

# HARTFORD UNION HIGH SCHOOL



# PARENT & STUDENT HANDBOOK

POLICIES & PROCEDURES  
2009-2010

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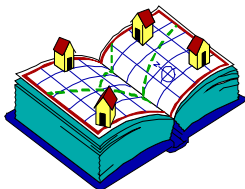
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## MISSION STATEMENT

We inspire world-class learners through dynamic education  
to conquer the challenges of tomorrow.

## HARTFORD UNION HIGH SCHOOL WELCOMES STUDENTS FROM:

BETHANY LUTHERAN  
CENTRAL (HARTFORD JOINT)  
CROWN OF LIFE EV. LUTHERAN  
ERIN ELEMENTARY  
FRIESS LAKE  
HERMAN CONSOLIDATED  
IMMANUEL LUTHERAN  
NEOSHO PUBLIC  
PEACE LUTHERAN



RICHFIELD ELEMENTARY  
ST. AUGUSTINE  
ST. BONIFACE CATHOLIC  
ST. GABRIEL'S CATHOLIC  
ST. KILIAN'S CATHOLIC  
ST. MATTHEW'S LUTHERAN  
SAYLESVILLE CONSOLIDATED  
VICTORY CHRISTIAN  
ZUM KRIPPLEIN CHRISTI

## HARTFORD UNION HIGH SCHOOL DISTRICT INCLUDES THE CITIES, VILLAGES, AND TOWNSHIPS OF:

ADDISON  
ASHIPPUN  
ERIN

HARTFORD  
HERMAN  
HUBBARD

HUSTISFORD  
LEBANON  
NEOSHO

RICHFIELD  
RUBICON

## INTRODUCTION

*Welcome to Hartford Union High School and the 2009-2010 school year! We enjoy and appreciate tremendous support from our community at large. The support of our parents and the community is integral to our efforts to help our students develop into mature, responsible, and productive citizens.*

We are proud of our school, and we want all parents, students, and community members to share our pride. **We all have a stake in our mission to inspire world-class learners through dynamic education to conquer the challenges of tomorrow.**

We intend to work together to make this a terrific school year. There will be many opportunities for our students to learn and experience great success both in the classroom and in our many activities. Our new student schedule provides more opportunities for teachers and students to interact together in the process of teaching and learning. We are committed to the success of our students. We ask all students to dedicate and commit themselves to strive for excellence with the ongoing support of their teachers and parents.

Through the course of this school year and all content areas, we will emphasize the 21<sup>st</sup> Century Skills our students will need to successfully compete in our increasingly globalized society.

We are excited about the 2009-2010 school year.

Go Orioles!  
Joe Frinzi, Principal

**MASCOT:**



**ORIOLE**

**SCHOOL COLORS:**

**ORANGE & BLACK**

### **HUHS FIGHT SONG**

We're loyal to you, Hartford High.  
We know you're true blue, Hartford High.  
We know you're the best of the schools, east and west,  
And we'll back you with zest, Hartford High. Rah! Rah!

We'll stand up for right, Hartford High.  
Press onward with might, Hartford High.  
As time surely lengthens, our loyalty strengthens.  
We're loyal to you, Hartford High.



### **NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Hartford Union High School District, pursuant to s.118.13, Wisconsin Statutes and PI9 that no person shall, on the basis of sex, race, color, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, or physical, learning, mental, or emotional disability or handicap, be excluded from participation in, have their rights be abridged or impaired, be denied the benefits of, or be subjected to discrimination under any program or activity. This policy also prohibits discrimination as defined by: Title IX; 34 C.F.R. Sec. 106.9, Section 504 of the Rehabilitation Act of 1973: 34 C.F.R. Sec. 104.8, Title II: 28 C.F.R. Sec. 35.106.

The Hartford Union High School District has adopted a policy of nondiscrimination which can be viewed under the "Student Privileges/ Rights / Responsibilities" section of this handbook. In addition, the District has adopted procedures regarding the processing of discrimination complaints. Copies of the policy, procedures, and complaint form are available upon request. Any questions concerning discrimination and/or the complaint procedure should be directed to Lisa Olson, Coordinator of Discrimination Complaints, Hartford Union High School, 805 Cedar Street, Hartford, WI 53027, 262.670.3200.

## GENERAL INFORMATION

### WHOM DO I SEE ABOUT

Announcements.....	Advisor, bring to Main Office
Beverage Machine Problems.....	Main Office Receptionist
Bus Information.....	Wittenberger Bus Service, 262.673.3777
Bus Passes (single late bus) .....	Main Office (7:25 a.m.-3:30 p.m.) and Library (3:30-5:00 p.m.)..\$3.00
Class Schedules .....	Counseling Office
Co-curricular or Clubs.....	Ms. Lau, Room 105
Graduation.....	Ms. Danay
Identification Cards .....	Ms. Koepfel, Attendance Office (\$7.00 replacement cost)
Locker Problems.....	Counseling Office
Lunch Account.....	Food Service Personnel/ Office, Room 164B
Lunch (free/reduced) .....	Food Service Office, Room 164B; or Counseling Office
Online Parent Access .....	Counseling Office
Parking .....	Ms. Husslein, Attendance Office
Permit to Leave Building.....	Attendance Window/ Office
Planners .....	Ms. Boyer, Main Office (\$5.00 replacement cost)
Project Graduation.....	Ms. Thomas, Attendance Office
Report Cards .....	Counseling Office
Signs, Approval to Post .....	Ms. Lau, Room 105
Transcripts.....	Counseling Office (fee may apply)
Transition Support .....	Ms. Rettler, Room 151
Vending Machine Problems.....	Student Council Advisor, Counseling Office
Volunteer Opportunities.....	Mr. Dobner, Attendance Office

### FEES

The following is a list of some of the fees that students may incur annually:

Registration & Materials Fee (due August 21, 2009)	\$65.00
Class Dues	4.00
Activity Pass * (optional)	30.00
Academic Co-curricular Fee ** (optional)	25.00
family cap at	50.00
Co-curricular Fee *** (optional)	110.00
family cap at	220.00
Yearbook including a CD **** (optional)	60.00
If ordered after March 15	70.00
Instrument Rental (optional)	25.00
<i>Hartford Chronicle</i> School Newspaper (optional)	2.00
Annual Parking Permit (north lot)	100.00
(east lot)	50.00
Seasonal Late Bus Passes (optional)	
Daily	3.00
20 Day Pass	42.00
Late Registration Fee (after August 21, 2009)	20.00

\* Activity pass covers admission to concerts and sporting events at HUHS (with the exception of WIAA sponsored events, school musical, one act play, and events at Schauer Center).

\*\* Academic Co-curricular Fee for Art Club, Chess Club, Spirit Squad, DECA, Drama Club, Environmental Club, FBLA, International Club, Model UN, Musical Stage Crew and Pit Orchestra, Peers for Peers, Pom Pon Squad, Robotics, Skills USA, Spring Play, and Student Council. Annual fee for multiple activities.

\*\*\* Co-curricular Fee for Athletic Teams, Musical Cast, and Forensics. Annual fee for multiple activities. (Intramural Basketball will be assessed a separate team fee.)

\*\*\*\* Yearbooks purchased in 2009-2010 will be delivered during August 2010.

Course, lab, and book fees are listed below:

Art Courses

2-D Design	\$15.00
3-D Design	15.00
Drawing I or II	15.00
Design /Graphics I or II	10.00
Art Metals I	20.00
Art Metals II	15.00
Painting I or II	20.00
Pottery I or II	15.00
A/P Art Studio	40.00

Family /Consumer Education Courses

Culinary Arts I or II	\$20.00
Introduction to Hospitality Services	20.00
Hospitality Services	20.00

Social Studies Courses

AP/Honors Psychology	\$10.00
Contemporary Issues	14.00

Technology and Engineering Education Courses

Auto Tech I or II	\$10.00
Auto Tech III	20.00
CAD Engineering	15.00
Construction I or II	10.00
Exploring Technology	10.00
Graphic Communications I or II	10.00
AS/TC/Graphic Communications III	*
Machine Shop I or II	10.00
Metal Fabrication I or II	10.00
Photography	15.00
Photography – Independent Study	10.00
Welding I or II	10.00
Wood Products - Millwork I or II	10.00
Wood Products - Manufacturing	*
Wood Products - Custom Cabinetmaking	*

\* Students will pay for material used in personal projects.

World Languages

German I or III	\$15.00
Spanish I or III	15.00
Accelerated Spanish I	15.00

Students may need to purchase a \$15.00 workbook if they did not take a first or third level language course at HUHS.

This fee schedule reflects current fee assessment to students. The Board of Education reserves the right to alter the fee schedule.

## Refund Policy

*Activity Pass Fees* are nonrefundable.

*Co-curricular Fee* of \$110 is refunded, upon request, to a student who is cut from an athletic team for which s/he tries out if it's that student's first sport. This request must be made before June 4, 2010. A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.

*Parking Permit Fees* are nonrefundable. Permits can be transferred once to another student at no cost, but it must be done in the Attendance Office.

*Registration & Materials Fees* are nonrefundable.

## ACADEMIC INTEGRITY POLICY

Students at Hartford Union High School are expected to demonstrate honesty and integrity. Each student is expected to do his or her own work. All work submitted by students should be a true reflection of their best effort and ability. This includes, but is not limited to, tests, homework, computer work, class assignments, essays, compositions, projects, reports, and research.

The following are considered unacceptable:

- Plagiarizing in written, oral, or other creative work, electronically or otherwise. (Plagiarizing is using the ideas of another as one's own work without properly acknowledging the source.)
- Submitting work that is not original. Copying, "borrowing" from another source and giving it as one's own work, resubmitting work from another person or another class.
- Giving or receiving unauthorized assistance on quizzes, tests, and/or exams.
- Altering grades or other academic records, giving false information, or forgery.
- Submitting identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.
- Providing access to materials or information so that credit may be dishonestly claimed by others.

Nationally, there has been increased concern with plagiarism which is a violation of our Academic Integrity Policy. The *American Heritage Dictionary* defines plagiarism as:

- To use and pass off as one's own (the ideas or writings of another)
- To appropriate for use as one's own passages or ideas from another
- To put forth as original to oneself the ideas or words of another
- To reproduce (the artistic work of another) illicitly (forge, pirate)

Students and parents/guardians need to be aware of the software program called turnitin.com which will be used by some teachers to check student work for plagiarism.

Faculty members have been asked to report all incidents of cheating (as listed above) to the appropriate Associate Principal. Therefore, cheating will become a part of a student's disciplinary record while attending Hartford Union High School.

**The following consequences will result for students who are referred to an Associate Principal for violation of the guidelines described above.** Students must understand that the severity of the consequences increases with each violation of the Academic Integrity Policy throughout their high school career.

The first time a student is caught for violating the academic integrity guidelines:

1. The student will receive a zero on the test, paper, etc.
2. The teacher and Associate Principal will contact the parents by phone.
3. A letter from the teacher will be sent home with the student describing the incident.
4. Appropriate disciplinary action will be issued based on the offense and student's past discipline record.

The second time a student is caught for violating the academic integrity guidelines:

1. Steps one through four above will be put into effect.
2. The student will receive, at minimum, a Saturday detention or an in-school suspension.

Any additional violations of the academic integrity guidelines will result in:

1. A meeting scheduled with the student, parents, teachers, counselor, and Associate Principal.
2. Consequences will be a minimum of a one day suspension from school and possibly include a pre-expulsion hearing before the District Administer.

**Individual academic departments may have their own academic integrity policies that will result in additional consequences to those listed above.**

## ACADEMIC SUPPORT CENTERS

These centers include:

- Study Support in Rooms 89/91
- Content Support in various locations during fifth period study hall
- Transition Support in Room 151
- Library Media Center

Students report directly to their assigned study support classrooms unless signed up for a resource prior to the study period so accurate attendance can be taken.

The Library Media Center has a large variety of print resources including books, daily newspapers, and magazines, as well as multimedia and electronic resources to support learning. **The LMC is open from 7:00 a.m. to 5:00 p.m. daily.** Computers are accessible to community members on school days from 2:45 to 5:00 p.m.

Transition Support concentrates its assistance on struggling freshmen. Paraprofessional staff work with students on an individualized basis by monitoring their assignments and progress and providing study and organizational skills.

Computer workstations are available in multiple locations throughout the building. Students have access to these workstations for individual work during study periods and before and after school.

## ACCIDENT INSURANCE PLAN

The school offers a student accident insurance plan that parents/guardians can purchase if needed. Packets regarding student accident insurance for the ensuing year will be available in the HUHS office by early August.

## ANNOUNCEMENTS

Announcements will be read at the end of first period and posted on the HUHS website. Copies are also posted outside the Main Office and in the Attendance Office window. Announcements are limited to items that pertain to the entire student body.

If a club or team would like to announce a special event or competition results, it must be submitted in writing to the receptionist in the Main Office prior to the start of the school day. Be sure it is signed by your coach or advisor. The Pledge of Allegiance will follow daily announcements.

## ASSEMBLIES

Students are required to attend all assemblies held during the regular school day.

## ASSOCIATE PRINCIPAL STUDENT ASSIGNMENTS

Students are assigned an Associate Principal on the basis of their last name.

A – Har Paul Cappoferri                      Has – Per Doran Timmer                      Pes – Z Dan Dobner

## BULLETIN BOARDS

Teams and clubs will be assigned bulletin boards throughout the building. Each coach or advisor will inform students of its location.

Check the board outside the Counseling Office for up-to-date information on scholarships, college/military visits, etc. The boards across from the Counseling Office contain lists of honor roll students and academic award winners. A job/volunteer opportunity bulletin board is located in the hallway between Café North and Café East.

## HUHS CALENDARS

The HUHS website contains several calendars to provide students and parents/guardians with updated schedules of events of interest. Information on District meetings, parent conferences, holidays, and school breaks is included in the “District” calendar. The “Counseling” calendar contains dates of testing and report cards, college visits, etc. Dates, times, and locations of co-curricular events and competitions and dances can be found in the “Co-Curricular” calendar and those of band, chorus, art, and orchestra in the “Fine Arts” calendar.

## CELL PHONES AND ALL OTHER WIRELESS COMMUNICATION DEVICES

In order to avoid disruption of the educational environment, students are not allowed to use wireless communication devices between the hours of 7:25 a.m. and 2:37 p.m. daily. During these hours, parents/ guardians are asked to reach their children by calling the school office. Likewise, students must contact their parents through the school office during school hours.

The possession of a WCD in school is a privilege which may be forfeited by anyone who fails to abide by the terms of this policy or otherwise engages in the misuse of this privilege. Violations of this policy will result in appropriate disciplinary action depending upon prior violations and the nature of the violation. Violations of this policy will result in the confiscation of the WCD. While in district custody, students’ WCD’s will only be searched in concert with the Board Policy 5771-Search and Seizure.

Students are personally and solely responsible for the care and security of the WCD’s. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCD’s brought onto school property or for unauthorized use of such devices.

WCD’s must be powered off completely, not just placed on vibrate or silent mode, and kept out of sight between the hours of 7:25 a.m. and 2:37 p.m. daily. The use of WCD’s in locker rooms and restrooms is strictly prohibited at all times. No expectation of confidentiality will exist in the use of WCD’s during school hours.

## CO-CURRICULAR INFORMATION

### Athletic Co-curricular Activities

Baseball (boys)	Basketball (boys/girls)	Cross Country (boys/girls)
Football	Golf (boys/girls)	Gymnastics (girls)
Hockey, Co-op (JV)	Soccer (boys/girls)	Softball (girls)
Swimming (boys/girls)	Tennis (boys/girls)	Track (boys/girls)
Volleyball (girls)	Wrestling	

### Academic Co-curricular Activities

Art Club	Chess Club	Class Officers
DECA	Drama Club	Environmental Club
Forensics	FBLA (Future Business Leaders of America)	
FFA (Future Farmers of America)		H-Club
International Club	Intramural Basketball	Math Team
Model U.N. (United Nations)	Musical Cast & Crew	National Honor Society
Peers for Peers	Pom Pon Squad	Robotics
Skills USA	Spirit Squad	Spring Play (3-Act)
Student Council	ZYZZYVA (HUHS Literary Magazine)	

### Fee For Participation In Athletic and Academic Co-curricular Activities

Students wishing to participate in any of our 21 sports, Forensics, and/or the musical cast are required to pay a \$110.00 user fee. There is a family cap of \$220.00. A student out for more than one of these activities pays this fee only once each school year. The fee must be paid prior to the start of participation in the activity. A student qualifying for free or reduced lunch is exempt from the fee upon application to the Food Service Office. (Intramural Basketball will be assessed a separate team fee.)

A student who is cut from a team for which s/he tries out may request to have the fee refunded if it's that student's first sport. The request must be made before June 4, 2010. A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.

Academic co-curricula's include Art Club, Chess Club, Spirit Squad, DECA, Drama Club, Environmental Club, FBLA, International Club, Model UN, Musical Stage Crew and Pit Orchestra, Peers for Peers, Pom Pon Squad, Robotics, Skills-USA, Spring Play, and Student Council. Students participating in one or more of the above activities are required to pay a \$25.00 user fee with a family cap of \$50.00.

## COMPUTER INFORMATION

### Computer Labs

Classroom computer labs are located in classrooms in the Business Information and Technology, Technology and Engineering, English, and Science Departments. In addition, a small cluster of computers is available to students in the Study Support rooms. The following six computer labs are available for teacher reservation:

Library...Room 107  
2<sup>nd</sup> Floor...207A

Library...Room 109  
2<sup>nd</sup> Floor...215A

PC East...Room 164  
PC West...Room 166

The computer lab in the library is utilized as a community lab for students and community members after regular school hours. It is open Monday through Friday from 2:40 to 5:00 p.m. There is a supervisor onsite for assistance.

#### Student Network And Internet Acceptable Use And Safety

Students are encouraged to use the Board's computers/ network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner.

Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the *Parent & Student Handbook*, and/or civil or criminal liability [see Sec. 943.70, Wis. Stat. (Computer Crimes) and Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)].

Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. A minor student must also have the permission of his/her parent or guardian before accessing the Internet at school.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/Email account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in hacking or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher and unless expressly authorized by your parent or guardian on the Student Network and Internet Acceptable Use and Safety Agreement Form.
  - 4. Never agree to get together with someone you "meet" online without prior parent/guardian approval.
  - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of the Internet to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures on all computers with access to the Internet

and World Wide Web that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors. These measures are operating at all times and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Internet and World Wide Web.

- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to a personal portable storage device. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or Supervisor of Technology Services before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs".
- M. Students are prohibited from accessing or participating in online "chat-rooms" or other forms of direct electronic communication (other than email) without prior approval from a teacher or Supervisor of Technology Services. All such authorized communications must comply with these guidelines.
- N. Certain advanced Web services such live video feeds, wikis, blogs, podcasts, and RSS feeds that emphasize online educational collaboration and sharing among users (i.e. "social networking"), may be permitted by the Board. However, such use must be approved by the Supervisor of Technology Services or designee.
- O. The Board has software and systems in place that monitor and record all Internet, World Wide Web, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each World Wide Web site visit, the amount of time spent actively using the World Wide Web, each chat, news group access, email message, and every file transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his or her Internet or World Wide Web usage, or the privacy of any electronic mail message, file download, note, or any other data stored on or transmitted or received through any Board computing facility. The Board reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages related to or in support of illegal activities will be reported to the appropriate authorities. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.
- P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, and service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

- Q. Disclosure, use, and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the Student Network and Internet Acceptable Use and Safety Agreement Form.
- R. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
- S. Use of personal equipment to gain access to the Board's Network is strictly prohibited and is subject to disciplinary action.
- T. Unauthorized access to the Internet via personal equipment is strictly prohibited and is subject to disciplinary action.

943.70, Wis. Stats.

947.0125, Wis. Stats.

118.001, Wis. Stats.

120.44, Wis. Stats.

Broadband Data Improvement Act of 2008 (Title II – Protecting Children in the 21<sup>st</sup> Century Act)

Federal Copyright Law (17 U.S.C.)

Family Educational Rights and Privacy Act of 1974

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

#### DANCE/ SOCK HOP INFORMATION

Sock hops at Hartford Union High School usually end at 11:00 p.m. unless a special time is designated. Doors are locked at 10:00 p.m., and students will not be allowed to enter after that time. Dance hours may be extended to 12:00 a.m. for special occasions; e.g. prom.

Students who leave the dance may not return. Appropriate dress is required.

Dances and sock hops are sponsored by HUHS for our high school students and guests who attend other high schools. Hartford Union High School students must present a school I.D. card. Guests will be required to have a school I.D. card as well which will be held by the chaperones at the entrance until they leave.

#### EMERGENCY PROCEDURES

The high school has regular fire, tornado, and lock down drills. Fire exits and emergency procedures for tornado warnings are also posted in each classroom. In other emergency situations, such as a lock down, the public address system will be used to direct students and staff. Students are required to follow all mandated safety procedures.

#### FOOD SERVICE INFORMATION

##### **Breakfast**

Breakfast will be served every morning from 6:45-7:20 a.m. in Café East and will include breakfast sandwiches, bakery items, fruit, juice, and hot beverages. A complete breakfast is \$1.10 and \$1.60. Students who qualify for meal assistance receive these meals at a reduced price of 30¢ or at no cost.

## **Lunch**

There are three types of lunches offered each day that follow the meal pattern guidelines and nutrient guidelines set forth by the USDA. Students who qualify for meal assistance receive these meals at a reduced price of 40¢ or at no cost.

### ***Oriole Lunch***... \$2.20

Rotating entree comes with tossed salad, choice of two additional fruits and vegetables (choose from fresh fruit, canned fruits, hot vegetable), a side dish, and milk. The Oriole Special is available at the serving windows in both cafeterias.

### ***Souper Lunch***... \$3.00

Same choices as the Oriole Lunch but add a cup of soup.

### ***Build-A-Bar Lunch***... \$2.60

Rotating build-your-own bars come with a milk. Featured bars are Soup & Salad, Taco, Baked Potato, Burger, Sub Sandwich, Chinese, Pasta, and Breakfast Bar. Bar Lunches are available in both cafeterias at the double-sided serving bar.

***Ala Carte Lines***... In addition to the balanced lunch, students have the option of purchasing individual items. The ala carte lines are located in both cafeterias and offer various items such as bottled water, 100% juice, sandwich wraps, pizza, soft pretzels, salads, fresh fruit, and packaged snacks. These items are at full price for all students. Parents who do not want their child to purchase these additional items should complete the *Ala Carte Restriction Form* included in the registration packet. Students must have money in their account to purchase any items from the Ala Carte Line.

***Milk***... Students who bring a lunch from home or wish to purchase extra milk may do so for 35¢ in any of the serving lines.

## Meal Accounts

Hartford Union High School uses a pre-paid, computerized meal systems for each family. Tickets or cash are not used to purchase meals. Money must be in the account for a purchase to be made. Payments need to be in the drop box in the front lobby by 9:30 a.m. to be applied to that day's balance. Checks should be made payable to Hartford Union High School. Online payments can be made through *eFunds for Schools*. Look for the link on our District's website. Online credit card payments must be made by 10:00 p.m. the evening before; online payments from checking accounts must be made before 8:30 a.m. to be received for that day's meal. As a service to our students and their parents, when the account is out of funds, we will allow three meals to be purchased but do not allow any extra items or ala carte charges. Students will be denied a meal when the account exceeds \$ -7.50. Student ID cards are required when making purchases. The account balance and items purchased can be checked through Skyward Family Access or by calling 262.670.3315. Automated emails are sent weekly when balances get low.

## Cafeterias

There are two cafeterias, Café East and Café North. Students may eat in either location during their designated lunch hour. All foods and beverages are to be consumed in the cafeterias. Students cannot have fast food delivered or bring fast food for other students. *First Class Behavior* is expected during the lunch hour. Students will be referred to their Associate Principal for throwing food or trash, yelling, stealing, skipping in line, lying, and other inappropriate behaviors.

## Meal Assistance

Applications for free or reduced meals are available online, through the Food Service Office, or at the Counseling Office. If you qualify for meal assistance, the price is automatically adjusted in the computerized cashier system for *Breakfast*, the *Oriole Lunch*, *Souper Lunch*, and *Build-a-Bar Lunch*.

Only one full breakfast and lunch per day qualifies for meal assistance. All ala carte items and extra items purchased in the lunch lines are at full price. All families who believe they may qualify for meal assistance are encouraged to apply even if their child may not purchase lunches. This helps the school qualify for additional education programs and funds. Qualifying families may also have eligible school fees waived.

### End of the Year

Students with a negative balance during the last two weeks of school will not be allowed to make a purchase. Seniors need to have negative meal account balances cleared before they can participate in the graduation ceremony. Remaining balances carry over from year-to-year.

Households with a graduating senior will receive a refund in the mail over summer if the balance is greater than \$3.00 and if there will not be any siblings attending HUHS in fall. If a sibling will be attending in fall, the funds will remain in the account for them.

### HANDICAPPED ACCESS

Handicapped students and parents/guardians have access to all levels of the building via the elevator. Keys are available through the health technician in the Attendance Office. Students who need special parking accommodations for medical reasons should see Ms. Husslein in the Attendance Office.

### HARASSMENT/ HAZING / BULLYING

#### Harassment

Every student has a right to not be harassed and to feel safe at school and at school activities. Harassment is any **unwanted or unwelcome behavior** which violates an individual's personal rights. As such, harassment limits and denies the rights of students to learn in a safe environment or to participate in school-sponsored activities in a non-threatening atmosphere. (Board Policy 5517, 48.981 and 118.13, Wis. Stats.)

#### Types of Harassment

Harassment can take many forms including sexual, verbal, racial, and physical intimidation. Sexual harassment includes **unwelcome** behavior of a sexual nature including inappropriate gestures or touching, sexual remarks, name calling, spreading rumors, or displaying offensive pictures. Verbal harassment includes **unwelcome** teasing, humiliating, or causing embarrassment. Racial harassment includes name calling or any **unwanted** or negative comments about ethnic groups or one's ethnic background. Physical harassment or intimidation includes verbally threatening or causing physical harm to another. Physical harassment is legally defined as assault, battery, or disorderly conduct.

Any form of harassment is unacceptable and will not be tolerated. Students who are harassed should tell the harasser to STOP. If the **unwelcome** or **unwanted** behavior continues, it should be reported to a teacher, counselor, administrator, or the school resource officer. A brochure on nondiscrimination is provided in Freshman and Junior Health and is also available in the Counseling Office.

#### Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of state law. It prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Board Policy 5516 defines hazing as "performing any act or coercing another, including the victim, to perform any act of initiation into any class, group or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy."

## Bullying

No form of bullying or aggressive behavior will be tolerated on the part of students or staff on school property or at school-sponsored activities.

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group).

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to his/her associate principal or a teacher or counselor. Students aware of a situation that they believe to be aggressive behavior directed toward another student should report it to an associate principal as soon as possible.

The school district will respect the privacy of all persons involved consistent with the Board’s legal obligations. (Board Policy 5517.01)

## STUDENT HEALTH AND WELL-BEING

### Safety

Student safety is a responsibility of the staff, parents, and students. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

### Health

All students must have an emergency medical card completed, signed by a parent/guardian, and filed in the Attendance Office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the health technician, located in the Attendance Office. (Board Policy 5330)

### Direct Contact Communicable Diseases

In the case of non-casual contact, communicable diseases, Hartford Union High School has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his or her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. HUHS will seek to keep students and staff in school unless there is definite evidence to warrant exclusion.

Non-casual contact, communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents/guardians will be requested to have their child’s blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. (Board Policy 8453)

### Injury and Illness

All injuries must be reported to a teacher or the health technician. If medical attention is required, the office will follow the school’s emergency procedures. If medical attention is not needed, the student will be treated and return to class.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the Health Room. The health technician will determine whether the student should remain in school or go home. **Students should not call parents on their cell phone.** An attendance office staff member must speak to a parent before a permit to leave can be issued. Students cannot leave the building without a permit to leave issued by a staff member.

#### I.D. CARDS

The high school will provide an identification card for each student each year. Students are **required** to carry their I.D. cards at all times as they are used as a means of identification. A student must present an I.D. card to purchase cafeteria items; to check out library books; and for admission to school after 7:25 a.m. and a school sponsored dance or sock hop.

If a student loses or defaces his or her I.D. card, it must be replaced as soon as possible in the Attendance Office. There is a \$7.00 charge for replacement I.D.'s. Students without permanent I.D. cards are subject to appropriate disciplinary action.

#### INVOLVE NEWSLETTER

The *Involve* newsletter is mailed to each household once a month. It contains information on upcoming events, changes in policies and schedules, and information on timely issues. It is also available on the website and can be received electronically at the request of a parent/guardian.

#### LOST AND FOUND/ THEFT

Students are responsible for the care of their own personal property. Valuables such as cash, jewelry, or irreplaceable items should not be brought to school.

Students who find articles should bring them to the Attendance Window. These items will be kept in the Attendance Office. If not claimed after one month, they will be donated to needy community members. While the school is not responsible for lost or stolen articles, thefts of any items should be reported to the student's Associate Principal so that a report can be filed with the school resource officer.

#### MEDICATIONS (PRESCRIPTION AND NONPRESCRIPTION)

All prescription medications brought to school must be in the original prescription bottle and kept in the Health Room unless prior arrangements have been made with the health technician. Medications needing refrigeration are also kept in the Health Room.

Prior to administering any prescription medication, a *Prescription Medication Card* needs to be filled out and signed by a parent/guardian and the prescribing physician, along with any written instructions. (Board Policy 5330) A student needing to take his or her medications must report to the Health Room where the health technician will administer the medication as prescribed and document the date and time.

Prescription drugs are controlled substances to be used only by the person to whom they are prescribed. Possession of or use by any other person or sale or distribution by the prescription holder is an illegal act and subject to severe school and legal consequences.

Students may keep over-the-counter medications, such as aspirin and ibuprofen, in their possession, but they must be kept in the original bottle. No over-the-counter medications will be dispensed by school personnel.

## PASS SYSTEM

When a student requests permission to leave class or study support center, the teacher or supervisor should utilize the pass system contained in that student's planner. Students must have a pass in their planner signed by a staff member to be in the halls during class periods.

Students are reminded to make appointments with counselors, the school social worker, etc. during their free hour so they do NOT miss a scheduled class.

## PHONES

Students are not permitted to use cell phones in the school building during the school day. Cell phones must be turned off and kept out of sight during the regular school day.

During these hours, if a parent/guardian must reach their child(ren), they are to call the school office. Likewise, any student who must contact their parent(s) must do so through the school office.

Students may not use school phones throughout the building unless it is for school business or an emergency.

Students will be called to an office phone during the regular school day only in case of an emergency. With limited office staff, we are unable to deliver messages to students from other than parents/guardians. The office will not accept phone messages from employers regarding work hours.

## PLANNER

Each student will be issued and required to utilize a yearlong planner. The planners provide students with a structured opportunity to learn to organize themselves. Each teacher will utilize the planner to various degrees. Some individual teachers may offer students incentives to have their planner completed at all times while others may simply require the planner be up-to-date.

Students requesting to leave class are **required** to use the passes in their planner. More specific information regarding the planner will be presented by the student's individual teachers.

If a planner is lost, a replacement may be purchased; however, all passes for the remainder of the present quarter will be voided. Replacement planners are available in the Main Office at a cost of \$5.00 while supplies last.

## POSTING OF SIGNS

Students wishing to post signs in the building must have them pre-approved and stamped in the Co-curricular Office. Guidelines must be followed when posting signs in the building. Appropriate locker decorations do not need prior approval.

## PUBLICATIONS, QUESTIONNAIRES, AND SOLICITATION

Students who have materials which they wish to distribute to the student body or in the School District or post on school property must have prior authorization from the Co-curricular Director. Failure to fulfill this advance approval requirement will result in appropriate disciplinary action. Students may not solicit funds or pledges or sell items to support outside organizations.

## "R" RATED MOVIES

There may be instances where students would see an "R" rated movie for educational purposes (e.g. *Schindler's List*). In such cases, parents/guardians will be notified prior to showing the movie. Parental/Guardian permission is required before a student can view the film.

## STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents/guardians, and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records—directory data and confidential records.

### Directory Information

Under Wisconsin Statutes 118.125 and Federal law, the items below may be released to others without prior consent. Any parent/guardian who does not wish to have that information released may complete and sign a form, designating the items they do not want released and to whom. This form is included in the first summer registration packet. The form must be returned to the Principal and received in the office by September 22, 2009.

For *Public* Use – Information sent outside the District such as newspapers and other media.

For *District* Use – Information published within the District such as the yearbook, school newspaper, co-curricular programs, website, etc.

*Public* and *District* use could include the following pieces of student information:

- Student's name, address, and telephone listing
- Student's date and place of birth
- Student's major field of study
- Student's participation in officially recognized activities and sports
- Student's weight and height if a member of an athletic team
- Student's dates of attendance
- Student's photograph
- Student's dates of degrees and awards received
- Name of the school most recently previously attended by the student

For *Military* Recruiter Use – *Military* use could include the following pieces of student information:

- Student's name, address, and telephone listing

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

For further information regarding this policy or a complete copy of the *Pupil Records Law*, please call the Principal's Office at 262.670.3200. extension 205.

Note: All freshman students will be designing their own webpage in Freshman Focus on Information Technology. Some directory information may be a part of the webpage. Parents/Guardians will be requested to sign a permission slip.

### Pupil Records

The Hartford Union High School District maintains pupil records for all students enrolled in the school. These records include academic and behavioral information about students.

Only an adult pupil or the parent/guardian of a minor pupil may have access to these records. The District is required to furnish all adult pupils and the parents/guardians of minor pupils with certain rights under the *Family Educational Rights and Privacy Act* (FERPA).

These rights are to:

1. Inspect and review the student's educational records. An adult pupil or the parent/guardian of a minor pupil may arrange to do so by contacting the District Administrator.
2. Seek amendment of the student's education records that the parent/guardian or adult student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request for amendment of records must be in writing and submitted to the District Administrator, specifying the amendment sought.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and State laws authorize disclosure without consent. Disclosure without consent is limited in Wisconsin to "Directory Information" information which is defined above, and to transfer records to another school district upon request of that school district in the event the student has enrolled at another school district.
4. File a complaint with the Family Policy Compliance Office of the U.S. Department of Education alleging educational agency or institution noncompliance with FERPA requirements. The address of this office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

## SCHEDULES

<b>BELL SCHEDULES</b>				
		<b>Daily</b>	<b>Early Release</b>	<b>Late Start</b>
<b>Period 1</b>		7:25 – 8:13	7:25 – 8:00	9:25 – 9:56
<b>Period 2</b>		8:18 – 9:06	8:05 – 8:40	10:01 – 10:32
<b>Period 3</b>		9:11 – 9:59	8:45 – 9:20	10:37 – 11:08
<b>Period 4</b>		10:04 – 10:52	9:25 – 10:00	11:13 – 11:44
<b>Period 5</b>	<b>Study A</b>	10:57 – 11:27	No Study or Lunch Period Lunch available at 12:00	11:49 – 12:19
	<b>Lunch B</b>	11:27 – 11:57		12:19 – 12:49
	<b>Lunch A</b>	10:52 – 11:22		11:44 – 12:14
	<b>Study B</b>	11:27 – 11:57		12:19 – 12:49
<b>Period 6</b>		12:02 – 12:50	10:05 – 10:40	12:54 – 1:25
<b>Period 7</b>		12:55 – 1:43	10:45 – 11:20	1:30 – 2:01
<b>Period 8</b>		1:48 – 2:37	11:25 – 12:00	2:06 – 2:37

There are four early release days scheduled for the 2009-2010 school year. Early release days provide an opportunity for staff development. Classes end at 12:00 noon on:

October 14 and December 9, 2009

February 3 and April 21, 2010

Any changes in the schedule will be reported in the Families *Involve* Newsletter.

## SCHOOL CLOSINGS

In the event school has to be closed or called off during the school day, parents/guardians and students are asked to listen to local radio or television stations for updated information.

WTKM (1540 AM, 104.9 FM)    WTMJ (620 AM, 94.5 FM)    TV station TMJ4.

School closing information may also be obtained from the HUHS Website. Simply log onto [www.huhs.org](http://www.huhs.org) and “refresh.” “Hartford Area Schools” will include Hartford Union High School.

## SCHOOL STORE

The “Bird House” is open for all students before and after school. The “Bird House” carries a variety of school supplies, including safety glasses, along with snacks, beverages, and HUHS apparel.

The store is managed by a senior marketing co-op student and staffed by senior marketing students. For further information, please contact the Bird House at 262.670.3200, ext. 592.

## SEMESTER EXAMS

Students are required to take semester exams since these are regularly scheduled school days.

All incompletes must be made up within two weeks before the end of the semester unless there are extenuating circumstances. If an extension of this deadline, it must be cleared by the student’s Associate Principal. After two weeks, the incompletes will be changed to F’s.

If it is impossible to take an exam during the scheduled time because of an anticipated absence, the student must request permission to reschedule the exam prior to the absence. A written request from a parent/guardian must be approved by the Principal.

### Exam Exemption

Sophomores taking the WKCE will receive an exam exemption coupon for one subject area if they score proficient or advanced in three out of the five areas assessed (reading, language arts, math, science, and social studies). With the teacher’s permission, a student may exempt from one January semester exam their junior year.

## SUMMER SCHOOL

This past summer, Hartford Union High School expanded summer school options to include the opportunity to earn credit in required courses or elective credit in content readiness courses in addition to specific required courses offered for credit recovery. Required credit courses afforded students the ability to take an additional course during the regular school year. Readiness courses allowed students to review and brush up on skills for an easier transition in fall. Students were able to take credit recovery courses to get back on track to graduate. Due to the budgetary impact of offering summer school, we cannot guarantee that summer school will again be offered.

## TIP HOTLINE

262.670.3210

The Tip Hotline has been established by the high school for the sole purpose of allowing students, parents, and community members to anonymously report suspected acts of violence or general information that could be beneficial as it relates to the high school and wellbeing of the students and staff at Hartford Union High School.

## VENDING MACHINES

The vending machines are available for student use before and after school. Please note that students are not to go to the vending machines or school store during regularly scheduled classes. If you have a problem with the snack machines, contact a Student Council advisor in the Counseling Office.

For beverage machine problems, please see the Main Office receptionist. The school does not provide change for students to use the machines.

## VISITORS

STUDENTS ARE NOT ALLOWED TO BRING VISITORS TO SCHOOL. All non-student visitors must enter through entrance 1 and request a visitor pass from the receptionist at the main entrance.

## VOLUNTEER OPPORTUNITIES

Hartford Union High School offers a one-half credit course entitled, "Service to School and Community." This course is open to juniors and seniors and requires 70 hours of service a semester. Students can repeat the service another semester, but only one-half credit can be counted towards graduation or the required three credits/semester. Students may not add school service and then drop one of their original class selections. For more information, students can stop in the Attendance Office to see Mr. Dobner, Associate Principal or Ms. Koeppel.

# ACADEMIC INFORMATION

## ACADEMIC RECOGNITION PROGRAM

This program identifies and recognizes the students who have achieved and maintained a high degree of academic success. Awards will be based on a student's cumulative Grade Point Average at the end of the first semester of each school year.

Freshmen with a	3.35 GPA or above	will receive a	certificate.
Sophomores with a	3.50 GPA or above	will receive a	letter.
Juniors with a	3.65 GPA or above	will receive a	medallion.
Seniors with a	3.83 GPA or above	will receive a	plaque.

Students will receive their awards at an Academic Recognition Program award ceremony held in May. This program is sponsored by Broan–Nutone LLC, Dave's Job Shop, Ralph Schellinger Construction, Josten's, The Council on Alcohol and Other Drug Abuse of Washington County, and Hartford Union High School. Students are strongly encouraged to attend the Academic Recognition Program award ceremony.

The Program also identifies and recognizes students who have improved their grade point averages by .333 or more between the first quarter and the third quarter of the same school year.

Student participation in the Academic Recognition Program and Striver Program is a privilege and is subject to the discretion of the student's Associate Principal. Students who have numerous referrals for disciplinary infractions, have attendance issues, or have failed a class will not be recognized in either program.

## ADVANCED PLACEMENT - ARTICULATED CREDIT AGREEMENTS - YOUTH OPTIONS PROGRAM

Hartford Union High School offers college and technical college credit for many of the courses offered to students. Students may also take courses at the technical college or college/university and receive high school as well as college credit through the Youth Options Program.

Additional information regarding requirements for advanced placement, articulated credit agreements, and the Youth Options Program is available in the *Course Planning Guide*, Page 5.

## CLASS ADVANCEMENT REQUIREMENTS

While a student's class placement is based on year in school, the chart below lists the number of credits needed for students to make adequate progress toward graduation. (Board Policy #5410)

By the end of the first year in high school (Grade 9)	5.5 credits
By the end of the second year in high school (Grade 10)	12.0 credits
By the end of the third year in high school (Grade 11)	17.0 credits
Graduation credit requirement for seniors is	24.0 credits

Parents/Guardians are notified during the summer if a student is credit deficient and not on track to graduate with his or her class. Seniors receive a "senior credit check" evaluation the summer before their senior year so they know their credit/ requirement status.

(Note: The student's grade level in school records reflects the student's year in school, not actual status toward graduation.)

## EARLY GRADUATION

Students planning on graduating after the first semester of their senior year must complete all graduation requirements after seven semesters. Specific requirements are outlined in the *Course Planning Guide*.

## GENERAL ACADEMIC INFORMATION

### Rotary Honors

Rotary Honors students are selected each year based on their cumulative GPA within the Semester I grading period. The top ten students of each class are honored at the Rotary/AAUW Recognition Night.

Each month of the school year, an average of three senior students with a minimum GPA of 3.0 are nominated as Rotary-AAUW (American Association of University Women) "Students of the Month." The faculty votes on the nominees based on scholarship, leadership, co-curricular involvement, and character.

### Brewer Student Achiever Program

The Student Achiever program recognizes the top six percent of grades 9-12 enrollment for academic achievement and the top six percent of grades 9-12 students showing the best academic effort. Students must be enrolled fulltime (equivalent of six credits).

The criterion for selecting students for academic achievement is based on the third quarter grade point average. Six percent of the student population from each class who has the highest third quarter grade point average is then selected for this honor.

The criteria for selecting students for best academic effort is based on the student's third quarter grade point average compared to the student's overall cumulative grade point average. The top six percent of students from each class with the greatest improvement are selected for this honor.

Questions regarding the Brewer Achievers program, Rotary Honors Banquet, National Honor Society, and Academic All State Scholars program can be directed to any of the counselors.

Students who plan to attend post-secondary institutions are encouraged to check entrance requirements for the school(s) they are interested in online or consult with their counselor. Students interested in co-ops, internships, and apprenticeships are responsible to keep up with requirements for those programs as they may change.

### Fail Safe Program

This program was implemented to ensure communication between teachers, parents, and students in regard to seniors who are in jeopardy of not meeting graduation requirements. Students and parents/guardians will be notified if the potential for failing a course exists.

### PARENT /TEACHER CONFERENCES

Conferences will be held first semester on October 27 from 5:30 to 8:30 p.m. While there are no conferences scheduled in spring, teachers, as deemed appropriate, will be contacting parents/guardians by telephone, e-mail, or in person as a part of their professional responsibilities. Parents/Guardians are encouraged to contact teachers and staff individually at any time to schedule a conference if necessary.

Report cards are mailed within a week of the end of the quarter. Quarters are scheduled to end on November 5, January 22, March 26, and June 9 in the 2009-2010 school year.

We encourage parents/guardians to use online access to stay current with their student's academic progress. We also encourage parents/guardians to call to talk to individual teachers, counselors, or administrators regarding concerns they have about their son or daughter's progress. Dates of progress reports and report cards can be viewed on the HUHS website under "Calendar/ Counseling."

### SCHOOL-TO-WORK PASSES

The Compulsory Attendance law [Wisconsin Statute 118.15(1)(a)] states that all students between the ages of **six and eighteen** years of age must attend school for the entire day.

In order to be released for school-to-work, they must be enrolled in a state approved release program. Hartford Union High School has state approved programs for juniors and seniors. Those programs include volunteer services, co-ops, internships, and apprenticeships. Under the jurisdiction of the Hartford Union High School-to-Work Program, a student must meet specific requirements to be enrolled in this program and must obtain a School-to-Work Pass. The details of those requirements can be obtained from the *Course Planning Guide* and/or from Mr. Dobner, Associate Principal/ Director of Community Relations. His office is located in the Associate Principals' Office.

### STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and District policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the counseling staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Counseling Office.

## STUDENT SCHEDULES AND CLASS LOAD

State law requires that all students be scheduled into approved activities during each period of the school day which include classes and study halls.

School Board policy requires that no sophomore, junior, or senior shall carry a class load of less than six (6) subjects totaling at least 3.0 credits per semester and 6.0 credits per year. Beginning with the Class of 2013, each student shall carry a minimum class load not less than seven (7) subjects totaling at least 3.5 credits per semester and 7.0 credits per year.

No sophomore, junior, or senior shall be enrolled in more than 3.5 credits per semester nor more than 7.0 credits per year without the expressed permission of the student's Associate Principal.

No student shall be enrolled in eight (8) classes or 4.0 credits in a semester unless approved by an Associate Principal with a written request from a parent/guardian or adult pupil, a justifiable reason for the request, and previous review and recommendation from the student's counselor.

The student's Associate Principal and counselor will take the student's ability, past academic performance, and school attendance into consideration before making a recommendation.

An overload of more than 4.0 credits in a semester would require unique circumstances and the approval of the Director of Teaching, Learning, and Technology, and if applicable, the Gifted & Talented Coordinator.

Students who meet the State statutory definition of Children At Risk may have modified schedules which are non-traditional in nature and may include less than 6.0 credits. Such students are considered fulltime students when the Pupil Services Team has met and recommended a modified schedule for such students to the appropriate Associate Principal.

## TRANSCRIPTS

There is a \$5.00 charge per transcript for all graduates. Students currently enrolled will not be charged for the first three transcripts but will be charged \$2.00 per transcript if multiple copies are required for scholarship applications. Semester grades appear on the transcript; term grades do not.

## TRANSFERS AND WITHDRAWALS

Credits earned in a previous school will be evaluated by the Counseling Department. Normally, a transfer student must meet the same requirements as other students. Special consideration is given when circumstances are such that the transfer creates an unfair situation beyond the control of the transfer student.

In some cases, the Director of Teaching, Learning, and Technology may approve waiver of specific courses and/or determine a pro rata number of credits required to meet Hartford Union High School graduation requirements.

A student under eighteen years of age must have written permission from a parent/guardian to withdraw from Hartford Union High School. On presenting this notification, the student will be given a withdrawal form which must be signed by the parents/guardians, each classroom teacher involved, the library/media specialist, the counselor, and the appropriate Associate Principal, showing evidence that all books have been returned and all fees have been paid.

## ATTENDANCE INFORMATION

### INTRODUCTION

The following is a description of the School Board adopted policy on attendance at Hartford Union High School. This policy has been adopted in accordance with Wisconsin Statutes on compulsory attendance. It is the responsibility of parents/guardians and especially students to know the policy on attendance and how it affects them. We have tried to make the policy as clear as possible, but we realize that questions will arise. Please feel free to contact someone in the Attendance Office if we can be of assistance in answering your questions.

The compulsory attendance law states that all students must attend the designated school day which is defined as classes, lunch, and study periods. Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet, or other electronic information and telecommunications technologies. Any distance learning program included in a student's schedule must be approved prior to enrollment.

**We do not have an open campus, and students are not free to leave for lunch.**  
**Parents/Guardians cannot excuse students to be released during the lunch hours unless they come into school and accompany them as this is a violation of our closed campus policy.**  
Parents should arrange for students to run errands at times other than hours school is in session.

**Wisconsin State Statute 118.15(1)(a)** states "...any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours,...until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age."

Regular attendance is not only required by law but is essential for a student to learn all of the material taught in classes. The average attendance rate at Hartford Union High School is between 94% and 95%. Excessive absences and unexcused absences will be reviewed by the high school social worker and appropriate Associate Principal in accordance with State statutes and the school's attendance/ truancy policy. However, we realize that situations may arise that require exceptions. In those cases, parents/guardians requesting exceptions to the attendance policy should contact the appropriate Associate Principal.

**ATTENDANCE OFFICE**  
**262.673.8945**

### ATTENDANCE RECORD

Each day, students are responsible for attendance in all classes, study periods, and lunch. When it is necessary for a student of any age to be absent, s/he must account for his or her absence in one of the two manners listed below.

They may have their parent/guardian call the Attendance Office at the above number. The preferred time to call is between the hours of 7:00 a.m. and 9:00 a.m., however, any time on that day is acceptable. Parents/guardians can reach voicemail and leave a message before 7:00 a.m. and after 3:30 p.m. by calling **262.673.8945 and following prompts.**

or

The student may bring a note from the parent/guardian to the Attendance Office **before** going to his or her first class upon return to school. Notes must contain the date(s) of absence, reason for absence, and the signature of a parent/guardian. It is suggested notes be written in ink.

**Students are required to clear their absence the day they return to school.** Failure to do so may result in appropriate disciplinary action for an unexcused absence.

Notes which give a student permission to leave during the school day should also include a time, a.m. or p.m., whether or not the student will be returning to school, and if possible, a phone number where a parent/guardian can be reached.

Attendance Office personnel and Associate Principals routinely conduct random checks to verify the authenticity of phone calls and written excuses. In addition, some phone calls are made each day to parents/guardians of absent students who have not called in the absence.

## TYPES OF ABSENCES

### Anticipated Absences (10 absences per hour per school year)

Anticipated absences are defined under WI State Statute 118.15(3)(c). Parents/Guardians can take a son or daughter out of school for anticipated absences. In order for parents/guardians to take advantage of this provision under the law, the student's parent/guardian must notify the school by note a minimum of three school days prior to the absence. In addition, the student is required to pick up an anticipated absence form at the attendance window, have it completed, and return it to the attendance window in person prior to the absence.

Failure to comply with the above outlined procedure will result in the student's absence being considered a part of their regular six absences per semester described below. It is the student's responsibility to get his or her assignments prior to the absence.

If a student anticipates missing a semester exam, the excuse must be approved by the Principal before the student can make arrangements to reschedule the exam.

### Excused Absences (1-6 absences per class per semester)

Upon parent/guardian request, students will be issued an excused absence for missing school. Examples of these absences are absences other than those anticipated such as illness and family events.

**Skip days or leaving campus for lunch are NOT included as excused absences.** These types of absence are considered unexcused and will result in appropriate disciplinary action.

The first six absences in a semester can be excused by a parent/guardian. After six absences, all absences must be medically or legally verified, in addition to being excused by a parent/guardian, in order to be excused. Medical or legal verification should be presented when the absence is cleared.

If the absence does not exceed the six absence limit, medical or legal verification will be accepted during the two weeks following the absence. Absences are not considered to be part of the six when medical or legal verification is presented when students return to school.

**Students who have absences exceeding six must present any medical or legal verification at the time they return from the absence.** Absences which are not medically or legally verified are considered unexcused and subject to appropriate disciplinary action.

### Unexcused Absences

Any absence for part of or all of one or more school days for which the school has not been provided with an acceptable excuse by a parent/guardian will be considered unexcused.

In the absence of medical/legal verification on the day the student returns to school, absences exceeding six per period per semester will be considered unexcused. Skip days cannot be excused by parents/guardians.

Students are **not allowed** to leave the building under any circumstances without checking out at the **attendance window** and being issued a permit to leave. Failure to do so will result in an unexcused absence.

If a student does not attend a class during the day, the student is considered absent and will receive an unexcused absence. Students who are not feeling well should report to the Health Room. A student will be recorded absent if s/he remains in a restroom while class is in session.

With all unexcused absences, appropriate disciplinary action will be taken by the student's Associate Principal in accordance with the school attendance policy and truancy policy.

### Truancy

**Wisconsin State Statute 118.15(1)(a)** requires all students to attend school until the end of the school term, quarter, or semester of the school year in which the child becomes eighteen years of age. Any absences unexcused for the reasons listed above are considered truanies.

Students who are truant will be held responsible according to school disciplinary policy. No credit will be earned for that day's assignments or quizzes, although truant students are allowed to make up major tests and projects for credit. All such major tests must be made up on the first day the student returns to school. Credit in a course or subject shall not be denied solely because of a student's unexcused absence(s) from school.

When a student is truant for part or all of five or more days on which school is held during a school semester, that student is identified as an habitual truant. These students can be referred for legal action within State law and/or local municipal ordinance.

Hartford Union High School has adopted a truancy policy in conjunction with the Hartford Police Department and the Mid-Moraine Municipal Court which involves a five-step process. Any student with an unexcused absence will be assigned detention(s) and/or in-school suspension(s) to make up missed time, and parents/guardians will be contacted.

In addition,

Step 1 can include temporary loss of school privileges such as a parking permit or hall passes with a warning that ....

Step 2 would result in the temporary loss of any work permit (minimum of two weeks), a conference with the social worker, and potential co-curricular consequences. (Board Policy 5895)

Step 3 would result in a parent truancy conference, revocation of work permit for a longer period of time, warning by the Hartford Police Department, revocation of school privileges including Honors Study and potential co-curricular consequences.

Step 4 would result in a truancy citation and potential co-curricular penalty.

Step 5 would result in a second truancy citation, an habitual truancy referral to municipal court with a mandatory appearance, and co-curricular penalties.

[WI State Statutes 118.15(1)(a) and 948.45] (Hartford Municipal Ordinance 4127)

### Exceptions

Absences due to school sponsored events, religious holidays and instruction, medically/legally verified absences, and in-school and out-of-school suspensions are exempt from the maximum number of six absences per semester allowed under the policy.

Any exceptions, other than for medical or legal reasons, are considered only through the appeal process which the student or parent/guardian must initiate in writing through the appropriate Associate Principal.

SEMESTER regular absence	SCHOOL YEAR anticipated absence
1 <sup>st</sup> semester- 6 absences <u>per period</u> excused by parent/guardian for any reason (other than senior skip day)	An additional 10 absences <u>per period over the school year</u> for anticipated absences (family events, deer hunting, college visits, funerals, etc.)
2 <sup>nd</sup> semester- 6 absences <u>per period</u> excused by parent/guardian for any reason (other than senior skip day)	
Absences excused by a parent/guardian for a religious holiday or instruction or verified medically or legally are exempt from the above policy and are not counted as an anticipated or regular absence. Absences due to school-sponsored events are exempt from the maximum number of absences.	

#### MAKE UP POLICY

All schoolwork, including quizzes and tests, missed as a result of absences **must** be made up. For excused absences, a student is entitled to makeup days equal to the number of days absent plus one day. (e.g. A student who is absent two days is afforded three days to make up work missed.)

**Long term projects**, assigned prior to the student’s absence, are normally due when the student returns to school.

It is the student’s responsibility to make the necessary arrangements to make up his or her work. The student will receive an “F” on any assignment not completed.

Students with one day absences are expected to obtain assignments from fellow classmates. If a student is absent a minimum of two consecutive days, assignments can be obtained by calling/ emailing teachers for assignments. If parents/students do not get a response within 24 hours, they should contact their Associate Principal.

Extended absences may require special considerations and/or homebound instruction. Please refer to “Homebound Instruction” in the “Pupil Services” section of this handbook.

#### TARDY POLICY

**A tardy student is defined as a student who is no more than five minutes late for class.** A student who arrives for class **more than five minutes** into the period is considered to be **absent**.

**Parents/Guardians cannot excuse tardiness to any class.** Tardiness to first hour will only be excused if medical or legal verification is presented at the attendance window when the student arrives at school.

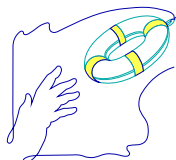
This tardy policy is in effect in all areas of Hartford Union High School. This policy states that all students are to be in the classroom when the bell rings. Tardiness incidents will be accumulated by the semester.

Tardiness to any class will be included in this count with consequences assigned with the sixth incident. The policy and consequences for violation of that policy can be found under “Student Conduct.”

#### BOARD POLICY 5200

LEGAL REFERENCES: SECTION 118.15 WISCONSIN STATUTES  
SECTION 948.45 WISCONSIN STATUTES  
MUNICIPAL ORDINANCE 4127 CITY OF HARTFORD

## PUPIL SERVICES



The PUPIL SERVICES TEAM networks the school’s resources to best serve families and students in need of specific services.

The Pupil Services Team is made up of the School Counseling Staff, At Risk Coordinator, Principal, Associate Principals, School Resource Officer, Supervisor of Special Education, School Psychologist, School Social Worker, Alcohol and Other Drug Abuse Coordinator, and Health Technician. The Team is chaired by Teresa Redmond, Supervisor of Pupil Services.

A *Hartford Union High School Referral Directory*, prepared by the Pupil Services Team, is available on-line or in the Special Services Office of the high school. This directory gives you specific information regarding school and community resources available to students and parents/guardians. A referral form is the last page of that document. Parents/Guardians can feel free to call any one of the Pupil Services Team members for additional information.

Students can be referred to the Pupil Services Team by teachers, parents, or self-referral. A referral form can be used to begin the referral process, however, a visit or phone call to a Pupil Services Team member will also initiate the referral process. Supervisor of Pupil Services Teresa Redmond can be reached at 262.670.3200.

### COUNSELING DEPARTMENT

The goal for the counseling department is to help students successfully transition to high school and make good decisions for the future. The counseling services include all students and may involve personal as well as academic advisement. Group and individual counseling, career development, and academic advisement are part of the counseling curriculum

The Career Center in the counseling office provides career materials and resources. Parents/Guardians, as well as students, are encouraged to contact counselors. Students are reminded that they are required to have an appointment with a counselor to avoid missing classroom instruction. In the case of an emergency, students should inform that to the counseling secretary, and she will contact the appropriate counselor or Associate Principal.

Counselor caseloads are assigned alphabetically by last name. Students will work with the same counselor throughout their high school career. The following is a breakdown of the individual school counselor’s responsibilities for the 2009-2010 school year.

Class of	2013	2012	2011	2010
Randy Gehring	A - D	A - C	A - E	A - Dh
Patrick Redmond	E - J	D - I	F - Kiz	Di - Jd
Holly Oleshko	K - Net	J - M	Kj - Pez	Je - Mor
Lauren Schaefer	Neu - Siz	N - S	Pf - Tez	Mos - Ss
Connie Kreuser	Sj - Z	T - Z	Tf - Z	St - Z

## HEALTH SERVICES

Ms. Thomas, Licensed Emergency Medical Technician, is available throughout the school day to help students in case of an accident or illness. She is located in the Attendance Office, Room 100R. Students may not go home or remain in a restroom when classes are in session or their absence from class will be considered a class cut.

If a student feels ill or injures himself/herself, the student must report to the Attendance Office. Restrooms and first aid supplies are available there for emergencies. When necessary, parents/guardians are called and arrangements are made to get the student home. Students are not to contact parents/guardians on their own as they will not be released until an office staff member speaks with a parent.

**Students are not to leave the building without a permit to leave.** In case of illness or injury, we want the parent/guardian of the student to be aware of the situation so that they can advise the school of the appropriate course of action. When a parent/guardian cannot be reached in an emergency, Hartford Union High School will call an ambulance with the cost to be borne by the parents/guardians.

Hartford Union High School reserves the right to initiate emergency health care procedures for all students, including those participating in co-curricular activities, or when parents/guardians are not available.

## HOMEBOUND INSTRUCTION

Students who are out of school for an extended period of time and have medical verification for their absence may have homebound instruction available to them at the discretion of Hartford Union High School. Homebound instruction is typically done by a teacher or an instructional aide on a regular basis with individual students. For more information regarding homebound instruction, contact your student's Associate Principal.

## SCHOOL PSYCHOLOGIST

Hartford Union High School employs the services of a school psychologist. Ms. Redmond is available to help all students make the most of their educational experiences. She is also available to help parents/guardians and school staff in the identification and remediation of problems.

Her more traditional roles include assessment for special programming and counseling. Ms. Redmond also assists in the development of intervention programs and provides consultation to students, parents/guardians, and faculty in mental health related areas (e.g. adolescent depression, anxiety, self-injury, eating disorders, suicide, and loss).

## SCHOOL RESOURCE OFFICER

Hartford Union High School's school resource officer can be found in the school building Monday through Friday during the hours school is in session. Officer Zywicki can be contacted by calling 262.670.3200, ext. 226, or by e-mail at hartfordpolicezywicki@yahoo.com. His office is located by the main entrance of the high school. He can also be contacted through the Hartford Police Department from 7:00 a.m. to 3:00 p.m.

Officer Zywicki is an extension of the Hartford Police Department, a support aide to students and teachers, a crime prevention resource in the schools and immediate area, and a law enforcement officer.

## SCHOOL SOCIAL WORKER

A social worker is employed by Hartford Union High School. Ms. Christel works with a variety of student service related activities. Those activities include working with individual students and their families in regard to truancy, crisis management, serving as a facilitator for our student assistance groups, and individual student counseling. Ms. Christel also helps students and families with connections to community agencies for financial assistance, medical and mental health services, and family counseling.

## SPECIAL EDUCATION

Students who have an impairment and a need for Special Education are delivered services as outlined in an Individualized Education Program (IEP).

Decisions regarding services and programming are determined by the IEP team which includes the student, parent(s), special education teacher(s), general education teacher(s), and administrative representative. Additional IEP team members may include the counselor, school psychologist, school social worker, physical therapist or other related service providers. Aligned with the strategic plan, Hartford Union High School has implemented a proactive, services –based model, in which students with special education needs are included in the general education classroom and curriculum to the greatest extent possible. General education teachers and special education teachers work together in a shared ownership, collaborative arrangement to ensure that all students have access to rich and meaningful content while receiving the support and interventions they need to succeed.

Further information is available from Supervisor of Special Education Teresa Redmond.

## STUDENT ASSISTANCE PROGRAM (Coordinated by Patti Christel, School Social Worker)

The Student Assistance Program (SAP) is designed to overcome conditions that interfere with a student's ability to achieve to his or her fullest potential.

The team of school counselors, teachers, social worker, and psychologist meet with students one-on-one and in small groups with other students to provide education for prevention, intervention, and counseling services. When additional assistance is needed, outside agencies are contacted to provide more resources for a particular student and his or her family.

Information shared with SAP team members by students is held confidential except in cases where mandatory reporting requirements exist due to child abuse/neglect, suicidal or homicidal thoughts, sexual assault, and any sexual activity by children under the age of 16 years.

Focuses of potential groups include, but are not limited to, student substance abuse; concerned persons; sexual abuse support; gay/straight alliance; loss, anger and stress management; school age parent support; new student; multicultural; and smoking cessation. Groups are organized based on the amount of interest/need shown by current students. Some groups may not be available during any given school year.

Parents/Guardians who do not wish their students to be involved in SAP group activities must state so in writing.

This written communication should be sent to an Associate Principal or school counselor by the end of the first week of the school year. All parental/guardian requests will be honored and must be renewed annually.

## **STUDENT ASSISTANCE PROGRAM**

Students and Staff Together...Moving Towards a Healthier You!

### TRANSITION SUPPORT SERVICES

Transition Support is a tutoring/ mentoring program which concentrates its services in assisting freshman students identified as being “at-risk” (of not graduating). In addition to individualized academic support, the program provides organizational and study skills and the encouragement necessary to assist this group of students achieve success.

Ms. Rettler coordinates this program and can be found in Room 151.

## **STUDENT CONDUCT**

### CODE OF CONDUCT

#### Introduction

The students, staff, parents, and the greater Hartford community (HUHS School District) believe that all students learn best in a school environment that is safe, orderly, and free from disruption, and in an environment where individual differences are respected. We all demonstrate these expectations by how we conduct ourselves daily.

We also believe that students have the ability to conduct themselves in accordance with these expectations. Specific examples of these expectations are to always be honest, respect themselves and others and their property, take full responsibility for their actions, follow all rules and guidelines as established by the HUHS Board of Education, and act with integrity.

When these expectations are not met and a rule or policy has been broken or violated, consequences for those choices/ actions will be issued in the form of school disciplinary action.

#### Care of Property

Students are responsible for the care of their own personal property. HUHS will not be responsible for personal property. Valuables such as cash, jewelry, electronic devices, or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his or her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### STUDENT CONDUCT

In addition to the four areas of concern, we also need to address general student conduct in the same way by soliciting the support of parents and students alike. Simply said, we need to raise our academic and behavioral expectations to improve the overall learning environment at Hartford Union High School and to reinforce acceptable employability/ life skills that students will use now and in the future.

The Hartford Union High School Board of Education and the high school administration reserve the right to include **ANY** behavior or action that they feel is disruptive to the education process or endangers the health and safety of others to be cause for appropriate disciplinary action. In addition to the policies dictating behavior in other sections of this handbook, other examples include, but are not limited to:

Any unlawful acts or contributing to such as defined by Federal, State, and Local Statutes.

Harassment/ hazing, racist behavior, sexual misconduct, cyber bullying, gang or gang-like activity, group posturing to create altercations or confrontations, disorderly conduct (e.g. inappropriate physical contact, profanity, food fights, inciting a disruption), or issuing a false report or false alarm.

Any criminal conduct including theft, vandalism, gambling, extortion, and arson;

possession or use of a weapon/ look-alike or any other item that presents an inherent danger to self or others or is capable of inflicting serious bodily harm in the manner in which it is used, is intended to be used, or is represented.

or use of, sale of, distribution of, possession of, or being under the influence of narcotics, illegal substances, or look-alikes, controlled substances/ prescription drugs, drug paraphernalia or alcoholic beverages.

Willful disobedience, disrespectful or disruptive behaviors, or assisting another person in violating a school rule will result in appropriate disciplinary action which may include suspension.

Cafeteria violations, public displays of affection, inappropriate behavior on the bus, dishonesty or forgery, parking lot infractions, and use of personal stereo during the scheduled school day will result in, at minimum, a warning and/or detention(s).

We have identified four specific areas of concern because these issues interfere with the education of our students and consume an inordinate amount of staff time and school resources. Therefore, the HUHS staff and administration are soliciting the support of parents in addressing these behaviors and violations of specific school rules.

#### 1) Tardiness

**A tardy student is defined as a student who is no more than five minutes late for class.** A student who arrives for class **more than five minutes** into the period is considered to be **absent**.

**Parents/Guardians cannot excuse tardiness to any class.** Tardiness to first hour will only be excused if medical or legal verification is presented at the attendance window when the student arrives at school.

This tardy policy is in effect in all areas of Hartford Union High School. This policy states that all students are to be in the classroom when the bell rings. (Individual teachers may have more specific requirements for students in their particular classroom.) Students who are not in the classroom when the bell rings are considered tardy. The teacher or staff member will notify the student that s/he is being recorded as tardy to class and that a lunch period detention will be assigned with the sixth to any class. That lunch period detention will be assigned by Attendance Office staff or the student's Associate Principal.

Tardiness incidents will be accumulated by the semester. Tardiness to any class will be included in this count.

6<sup>th</sup>- 9<sup>th</sup> tardiness to any class in a semester will result in a lunch period detention  
 10<sup>th</sup>- 12<sup>th</sup> tardiness to any class in a semester will result in an a.m. or p.m. detention  
 13 or more incidents of tardiness to any class in a semester will result in a Saturday detention.

In addition, each incident of tardiness after twelve will be considered an unexcused absence/ truancy and a step on the HUHS Truancy Policy Procedure. This policy can be found on page 27.

2) Cell Phones and all other wireless communication devices

In order to avoid disruption of the educational environment, students are not allowed to use wireless communication devices anywhere on school property between the hours of 7:25 A.M. and 2:37 P.M. daily. The device must be powered off completely, not just placed on vibrate or silent mode, and kept out of sight. (Board Policy 5136; 118.258, Wis. Stats.)

Faculty and staff will confiscate any phone that is on or visible and deliver it to the student's Associate Principal. With the first offense, students will be given the option to pick up their phone at the end of the day and schedule a Saturday detention OR pick up their phone at the end of the following school day.

With the second offense, a Saturday detention will be assigned, and the phone will remain in the office until the student's parent/guardian picks it up.

With additional offenses, more serious disciplinary actions may be taken by the student's Associate Principal which can include a parent conference.

3) Serving Detentions

HUHS expects students to accept responsibility for their actions. When some students choose to disregard the right of others to learn by disrupting this environment, we believe it is the responsibility of the school to provide appropriate consequences designed to eliminate this disruptive behavior. Students are required to serve such consequences as assigned. Consequences for inappropriate behavior should be prompt, appropriate, equitable, and progressive. Progressive discipline implies that repeat offenses will result in more severe consequences.

While students may be issued warnings or lose privileges for a time, when warranted, a detention will be assigned. It is the student's responsibility to serve the consequences assigned for their behaviors. If they do not, the consequences increase in severity.

Failure to serve:

lunch period detention	will result in	a.m. or p.m. detention
a.m. or p.m. detention	will result in	Saturday detention
Saturday detention	will result in	in-school suspension in addition to the rescheduled Saturday detention
In-school suspension	will result in	out-of-school suspension

Failure to serve assigned detentions is considered insubordination/ failure to follow school rules. Chronic and repeated failure to follow school rules can result in a pre-expulsion conference with the District Administrator.

#### 4) Student Dress

It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire interferes with the instructional purpose of the school or attracts undue attention, which is detrimental to the normal operation of our school.

Hartford Union High School does not allow jackets, coats, hats or any other type of headgear, including hoods and scarves, to be worn during the course of the normal school day (except for school-sponsored activities). Those articles of clothing are to be kept in a student's locker during school hours.

Examples of inappropriate attire would include, but not be limited to,

- "Hooters" tee-shirts or any apparel with slogans or pictures which the school considers to be suggestive or containing inappropriate innuendos
- tops with spaghetti straps, short enough to expose the bare midriff, too low cut and revealing, or off-the-shoulder
- skirts, skorts, and shorts must be **fingertip length if no more than 8" above the knee.**
- any clothing which does not cover or conceal a student's undergarments, such as low riding pants or jeans
- nightwear or slippers
- any apparel with slogans containing any type of profanity, demeaning, or offensive language
- anything deemed inappropriate

Students are required to wear shoes or sandals for safety purposes and are not permitted to go without shoes or sandals at any time.

To be consistent in our commitment to maintaining a drug-free environment, attire that includes any reference to drugs, alcohol, or tobacco products is prohibited.

Gang activity is disruptive to a safe and orderly environment for a quality education. Therefore, the high school administration and school resource officer will determine what is considered to be gang related attire and take appropriate action.

Students wearing items considered to be a safety hazard will be asked to remove them. Examples include, but are not limited to, heavy chains worn on the body or hanging from belts or wallets, bungee cords, spiked collars, and wristbands. Repeated offenses will result in appropriate disciplinary action.

Students will be asked to remove, change, or cover any items not deemed appropriate. When necessary, students will be sent home to change. While students are generally warned on their first offense and asked to correct their attire, a second and subsequent offenses would result in additional disciplinary action.

**WHEN DEEMED NECESSARY, RESTITUTION FOR DAMAGES WILL BE ASSESSED, THE HARTFORD POLICE DEPARTMENT WILL BE CALLED, AND A RECOMMENDATION FOR A CITATION WILL BE MADE.**

#### DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse of drugs is a societal problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, HUHS strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

For purposes of this policy, “drugs” shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin Statute
- all chemicals which release toxic vapors
- all alcoholic beverages
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy
- “look-alikes”
- anabolic steroids
- any other illegal substance so designated and prohibited by law

The use, possession, concealment, sale, or distribution of any drug, drug look-alike, and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school’s drug abuse guidelines. (Board Policy 5530)

## USE OF TOBACCO

The Board of Education has adopted the following policy regarding smoking and use of other tobacco products:

The board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District and at all District-related events. For purposes of this policy, “use of tobacco” means a cigar, cigarette, pipe, chewing tobacco, or any other matter or substance that contains tobacco. (Board Policies 5512 and 7434)

Each violation of the smoking policy and/or the tobacco ordinance will result in a recommendation for a municipal citation and, at minimum, a Saturday detention.

## FORMS OF DISCIPLINE

Students have numerous privileges accorded them such as hall passes, parking, ~~Honors Study~~, access to the computer system, co-curricula’s and school activities, after-school facility use, and participation in the graduation ceremony. Students who violate school rules can and will lose various privileges prior to or in conjunction with traditional disciplinary consequences.

If a student has violated school rules, his or her Associate Principal will talk to him or her about the responsibilities as a student at Hartford Union High School. If necessary, the Associate Principal may call an employer and eventually be forced to have a work permit revoked if the student is not complying with his or her responsibilities.

Our disciplinary system is designed to include the following concepts.

1. We view our disciplinary system as a means for positive changes of inappropriate student behaviors. As such, the school will utilize various resources available to them to help change these behaviors. These resources can include the Pupil Services Team and outside agencies.

2. Consequences for inappropriate behavior should be prompt, appropriate, equitable, and progressive. Progressive discipline implies that repeat offenses will result in more severe consequences.
3. Although school officials assign penalties, students need to recognize the responsibility they have for their actions, and parental involvement is critical to permanent changes in student behavior.

When some students choose to disregard the right of others to learn by disrupting this environment, we believe it is the responsibility of the school to provide appropriate consequences designed to eliminate this disruptive behavior.

We follow the concept of progressive discipline which includes warnings, loss of privileges, detentions before and after school, lunch period detentions, Saturday detentions, in-school suspensions, out-of-school suspensions, pre-expulsion conferences, and expulsion hearings which can result in expulsion from school. **In cases of violations of local ordinances, State statutes or Federal laws, the high school has the responsibility to include local law enforcement agencies.**

In keeping with this concept of progressive discipline, Hartford Union High School has adopted a *Code of Classroom Conduct*. This policy has been adopted by the Board of Education and is consistent with practices in existence at Hartford Union High School. A copy of that code is available in the Associate Principals' Office.

#### Definition of Terms

**LOSS OF PRIVILEGES** - Students can lose various privileges, including parking, computer, participation in school activities, after school facility use, and/or work permits as an alternative to, or in conjunction with, the traditional disciplinary consequences.

**WARNING** - Students can be given a warning if the staff member (teacher, Associate Principal) feels that is the appropriate action.

**LUNCH PERIOD DETENTION** – Students who are assigned to lunch period detention are required to take their lunch to the in-school suspension room where they will follow the rules of in-school suspension and remain until the end of their lunch period.

**DETENTION** – Students are required to serve one-hour detentions before or after school. Work is not an excused reason for missing detention nor is involvement in co-curricular activities.

Morning detentions can be served on Tuesday, Wednesday, Thursday, and Friday mornings from 6:20 to 7:20. Detentions can be served after school on Tuesday, Wednesday, and Thursday from 2:50 to 3:50. Detention is not held at any time on Monday.

Transportation to morning detention shall be the responsibility of the student. While late bus service is offered, the buses do not depart the building until after 5:00 p.m. and there is a fee to ride the late bus.

**SATURDAY DETENTION** - Saturday detentions will be scheduled weekly from 8:00 to 11:00 a.m. Saturday detentions will be used for repeat offenders, students who fail to serve a.m. and/or p.m. detentions, leaving campus without permission, truancies, and more serious offenses.

Transportation to and from Saturday detention shall be the responsibility of the student.

**IN-SCHOOL SUSPENSION** - Students can be assigned to in-school suspension for the entire day and are to work on that day's assignments.

In most cases, students will be given a day's notice or more. It is their responsibility to inform their teachers in advance of the absence and ask for that day's assignments.

Students can complete their assignments during in-school and turn them in for credit. A computer and reference books are available. In-school suspension is not considered an absence so will not be included in the policy limits. Parent/Guardian contact will be initiated by the school.

All school rules are in effect. There is to be no sleeping, talking, note passing, eating, drinking, or music. Students are expected to remain in their seats and study quietly and independently. Failure to comply with the in-school suspension rules may result in out-of-school suspension.

Students can be removed from a class and placed in in-school suspension for a period of time. This removal and placement in in-school suspension for disciplinary reasons is only at the discretion of the student's Associate Principal and is consistent with the *Code of Classroom Conduct*. (A copy of this Code is available in the Associate Principals' office.)

## SUSPENSION

Out-of-school suspension is a very serious disciplinary action, and parent/guardian contact and/or a parent/guardian conference is required. Written communication will follow. Students are not permitted on any HUHS campus and are not permitted to participate in or attend school sponsored activities during their suspension.

Students who are suspended from school will be provided the opportunity to make up missed work for credit. However, the missed work (homework, project, test, quiz, etc.) must be made up at the discretion of the teacher. The administration suggests teachers require assigned work be completed when the student returns from the suspension.

In the case of tests or quizzes, the student must take those tests or quizzes when the teacher requires them to do so. If the test was scheduled prior to the absence, the student could take the test when s/he returns to school.

It is the student's responsibility to get the assignments missed during suspension, via the teacher's voicemail or e-mail, call another student in the class, etc. The Attendance Office will not contact teachers to get assignments during a student's suspension.

### Duration and Grounds for Suspension

A Principal may suspend a student for up to five (5) school days. If a notice of expulsion hearing has been sent, the District Administrator may suspend a student for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats, if the suspension is reasonably justified and based upon any of the following misconduct.

1. noncompliance with school or School Board rules
2. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
3. conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others
4. conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority
5. conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the school district in which the student is enrolled

6. under paragraphs 3, 4, and 5 above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property

The District Administrator or any Principal shall suspend a student if the student possesses a firearm or weapon while at school or while under the supervision of a school authority or threatens to bring a weapon to school.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

#### Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The Principal, within his or her discretion, may also inform the student’s parents/guardians of the reason for the proposed suspension prior to suspending the student.

#### Notice of Suspension

The parent/guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail. Oral notice may also be given to the student’s parent/ guardian; however, it will be confirmed in writing.

#### Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student’s parent/ guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed or, in the event law enforcement is involved, under law enforcement supervision.

#### Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

#### Reference to the Suspension in the Student’s Record

The student’s suspension from school shall be entered in the student’s record as required by the rules adopted by the School Board concerning the content of student records.

The student, or the student’s parent/guardian if the student is a minor, can formally appeal a suspension by following the Due Process Procedure outlined later in the handbook. Reference to the suspension in the student’s school record shall be removed if the school district finds that:

- the student was suspended unfairly or unjustly
- the suspension was inappropriate, given the nature of the alleged offense
- the student suffered undue consequences or penalties as a result of the suspension

### Co-curricular or Extra-curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined by the co-curricular code.

### EXPULSION

Any student who engages in willful, persistent, disruptive behaviors that interfere with the educational process or who engages in hostile personal behavior will be subject to actions that can result in expulsion from school. Such behaviors include, but are not limited to, repeated refusal to follow school rules; use of, sale of, distribution of, possession of or being under the influence of narcotics or look-alikes, dangerous drugs, controlled substances, drug paraphernalia or alcoholic beverages; carrying, displaying or use of any weapons or items that resemble weapons or dangerous objects which could present a clear and inherent danger to students and staff; threatening e-mails or graffiti; and tampering with the computer network.

Under state law, Section 120.13(1)(c)(1) of the Wisconsin State Statute and Hartford Union High School District Policy 5610, the School Board has the authority to expel a student from school under the conditions stated in the State statute and School Board Policy.

All students who commit serious offenses or repeated violations of school rules or actions which present a clear and inherent danger to themselves or others will be scheduled for a pre-expulsion conference.

This conference will be attended by the student, parents/guardians, and the District Administrator and/or Associate Principal. They may be joined by other school staff.

After consideration of the facts presented, the District Administrator will determine whether the student will be permitted to return to school with specific requirements or the matter will be presented to the Board of Education to consider the student's expulsion from school.

### Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion, and it finds that the student:

1. Repeatedly refused or neglected to obey the rules established by the School District
2. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
3. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health, or safety of others
4. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or School Board member of the School District in which the student is enrolled

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

### Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a

school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

### Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing.

Prior written notice of the expulsion hearing must be sent separately both to the student and his or her parents/guardians if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel.

### Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

### Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

## DUE PROCESS PROCEDURES

Due process is a procedure which the courts recognize as a necessary part of any rules and regulations. Due process recognizes the rights of the individual and outlines his or her recourse, in the event of disagreement with the decision of the person(s) designated to rule on an infraction of school rules.

The due process steps outlined hereafter are the procedures a student must follow in appealing decisions. It should be understood that students and parents/guardians will be expected to follow the due process steps in the event legal action should be initiated at some later date.

**Expellable offenses** and formal expulsion procedures are governed by State statute. The process would be initiated with and processed by the Associate Principal and District Administrator.

**Non-expellable offenses** can be appealed by the following process:

- A. After a ruling of the disciplinary action has been made, the appropriate disciplinary action will be assigned. The student and/or his or her parents/guardians may formally appeal the decision in writing to the Principal provided an appeal is received within five school days from the day the disciplinary action was assigned. If the appeal is granted, the disciplinary consequence will be expunged from the student's record.

If the appeal is denied, the disciplinary action will remain on the student's record, and the student will serve the disciplinary consequences or face additional disciplinary consequences.

1. After an appeal has been received, a date for a hearing shall be established by the Principal. The hearing shall be within five school days of the receipt of the appeal. The student and/or parent/guardian will be provided with an opportunity to testify and present evidence on his or her behalf.

Efforts will be made to notify the student and/or parents/guardians of the ruling as soon as possible. Notification can be communicated verbally and followed up in writing within five school days of the ruling.

**All disciplinary appeals will end at this point with the exception of out-of-school suspensions.**

- B. If a student and/or parents/guardians wish to appeal the Principal's decision to the District Administrator, the following procedure must be followed.

The student and/or his or her parents/guardians may formally appeal the decision in writing to the District Administrator provided an appeal is received within three school days of the mailing of the outcome of the first meeting with the Principal. If the appeal is granted, the disciplinary consequence will be expunged from the student's record.

If the appeal is denied, the disciplinary action will remain on the student's record, and the student will serve the disciplinary consequences or face additional disciplinary consequences.

1. After an appeal has been received, a date for a hearing shall be established by the District Administrator. The hearing shall be within three school days of the receipt of the appeal. The student and/or parent/guardian will be provided with an opportunity to testify and present evidence on his or her behalf.

Efforts will be made to notify the student and/or parents/guardians of the ruling as soon as possible. Notification can be communicated verbally and followed up in writing within five school days of the ruling.

- C. If the student and his or her parents/guardians are not satisfied with the findings of the hearing, a third hearing may be requested before the Board of Education. The Clerk of the Board must receive, in writing, a request for a third hearing from the student and/or parent/guardian before the Board within five school days of the mailing of the outcome of the second meeting with the superintendent. NOTE: The entire provision as outlined in Section A above will be applicable in the third hearing before the Board.
- D. If the student and his or her parents/guardians remain dissatisfied with the findings of the third hearing before the Board, the student or parents/guardians may seek remedy through the courts.
- E. The provisions as outlined above, shall be the sole and exclusive remedy for appeal from ruling referred to in Section A above.

## **STUDENT PRIVILEGES/ RIGHTS/ RESPONSIBILITIES**

### INTRODUCTION

The vast majority of Hartford Union High School students meet and exceed our expectations in pursuit of a quality education. However, we do feel it is necessary to make several general statements about student rights and responsibilities to make students aware of the school's expectations.

Students at Hartford Union High School have rights as well as responsibilities while in attendance at school. Students have the right to:

1. A quality education in a safe and orderly environment.
2. An equal opportunity to take full advantage of all of the classes and activities offered at HUHS.
3. Due process in regard to any disciplinary action taken by the school.

Students also have the responsibility to:

1. Conduct themselves in a manner that is conducive to maintaining a safe and orderly environment at school.
2. Be accountable and responsible for their actions as students at HUHS.
3. Follow the rules and policies set by the Board of Education in order to maintain an environment that focuses on learning.
4. Respect themselves, others, and the property of others
5. Act courteously to adults and fellow students
6. Demonstrate honesty and integrity
7. Act at all times in a manner that reflects pride in self, family, and school

#### AGE OF MAJORITY

ALL students at Hartford Union High School, regardless of age, are subject to school rules. Students who have reached their eighteenth birthday are permitted to author their own excuse for absence **only if** the parents/guardians sign a school form which states the student is responsible for himself or herself. The parents/guardians are informed that such a request will result in forfeiture of access to their child's records for the remainder of the time the student is in attendance at Hartford Union High School.

The student must also sign this form agreeing to follow all attendance procedures. S/He must not leave the building without obtaining a permit to leave in the Attendance Office and signing out in the main foyer. All absences must be excused before the student returns to class.

#### DRESS CODE

**The School District solicits the cooperation of all parents/guardians in supporting the policy on student clothing and dress.** It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature which interferes with the instructional purpose of the school or attracts undue attention which is detrimental to the normal operation of our school.

Examples of inappropriate attire and details of the policy can be found under "Student Conduct."

#### LOCKERS - HALL AND PHY ED

School lockers are the property of the Hartford Union High School District and are provided for the convenience of students. Each student will be assigned a locker at the beginning of his/her freshman year. While students retain the same locker throughout high school, all lockers must be cleaned out at the end of each school year. Items remaining after the last day of the school year will be disposed of or donated to charities or needy community members.

Thefts or vandalism may occur when students share lockers and/or locker combinations with other students. **CONSEQUENTLY, STUDENTS SHOULD**

- **NOT SHARE LOCKERS WITH FRIENDS,**
- **NOT LET OTHERS KNOW THEIR LOCKER COMBINATIONS, AND**
- **KEEP ALL VALUABLES LOCKED IN PHYSICAL EDUCATION LOCKERS AT ALL TIMES.**

The school retains the right to conduct both announced and unannounced locker searches in conjunction with the school resource officer and other law enforcement officials. Among the reasons are suspicion of concealing alcohol, drugs, materials of a disruptive nature, stolen property, weapons, or other items which pose a danger to health and/or safety.

**Students are responsible for the contents of the locker assigned to them.** Discovery of illegal material may result in suspension and/or referral to appropriate authorities. (Board Policy 5771; Wisconsin Act 329, July 16, 1998)

Defacing or writing on school lockers, inside or out, is considered vandalism. Students will be assessed fines or restitution to cover the cost of resurfacing the locker and be subject to appropriate disciplinary action. If a student's locker is damaged in any way during the school year, s/he should report this damage immediately in the Counseling Office. If damage is not reported, the student to whom the locker was assigned will be held accountable.

All athletes who have lockers in the team locker rooms must purchase a lock (\$5.00) from the Co-curricular Office. This lock may then be used by the athlete throughout his or her high school career. The school is then able to conduct locker searches without having to cut locks.

## NONDISCRIMINATION

### Equal Education Opportunities

Hartford Union High School is committed to equal education opportunity for all students. The Hartford Union High School District does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Discrimination includes bias, stereotyping, and harassment. (Board Policies 2260 and 5100)

### Harassment

Every student has a right to not be harassed and to feel safe at school and at school activities. Harassment is any **unwanted or unwelcome behavior** which violates an individual's personal rights. As such, harassment limits and denies the rights of students to learn in a safe environment or to participate in school sponsored activities in a non-threatening atmosphere. (Board Policy #5517) Harassment can take many forms including sexual, verbal, racial, and physical intimidation. Verbal harassment includes **unwelcome** teasing, humiliating, or causing embarrassment. Racial harassment includes name calling or any **unwanted** or negative comments about ethnic groups or one's ethnic background. Physical harassment or intimidation includes verbally threatening or causing physical harm to another. Physical harassment is legally defined as assault, battery, or disorderly conduct.

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's education status; or
- Unwelcome behavior or words directed at an individual because of gender.

Sexual harassment examples include, but are not limited to:

- Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- Rating a person's sexuality or attractiveness;
- Staring or leering at various parts of another person's body;
- Spreading rumors about a person's sexuality;
- Letters, notes, telephone calls, or materials of a sexual nature; and
- Displaying pictures, calendars, cartoons, or other materials with sexual content.

It is also the policy of Hartford Union High School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

If you wish to report harassment, please contact Complaint Coordinator Lisa Olson.

A copy of Hartford Union High School's Anti-Harassment Policy 517, including the reporting, investigation, and resolution procedures, is available online and in the District Administrator's Office.

Any form of harassment is unacceptable and will not be tolerated. Students who are harassed should tell the harasser to STOP. If the **unwelcome** or **unwanted** behavior continues, it should be reported to a teacher, counselor, administrator, or the school resource officer.

A brochure on nondiscrimination is provided in Freshman and Junior Health and is also available in the Counseling Office.

### Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of state law. It prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Board Policy 5516 defines hazing as "performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm."

"Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy."

### Bullying

The Board of Education 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. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. (Board Policy 5517.01)

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- “Cyber bullying” – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.” [Bill Belsey (<http://www.cyberbullying.ca>)]

#### Information Regarding Section 504 of the Rehabilitation Act of 1973

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds from the U.S. Department of Education.

In order to fulfill its obligation under Section 504, the Hartford Union High School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The School District has specific responsibilities under the law, which includes the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If there are any questions, please feel free to contact Supervisor of Special Education Teresa Redmond at 262.670.3200, extension 222.

#### Discrimination Informal Complaint Procedure

The School District encourages informal resolution of any discrimination complaints. If any person believes that the Hartford Union High School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wisconsin Statutes, or in some way discriminates against pupils on the basis listed above, s/he may bring or send the complaint to the Administrative Office in care of Lisa Olson, Coordinator of Discrimination Complaints, 805 Cedar Street, Hartford, WI 53027. The complaint shall be investigated, and a written reply will be provided within two (2) working days. If this reply is not acceptable to the complainant, s/he may initiate formal complaint procedures.

#### Discrimination Formal Complaint Procedure

- STEP 1: A written statement of a discrimination complaint should be signed and sent to Coordinator of Discrimination Complaints Lisa Olson. The coordinator will investigate the complaint and reply to the complaint in writing within five business days.
- STEP 2: If the complainant wishes to appeal the coordinator’s decision, a written and signed statement should be submitted to the District Administrator within five business days after the coordinator’s response to the complaint. The District Administrator will respond in writing to the complaint within 10 business days.
- STEP 3: If the complainant remains unsatisfied, a written and signed statement should be submitted to the Board of Education within 15 business days after the District Administrator’s response to the complaint. A copy of the Board’s decision will be sent by the Board secretary to each party within 10 business days.

STEP 4: If the complainant wishes to appeal a negative determination by the Board, that person has the right to appeal to the State Superintendent of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841 or the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

## SEARCH AND SEIZURE

Search of a student and his or her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft—not to prevent searches. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

No strip searches will be conducted by any employee of the District but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## STUDENT PRIVILEGES

Students have numerous privileges accorded them such as hall passes, parking, Honors Study, access to the computer system, and participation in their graduation ceremony. Students who violate school rules can and will lose various privileges prior to or in conjunction with traditional disciplinary consequences.

## STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately.

Students wishing to distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, audio and video materials, etc. must have it approved in the Co-curricular Office 24 hours in advance. Appropriate locker decorations do not need prior approval.

A material cannot be displayed if it is obscene to minors, libelous, indecent, or vulgar advertises any product or service not permitted to minors by law intends to be insulting or harassing intends to incite fighting or presents a likelihood of disrupting school or a school event.

All materials must be pre-approved for distribution outside the regular school day in designated areas.

## STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or Student Council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or Student Council.

## VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

# TRANSPORTATION

## BUS TRANSPORTATION

### Introduction

The school bus is an extension of the school, and students are expected to demonstrate the same responsible conduct as required in school. Failure to do so will result in actions outlined under "Student Conduct."

Bus transportation is a service provided to students and the families of the Hartford Union High School District. Any student who creates a disturbance on the bus, or engages in any act that endangers the safety of the driver or passengers, will be subject to appropriate disciplinary action and/or be denied the opportunity to ride the bus. The safety of our students is our primary concern. Bus misconduct that could cause a serious and possibly fatal accident **will not** be tolerated. If you have any specific concerns in regard to bus transportation, please contact **Wittenberger Bus Service at 262.673.3777**. If you have any specific concerns you'd like to discuss with the high school, please contact the Director of Business Services Office at 262.670.3200 or submit them in writing.

### Distance

Transportation will be provided for all resident students living two miles or more from the high school building, provided the student lives outside the City of Hartford limits. When necessary, students are expected to walk up to one-third of a mile in order to board a bus. The distance of one-third of a mile is measured from the intersection of the student's driveway to the pickup location on a government controlled road.

Safety will be a factor in the walking distance required when conditions warrant. The required walking distance shall be waived whenever the government controlled road is declared an exceptionally hazardous road for students to walk on. The relative safety of a road will be determined by the sheriff or other county-designated individual.

Students riding late buses are expected to walk up to a distance of one and one-half miles when necessary. Routes will be designated by Hartford Union High School with the assistance of Wittenberger Bus Service.

### Late Buses

The School District may provide late buses for students who participate in co-curricular activities or who must remain after regular hours for school-related purposes for a nominal fee.

Late bus tickets will be sold in the form of a 20-day pass (\$42.00) and a single ride pass (\$3.00). Fee payment can be made online by parents utilizing a credit or debit card. Twenty-day passes can be purchased in the main office or online and picked up in the Main Office. A link to the payment system is posted on the HUHS website at [www.huhs.org](http://www.huhs.org).

Single ride passes for the late bus are sold in the Main Office between 7:25 a.m. and 3:30 p.m. daily. Between 3:30 and 5:00 p.m., single ride passes for the late bus are sold in the library. Exact change is required.

#### Driver Responsibility

Wisconsin Department of Transportation codes state, "Driver shall be responsible for maintaining order among students being transported and shall promptly report any misconduct to the proper school authorities."

#### Student Responsibility

It is the student's responsibility to conduct himself or herself in a manner that does not endanger the health and safety of himself/herself or others or be an unnecessary distraction to the bus driver. The students are to follow the bus driver's direction at all times, because the driver has the sole responsibility to maintain a safe environment on the bus at all times.

#### Discipline Procedure on Bus

Students not following the rules outlined by the bus driver will be addressed by the bus driver. The driver's actions can include, but are not limited to, talking with the student, moving students to different seats, calling parents/guardians, and referring students to the appropriate Associate Principal.

Students involved in incidents of a severe nature, such as possession or consumption of alcoholic beverages, fighting, repeated violations, and any actions leading to personal injuries will be dealt with accordingly by the school and referred to the appropriate authorities for disciplinary action commensurate with the severity of the particular offense committed.

**Any student who contributes to unsafe, disruptive, or disorderly conduct on the bus is subject to appropriate disciplinary action by the school and the bus company.**

#### STUDENT PARKING

Students cannot park in any HUHS parking lot unless they have purchased a permit and registered to park in a student lot. Students who park without a school permit will receive disciplinary consequences and/or a parking citation issued by the Hartford Police Department.

There will be a \$100.00 fee for a student to park in the north parking lot and a \$50.00 fee for student parking in the east lot across the street. The number of permits sold will not exceed the number of available student parking spaces.

Permits will be distributed on a first paid, first served basis beginning on the first day of onsite registration, August 12, 2009.

A completed *Vehicle Registration Card* must be turned in at time of payment. All changes in vehicle information must be reported to Ms. Husslein in the Attendance Office. A permit can be transferred once to another student, but it must be done through the Attendance Office.

Only one vehicle may be in any one spot at any given time. Students may not park in spaces designated as handicapped, restricted or reserved, on yellow lines, or along curbs. Vehicles parked in a space reserved for the handicapped without having a state issued permit displayed could be ticketed by the Hartford Police Department.

Permits must be displayed at all times. Lost permits will not be replaced. Vehicles which do not have a permit displayed or are illegally parked on school property may be ticketed and/or towed. Students will be assigned appropriate school disciplinary consequences.

Students parked in restricted or reserved spaces will be asked to move their vehicle and could be assigned disciplinary consequences. Students may not park in a space reserved for the auto shop unless they've been issued a permit by the instructor.

Failure to follow parking procedures may result in loss of your permit.

**Safety** is a primary concern in the parking lot. A student who drives his or her car in an unsafe manner will lose parking privileges on campus, and the school will call the Hartford Police Department and register a complaint which may result in a citation. Students who lose their parking privileges will not have their parking fee refunded. (Board Policy 5514.01)

Students are responsible for any infraction of school rules or city ordinances committed by another student who is or was a passenger in their car and leaves something illegal in their car or drives their car.

Students are responsible for securing their own vehicle and contents. We ask that students be sure to **lock** their vehicle. The student parking lot is patrolled at times during the day, but we cannot guarantee thefts and vandalism will not occur. Damage, thefts, or accidents that occur in the parking lot should be reported in the Attendance Office, but students are responsible to file a report with the Hartford Police Department.

Students are **not** permitted to be in the student parking lot during the normal school day. **Parking lot passes will not be issued by any staff member.**

Street parking remains available for those without a permit. Students are asked to respect neighbors by leaving space on each side of mailboxes and driveways.

The Hartford Union High School Board of Education reserves the right to change any administrative rule or policy at any time it is deemed necessary in order to maintain the daily, safe, and orderly operation of the school for students and staff. Please log onto the HUHS website at [www.huhs.org](http://www.huhs.org) for the latest updates on high school policies and procedures.