when they return. Avoid taking your child out of school for family vacations, especially during those days when we are doing state or district testing. Please submit a pre-arranged absence form for approval five days prior to any planned absence that is 3 or more days in length.

#### Accident Insurance

Insurance (Student Assurance Services) may cover accidents happening to students in school and on the school grounds, when not covered by your own personal health or accident insurance. Please report all accident cases to the school office immediately, even though it is expected that you will file a claim for coverage with your insurance carrier. A claim may then also be filed with Student Assurance Services.

Accommodation of Sincerely Held Religious Beliefs (Policy #2240 and #2270) The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. Is related to the instructional goals of the course of study and level of maturity of the students.
- B. Does not tend to indoctrinate or persuade students to a particular point of view.
- C. Encourages open-mindedness and is conducted in a spirit of scholarly inquiry. Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not disruptive to the educational setting.

#### After School Care

After school care is provided by Fox West YMCA. All staffing, registration, and information regarding the program is generated by the YMCA. For more information, call the Fox West YMCA at (920)757-9820.

#### Animals/Pets (Policy #7551)

1. Classroom pets –follow policy procedure which includes administrative approval.
2. No visiting animals on school premises.
3. Animals for demonstration—follow policy procedure which includes administrative approval.
4. Therapy animals are welcome.

### Background Checks/School Visitor/School Safety Policy

It is mandatory that anyone volunteering in any area of HES or going on a field trip have a background check on file in the district office. The district maintains a master list of background checks and once approved they are good for three years. Background checks can take up to four weeks to approve so please plan ahead to make sure that your background check with the district is current. You can call the school office at any time to verify that your background check is current.

For the safety of our children, school district policy requires that all visitors to our building **MUST** stop at the main office and secure a visitor badge to be worn in an appropriate, visible location during the entire visit. Parents eating lunch with their child(ren) are also required to stop in at the office and obtain a visitor badge. Employees of the district will wear photo identification badges. The main entrance doors near the school office may be used throughout the school day. All other doors of the school building remain locked throughout each day. All entrances are monitored by security cameras.

### Bicycles

Bicycles may cross Warner Street in the marked crossing area by the High School athletic field. Please provide locks for bicycles, as the school cannot assume liability if a bicycle is stolen. At dismissal, students must walk their bicycles to the crosswalk by the High School athletic field. For safety reasons, no skateboards, roller blades, "Heelys" or scooters are allowed.

### Birthdays/Special Occasions

Please use the US Postal Service to mail birthday party invitations to your child's friends. This avoids hurting feelings of those classmates not invited. Recognitions for special occasions (birthdays, holidays including, but not limited to, Halloween, Christmas, Valentine's Day, etc.) will NOT include students bringing in snacks/treats (including candy) from outside of the district for other students and will instead take place through non-food practices, per district policy.

### BYOD (Policy #5236)

Bring Your Own Device. Students are allowed to bring electronic devices to school for educational purposes. Please consult with your child's teacher. School is not responsible for damaged, lost or stolen items.

### Cell Phones (Policy # 5236)

If your student needs to have a cell phone at school, they are to be kept in their backpacks in their locker and be turned off during the school day. This includes all electronics devices that have service plans and operate independently off the school wi-fi. Teachers or an administrator may approve cell phone use for educational purposes.

### Child Abuse or Neglect

The State of Wisconsin requires that all professional staff members report the following situations or conditions as described in Wisconsin Statute 48.981: Any mandated reporter having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect will occur shall be reported to Child Protection. All school staff are mandated reporters.

### Custodial Issues

We maintain a neutral stance in all custody situations. If there is information the school needs to have to help us serve your child, please send certified paper copies to our office and we will review them with our School Social Worker.

### Classroom Placement

In developing class lists, the following criteria have been used:

1. Balancing the ability levels of students.
2. Equalizing class size.
3. Separating children who have demonstrated personality conflicts.
4. Distributing the ratio of boys and girls.
5. Configuring classrooms for access to resource teachers.

If you wish to suggest a specific classroom placement for your child, please submit a written statement which contains the reasons why such a placement is important for your child's education. The recommendation should include the date, child's name, his/her grade level for the following school year, your first and second choice of a teacher, academic and social rationale for the suggestions, and a parent/guardian signature. All recommendations must be received in the elementary office no later than April 18th of the school year prior to the year of requested placement. Parental requests for special consideration will be processed in the order in which they are received with priority given to suggestions that have valid educational reasons supporting the placement. Please be assured that we will try our best to accommodate requests, but also, be reminded that other variables must be considered. All parents will be notified of their child's specific classroom placement in August.

### Conferences and Standards-Based Progress Reports

Progress Reports are issued twice during the school year in grades 4K-4. They will be emailed home following the end of second quarter and again at the end of the year. Conferences are scheduled at 15-minute intervals. Please sign up for conferences in Skyward after you receive the Skylert notification.

### Health Room

If you have health-related concerns or need medication dispensed to your child during the school day, Health Room personnel can be contacted at 779-7911 Ext. 31164. All medication, including nonprescription drugs, must be dispensed through the Health

Aide's office.) It is important to note that the school is prohibited from accepting verbal (over the phone) permission from parents to dispense non-prescription medications such as Advil or Tylenol. Permission MUST be in writing. Permission forms are located online

during registration and are also available in the Health Aide's office in every building. The permission slip is good for one school year and needs to be renewed yearly. All medications to be administered at school MUST be delivered to the school by an adult. Parents must supply all medications including over the counter medications. If your child becomes sick or seriously injured at school, we make every effort to notify you immediately; therefore, it is essential that we have the number or numbers where you can be reached so that your sick or injured child is picked up from school soon after notification. Please be sure all contact information in SKYWARD is accurate.

#### Early Release Inservice Days

On early release Inservice days, staff members are involved in a variety of afternoon professional development opportunities. Students will be dismissed from school at 11:45 am.

#### Emergency School Closing

During Online Registration through Skylert, parents will fill out a form indicating instructions should school be closed early. Teachers will be given these directions and following these in the event school is unexpectedly closed early for any reason. Please, if at all possible, DO NOT call the school on bad weather days. The phone lines need to stay open for emergencies. Check our website [www.hasd.org](http://www.hasd.org) for information. A Skylert message will be broadcast to the contacts you have indicated in Skyward. Please verify that your current telephone number(s) and email address are on file with the district.

On days when it will be necessary to close school because of inclement weather, the announcement of school closing or two-hour delay will be made near 6:30am over radio and TV stations:

WHBY 1150 AM WNAM 1280 AM WPKR 99.5 FM WNFL 1440 AM WAPL 105.7 FM  
WOSH 1490 AM WGEE 1360 AM WROE 94.3 FM WIXX 101.1 FM WKFX 104.9 FM  
WUSW 95 FM WFCL 1380 AM WJMQ 92.3 FM WHBY TV 2 WFRV TV 5 WLUK FOX  
TV 11  
WGBA TV 26

#### Field Trips/Chaperone Guidelines

There are field trips during the school year. Permission slips will be sent home and **MUST** be filled out (including emergency information) and returned prior to any field trip. There may be a cost for some field trips. **There are no refunds for field trips.** Students will not be allowed to take part in field trips without a signed permission slip on file with the classroom teacher.

### Chaperone Guidelines:

- Have a current Background Check on file (good for 3 years)
- Parent chaperones will pay their own admission fees.
- Photographs of students are not allowed at any time.
- You will be responsible for a small group of students.
- The number of parent chaperones is limited. Classroom teachers will decide the number of chaperones allowed.
- You may NOT bring younger siblings on the trip.
- Students need your undivided attention, please turn off cell phones while chaperoning.

### Free/Reduced Lunch

Information on Free and Reduced Applications are available on the District website at [Hortonville Area School District](#). The District Business Office will notify you if you are approved.

### Fundraisers

Children are not allowed to fundraise at school.

### Lost and Found

The Lost and Found rack is kept near the main entry way for all items found on the school premises. Those items that remain unclaimed after Parent Conferences in October and February and at the end of the school year will be donated.

### Meals

Specific information regarding meal prices and the daily breakfast and lunch meals can be found on the district website at [Hortonville Area School District - Food Service \(hasd.org\)](#).

**Lunch may be brought in for your child ONLY. Students and families will NOT be allowed to bring in snacks or lunch from outside the District to share with other students.**

Any person coming to eat with a student must be listed as an Emergency Contact for that child in Skyward.

Each student is assigned a lunch account number. Returning students will have the same number as the previous year. These are family accounts but each student within the family will have a different number. Parents can send money to school with your student anytime during the week. You also have the option of online payments. Login to Skyward Family access and click Food Service. Click MAKE A PAYMENT. This will direct you to the online payment service. Note: Please make checks payable to Hortonville Area School District (HASD). Put your check or cash in an envelope with the student's name and lunch number. Because of the nature of this program, milk/food may not be taken home.

### Snacks and Treats

Children are allowed healthy snacks during milk break. Healthy snacks are nutritious items such as raw vegetables, fruit, granola bars, or crackers. “Junk Food” items such as candy, cookies, chips, cupcakes should not be consumed during snack time. We look for your support in trying to develop healthy nutritional habits in our children. As part of the snack break, children may purchase a carton of milk.

### Moving or Change of Address

Please notify the school office of any address changes. Parents can also log on to Skyward Family Access at [Login - Powered by Skyward \(hasd.org\)](#) to update addresses, phone numbers, etc. If you are moving out of the District of changing schools, let the school office know where to forward your child’s records.

### Parent/Teacher Organization (PTO)

The purpose of the PTO is to “serve as an active forum, strengthening communications and involvement, by building a supportive partnership between school, staff, and families, all in the spirit of fun.” Officers for the school year can be found on our HES page under PTO News or by clicking the link below:

[Hortonville Area School District - New - PTO \(hasd.org\)](#)

PTO meetings will be regularly held every month and all HES parents/guardians are welcome to attend.

### Playground

It is important to your child that they be dressed properly so as to be able to participate in outside recreation during the lunch period (25-minute recess) and for an additional 20- minute little recess. It is advisable to send an extra pair of socks and pants to school for instances when children get wet during recess. Any extra clothing that is sent to school will be kept in your child’s locker. Adult playground supervisors will be on duty during recesses. It is a good idea to put your child’s name or initials on their clothing. By labeling the clothing, it will make it easier to find misplaced items.



#### Weather Apparel

Snow Pants -Snow boots and snow pants are required to play on or in snow. Students without boots MUST remain on blacktop or sidewalk area.

Snow Boots-are waterproof, winter boots, not to be worn in the classroom.

Shoes or boots-must be worn at all times on the playground. Flip Flops are highly discouraged as they do not provide adequate foot protection.

Clothing-ALL students are expected to wear clothes warm enough for the weather and some type of jacket until the temperature reaches 50 degrees. (Jacket=jacket, coat, sweatshirt, or pullover clothing.)

In case of inclement weather such as, heavy rain or air temperature with wind chill



below 0 degrees, recess will be held indoors. Goal: A safe and positive playground experience for everyone.

Expectations for student behavior on the playground are shared with the students the first few days of school.

All students are required to go out for recess. A medical excuse is needed if a child is to miss more than one day of recess.

#### Pupil Harassment/Bullying Policy (#5517 and #5517.01)

Harassing behavior that is directed toward another student or students is strictly prohibited in all forms. This includes behavior that creates an intimidating, hostile or offensive school environment. Hortonville Elementary wants school to be a safe and enjoyable place for all students. Please take some time to explain and discuss harassment/bullying with your child. This includes sexual harassment and other forms of aggressive behavior or boundary invasions.

#### School Lockers Policy (#5570 and #5571)

School lockers are the property of the HASD. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant. Hortonville Elementary wants school to be a safe place; therefore, students are not to bring to school anything that is not directly connected to the educational process. Under no circumstances is the HASD responsible for the loss or theft of items from lockers.

#### School Resource Officer

HASD employs a full-time School Resource Officer. The role of the officer at HES is normally creating and building relationships with our students. However, there are times when our School Resource Officer may be used to investigate such things as child abuse, theft, weapons, and harassment. The School Resource Officer can be contacted at (920)779-7911 or at the Hortonville Police Department at (920) 779-6165.

#### Student Code of Classroom Conduct/Drug Prevention (Policy #5500 and #5530)

Student conduct on or adjacent to school premises, on school vehicles, and at school related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct.

This Code of Classroom Conduct shall include the following items:

- A. Specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class.

B. Other student conduct that may be used by a teacher as a basis to remove a student from class; and

C. Procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

### Student Fees

4K students -\$15.00

5K-3<sup>rd</sup> grade-\$30.00

4<sup>th</sup> grade-\$34.00 this includes \$4 for the recorder for music class.

Fees may be paid on-line or by check to HES.

### Student Pick-up Procedures (Before end of the day)

A note is needed if you are changing the end-of-day transportation routine for your child or if they will be leaving during the day for an appointment. To facilitate learning and avoid classroom disruptions with phone calls during the day, please plan ahead and send a note with your child. You can use the circular drive to pick your student up from school. Please be mindful of buses that use the loop throughout the day.

### Student Records (#2416 and #8330 including FERPA rights)

The Hortonville Area School District takes the confidentiality and privacy of student data seriously. Under the guidelines of the federal law called Federal Education Rights and Privacy Act (FERPA) and School Board Policy 2416 & 8330. This includes parental rights to inspect instructional materials. If you need to file a complaint, please submit your complaint in writing to: Hortonville Elementary School, 240 Warner St. Hortonville, WI 54944

### Student Transportation

Bus Transportation-All questions regarding bussing, contact the Transportation Administrative Assistants or the Director of Transportation, Brian Gooding, at (920)757- 7045 or email at [Hortonville Area School District - New - Transportation Services \(hasd.org\)](http://Hortonville Area School District - New - Transportation Services (hasd.org)).

Bus Discipline-Student behavior on the bus, which in the opinion of the driver, jeopardizes the safety and/or well-being of other passengers, or adversely affects the general sense of order and discipline on the school bus, will be referred to the principal.

1. First offense-conference with principal/school social worker with written report sent to parent.
2. Second offense-conference with any/all of the following: Director of Transportation, principal/school social worker, student, driver, parent with a written report sent to parent. Students may be suspended from the bus as determined by school administration.
3. Third offense-conference with all/any of the following: Director of Transportation, principal/school social worker, student, driver, parent with a written report sent to

parent. Student may be suspended from the bus as determined by school administration.

4. Fourth offense- conference with all/any of the following: Director of Transportation, principal/school social worker, student, driver, parent with a written report sent to parent. Student may be suspended from riding bus and referred to Board of Education for possible expulsion from bus riding privileges for the remainder of the school year.

#### Toys at school

Toys that are distracting to student learning should be left at home. School is not responsible for damaged, lost or stolen items.

#### Pick Up/Drop off Procedures

Students who are transported to school by car must be dropped off in the loop by the main office. Students are not to enter the school prior to the 7:30 am bell.

All students who are picked up at the end of the day must be picked up outside the gym doors. Cars are not allowed in the bus staging area. All children are to be picked up no later than 3:05 pm.

Extreme caution should be exercised when dropping off or picking up your child. Please refrain from parking and waiting in the drop-off zone to keep the flow of traffic moving.

When picking up and dropping off students, please have students use the vehicle doors on the curbside. Do not have students use the doors that open into the flow of traffic. Do not leave your vehicle unattended in the in pick-up/drop off loop. When in the pickup/drop off loop, there should only be one traffic lane. Please do not pass the vehicle in front of you. All students in the drop off lane should be dropped off at door #1. It is very important for the safety of our children that parents do not form a second lane by parking, dropping off children, or waiting for children along the left, no-parking area of the loop.

#### Weapons Policy (#5772 and #7217)

Possessing a dangerous weapon, or simulation thereof, with or without intent to threaten or cause bodily harm to others or property is a violation of district policy. A dangerous weapon is defined as a firearm, loaded or unloaded, and any device that is designed as a weapon and/or capable of producing bodily harm. If a student is, or was, in possession of a dangerous weapon, or simulation thereof, on school property, including school buses on or off school property, or at a school function on or off school property, an expulsion referral may be initiated, as may a referral to law enforcement authorities. (Clarification: items such as kitchen knives, pen knives, and arrows are considered weapons and should not be brought to school). Please take some time to

explain and discuss the issue of weapons in school with your child.