

# Hartford Union High School



## Student/Parent Handbook

2023-2024

*Engage • Support • Discover • Achieve • Contribute*

Website [www.huhs.org](http://www.huhs.org)



[@HUHS\\_District](https://twitter.com/HUHS_District)



[@HartfordUnionHigh School](https://www.facebook.com/HartfordUnionHighSchool)



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***IGNORANCE OF THE POLICIES AND REGULATIONS IS NOT A VALID REASON FOR NONCOMPLIANCE.***

## **ABOUT US**

### **HUHS VISION STATEMENT**

HUHS engages students through academically challenging and relevant learning experiences. We cultivate a spirit of inquiry to bring meaning and application to knowledge.

Meaningful partnerships with our parents, community, businesses, K-8 districts, and post-secondary institutions build the framework to allow HUHS to achieve excellence. These collaborative partnerships allow HUHS to personalize learning to meet the multi-dimensional needs of each learner and prepare each learner to maximize his or her own potential.

Our highly qualified staff is committed to excellence and innovation in teaching and learning to create a dynamic environment where every student is eager to learn and achieve. All students will graduate confident and resourceful with the skills and abilities to meet the challenges of a global society in a changing tomorrow.

### **HUHS MISSION STATEMENT**

We engage and support all learners to discover their passions, achieve high academic goals, and contribute to a global society.

### **HUHS DISTRICT GOALS**

The District's goal-setting process focuses on student-centered excellence within the school community to demonstrate ongoing growth in the following categories:

- Student Learning and Achievement
- Financial and Operational Management
- Safe and Orderly School Environment
- Engagement of all Stakeholders

**HARTFORD UNION HIGH SCHOOL DISTRICT WELCOMES STUDENTS FROM:**

Bethany Lutheran  
St. Augustine  
Erin School District  
St. Kilian's Catholic  
Immanuel Lutheran

Peace Lutheran  
Crown of Life Ev. Lutheran  
St. Gabriel's Catholic  
Holy Hill Area Schools  
Zum Kripplein Christian

Central (Hartford Joint#1)  
St. Boniface Catholic  
HNR  
St. Matthew's Lutheran

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

Addison  
Lebanon

Hartford  
Rubicon

Hustisford  
Erin

Richfield  
Hubbard

Ashippun  
Neosho

Herman

**INTRODUCTION:**

Welcome to Hartford Union High School and the 2023-2024 school year! We appreciate tremendous support from our community at large. The continued support of our families and the community is integral to our effort to help our students, families, and community members to share our pride.

We ask all our students to commit to striving for excellence with the ongoing support of their teachers, their families, and the community.

We are excited about the 2023-2024 school year. Go Orioles!

Jeffrey A. Walters, Superintendent

Kelly A. Lam, Principal



**Hartford Union High School District**  
805 Cedar Street, Hartford, WI 53027  
PH: (262) 670-3200 ◦ Fax: (262) 673-8943  
[www.huhs.org](http://www.huhs.org)

## 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.

**MASCOT: Oriole**

**SCHOOL COLORS: Orange and Black**

## HARTFORD UNION HIGH SCHOOL BOARD OF EDUCATION

Tracy Hennes, President  
2010-Present  
Current Term: April 2023 - April 2026

[tracy.hennes@huhs.org](mailto:tracy.hennes@huhs.org)

James Gumm, Vice President  
2021-Present  
Current Term: April 2021-April 2024

[james.gumm@huhs.org](mailto:james.gumm@huhs.org)

Craig Westfall, Clerk  
2018-Present  
Current Term: April 2022-April 2025

[craig.westfall@huhs.org](mailto:craig.westfall@huhs.org)

Don Pridemore, Treasurer  
2022-Present  
Current Term: April 2022-April 2025

[don.pridemore@huhs.org](mailto:don.pridemore@huhs.org)

Ross Kirley, Deputy Clerk/Deputy Treasurer  
2021-Present  
Current Term: April 2021-April 2024

[ross.kirley@huhs.org](mailto:ross.kirley@huhs.org)





**HUHS DAILY SCHEDULE**

<b>HUHS Bell Schedule</b>	
Zero Hour	6:30 - 7:15
Block 1	7:25 - 8:50
Block 2	8:57 - 10:20
Block 3	10:20 - 10:50 <b>A</b> Lunch 10:53 - 12:18 Class
	10:25 - 11:05 Class 11:05 - 11:35 <b>B</b> Lunch 11:38 - 12:18 Class
	10:25 - 11:48 Class 11:48 - 12:18 <b>C</b> Lunch
Block 4	12:23 - 1:45
Oriole Time	1:50 - 2:45

Students are expected to leave the building at the end of the school day, unless otherwise supervised by a staff member, coach, advisor, or other District employee. The building opens up at 7:00 a.m., unless you have a zero hour course.

**ACADEMICS, ASSESSMENT & GRADING**

<b>Graduation Requirements for Class of 2025 and Beyond</b>		
	<b>General Diploma</b>	<b>Honors Diploma</b>
<b>English</b>	<b>4 credits</b> Must include a sequence through English I, English II, English III or its equivalent	<b>4 credits</b>
<b>Math</b>	<b>3 credits</b> Must include a sequence through Algebra II or its equivalent	<b>4 credits</b>

<b>Science</b>	<b>3.5 credits</b> Must include Biology, IPC, and either Chemistry, Physics, or their equivalents	<b>4 credits</b>
<b>Social Studies</b>	<b>3 credits</b> Must include World Cultures, Civics, and Modern US History or their equivalents	<b>4 credits</b>
<b>Physical Education</b>	<b>1.5 credits</b> Must be earned over 3 separate school years, .5 credit of which can be earned via WIAA Waiver	<b>1.5 credits</b>
<b>Health</b>	<b>.5 credit</b>	<b>.5 credit</b>
<b>Business and Information Technology</b>	<b>.5 credit</b> Must include Financial Literacy	<b>.5 credit</b>
<b>World Language</b>	--	<b>2 credits</b>
<b>Fine Arts or CTE</b>	--	<b>1 credit</b>
<b>Core Electives</b>	--	<b>2 credits</b>
<b>Electives</b>	<b>12.5 elective credits</b>	<b>8.5 credits</b>
<b>Total Credits</b>	<b>28.5 for General Diploma</b>	<b>32 for Honors Diploma*</b>

<b>Graduation Requirements for Class 2024 and Class of 2025 and Beyond (General / Honors)</b>		
	<b>Class of 2024 General / Honors</b>	<b>Class of 2025 and beyond General / Honors</b>
<b>English</b>	<b>4/4</b>	<b>4/4</b>
<b>Math</b>	<b>3/4</b>	<b>3/4</b>
<b>Science</b>	<b>3/4</b>	<b>3.5/4</b>

<b>Social Studies</b>	<b>3/4</b>	<b>3/4</b>
<b>Physical Education</b>	<b>1.5/1.5</b>	<b>1.5/1.5</b>
<b>Health</b>	<b>.5/.5</b>	<b>.5/.5</b>
<b>Business and Information Technology</b>	<b>.5/.5</b>	<b>.5/.5</b>
<b>World Language</b>	<b>--/2</b>	<b>--/2</b>
<b>Fine Arts or CTE</b>	<b>--/1</b>	<b>--/1</b>
<b>Core Electives</b>	<b>--/2</b>	<b>--/2</b>
<b>Electives</b>	<b>11.5/7.5</b>	<b>12.5/8.5</b>
<b>Total Credits</b>	<b>27/31</b>	<b>28.5/32</b>

**\*Additional Honors Diploma Requirements**

Gold - Cumulative GPA of 3.9 or higher after term 3 of graduating year  
Silver - Cumulative GPA of 3.7-3.899 after term 3 of graduating year

**Students must successfully complete 5 of the following options:**

- Advance Placement (AP) - Earn a B or better or a 3 on an AP Exam
- Dual enrollment course - Earn a B or better
- College Level Examination Program (CLEP) - Pass a CLEP exam
- Project Lead the Way (PLTW) - Earn an 80% or higher and pass an end-of-year exam

**Career, College, and Citizenship Graduation Requirements for Class of 2025 and Beyond**

The following are the options available to meet the ACP Graduation Requirement. An experience cannot be duplicated. From this list, a student must complete:

- One (1) Career Ready Experience
- One (1) College Ready Experience
- Four (4) Additional Experiences from either the College or Career Ready Categories
- Completion of ALL Citizenship Ready Experiences (Senior Passion Project, 30 hours of community service, WI Info & Digital Standards (embedded in courses), Financial Literacy Course, Civics Exam)
  - Citizenship experience is required each year
  - 30 hours of community service can be completed prior to Senior year

The chart below shows the ACP Graduation expectations per grade level to be on track for graduation.

<p><b>Freshmen Year</b></p> <p><i>*Choose one Career OR College Experience</i></p>	<p><b>COLLEGE READY</b></p> <ul style="list-style-type: none"> <li>● Show a minimum of a one point of growth (composite score) from PreACT Unsecure to PreACT Secure</li> <li>● Participate in two or more co-curricular activities through HUHS</li> <li>● Completion of a PLTW course</li> <li>● University / College / Tech School Tour</li> <li>● Completion of one Dual Credit Course or Transcribed Credit Course</li> </ul>	<p><b>CITIZENSHIP - required</b></p> <ul style="list-style-type: none"> <li>● Day of Service OR</li> <li>● At least 7.5 hours of community service</li> </ul>
<p><b>Sophomore Year</b></p> <p><i>*Choose one Career AND one College Experience</i></p>	<p><b>COLLEGE READY</b></p> <ul style="list-style-type: none"> <li>● Show a minimum of a one point of growth (composite score) from PreACT Unsecure to PreACT Secure</li> <li>● Participate in two or more co-curricular activities through HUHS</li> <li>● University / College / Tech School Tour</li> <li>● Completion of a PLTW course</li> <li>● Completion of AP course</li> <li>● Completion of one Dual Credit Course, CAPP Course or Transcribed Credit Course</li> </ul>	<p><b>CITIZENSHIP- required</b></p> <ul style="list-style-type: none"> <li>● Day of Service OR</li> <li>● At least 7.5 hours of community service</li> </ul> <p>Completion of Civics Exam</p>
<p><b>Junior Year</b></p> <p><i>*Choose two experiences (either Career OR College)</i></p>	<p><b>COLLEGE READY</b></p> <ul style="list-style-type: none"> <li>● ACT composite score of 21 or higher</li> <li>● University / College / Tech School Tour</li> <li>● Completion of a PLTW course</li> <li>● Completion of AP course</li> <li>● Completion of one Dual Credit Course, CAPP Course or Transcribed Credit Course</li> </ul>	<p><b>CITIZENSHIP- required</b></p> <ul style="list-style-type: none"> <li>● Day of Service OR</li> <li>● At least 7.5 hours of community service</li> </ul> <p>Financial Literacy Course</p>
<p><b>Senior Year</b></p> <p><i>*Choose one experience (either Career OR College)</i></p>	<p><b>COLLEGE READY</b></p> <ul style="list-style-type: none"> <li>● Completion of Scholarship Application</li> <li>● Completion of FAFSA</li> <li>● Completion of a PLTW course</li> <li>● Completion of AP course</li> <li>● Completion of one Dual Credit Course, CAPP Course or Transcribed Credit Course</li> </ul>	<p><b>CITIZENSHIP- required</b></p> <ul style="list-style-type: none"> <li>● Finish remaining community service hours (if needed to reach 30 hours)</li> </ul>

## Academic Indicators

<b>Academic Ready Indicators</b>	<p>Working towards and reaching each of the Academic LIFE READY Look-For Indicators in each Academic Ready areas:</p> <ul style="list-style-type: none"> <li>• Maintain a 2.8 GPA or higher</li> <li>• ACT composite score of 22 or higher</li> <li>• ACT College &amp; Career Readiness Benchmarks             <ul style="list-style-type: none"> <li>o English: ACT 18</li> <li>o Math: ACT 22</li> <li>o Reading: ACT 22</li> <li>o Science: ACT 23</li> </ul> </li> </ul>
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### HONOR ROLL

Honor roll is based on grades posted at the end of each semester, on a 4.00 unweighted scale. To be eligible, students must have no incompletes and be taking at least three (3) credits. Honor Roll will only be processed and reported once per semester.

- **Honors:** 3.00-3.66
- **High Honors:** 3.667 or higher

### **GPA**

Scales used to calculate GPA.

Grade	Standard Grade	Weighted Grade
A+	4.000	5.000
A	4.000	5.000
A-	3.666	4.666
B+	3.333	4.333
B	3.000	4.000
B-	2.666	3.666
C+	2.333	3.333
C	2.000	3.000
C-	1.666	2.666
D+	1.333	2.333
D	1.000	2.000
D-	.666	1.666
F	0	0

**GRADING SCALE**

The following grades and grading scales have been approved by the Board of Education. Each course will clearly identify and communicate which grading scale will be used. In addition, a Pass/Fail grading scale will be used for appropriate courses.

100-Point Scale		5-Point Scale	
"Traditional"		(Points )	(Percent)
98.00 - 100.00%	<b>A+</b>	5.0	100.00%
93.00 - 97.99%	<b>A</b>	5.0	93.00 - 99.99%
90.00 - 92.99%	<b>A-</b>	4.666	90.00 - 92.99%
87.00 - 89.99%	<b>B+</b>	4.333	85.00 - 89.99%
83.00 - 86.99%	<b>B</b>	4.0	75.00 - 84.99%
80.00 - 82.99%	<b>B-</b>	3.666	70.00 - 74.99%
77.00 - 79.99%	<b>C+</b>	3.333	65.00 - 69.99%
73.00 - 76.99%	<b>C</b>	3.0	55.00 - 64.99%
70.00 - 72.99%	<b>C-</b>	2.666	50.00 - 54.99%
67.00 - 69.99%	<b>D+</b>	2.333	45.00 - 49.99%
63.00 - 66.99%	<b>D</b>	2.0	35.00 - 44.99%
60.00 - 62.99%	<b>D-</b>	1.666	30.00 - 34.99%
0.00 - 59.99%	<b>F</b>	0	0.00 - 29.99%

## ACT/SAT TEST DATES

### ACT

Required by all UW Schools and accepted by many others nationwide.

September 9, 2023  
October 28, 2023  
December 9, 2023  
February 10, 2024  
April 13, 2024  
June 8, 2024  
July 13, 2024

### SAT

Required by many prestigious schools nationwide; accepted/preferred by many schools in the West, East, and South.

August 26, 2023  
October 7, 2023  
November 4, 2023  
December 2, 2023  
March 9, 2024 *\*Digital*  
May 4, 2024 *\*Digital*  
June 1, 2024 *\*Digital*

The Wisconsin High School state ACT testing date is March 5, 2024.

Registration for the ACT must be mailed at least 5 weeks prior to the testing date.

Registration for the SAT must be mailed at least 5 weeks prior to the testing date.

Registration materials for both tests are available in the Main Office. The HS CODE is 500850.

Advanced Placement Testing dates: Monday, May 6, 2024 - Friday, May 17, 2024.

## ACADEMIC HONESTY

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 original 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, but not limited to, are considered unacceptable:

- Plagiarizing by using the ideas of another as one's own work without properly citing the source in written, oral, or other creative work, electronically or otherwise.
- Submitting work that is not original: Copying, "borrowing" from another source and giving it as one's own work, or resubmitting work from another person/ 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 or previous work without the prior approval of the instructor.
- Providing access to materials so that credit may be dishonestly claimed by others.
- Using Artificial Intelligence (e.g. ChatGPT) to complete coursework and claim it as your own.

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

1. The teacher will contact parents by phone or via email, describing the incident.
2. An Office Discipline Referral (ODR) will be filled out by the teacher.

3. The student will work with their teacher to understand what part of the academic integrity policy was violated.
4. The student will be required to complete and resubmit all work on the academic event that was found to be in violation of the policy. The format and timing of the submission will be at the discretion of the teacher.
5. Students will be required to resubmit their work for a maximum grade of a C (75%/3).

Any additional violations of the academic integrity guidelines will result in the consequence above and could result in the consequences below:

1. A meeting with the student, parents/guardians, teacher, counselor, and/or member of the High School Leadership Team.
2. Student creates an academic/behavioral plan with the support of a school counselor, Oriole Team Coach, teacher, and/or member of the High School Leadership team to prevent academic dishonesty.
3. Suspension.
4. Loss of co-curricular privileges (athletic events, musicals, dances, etc.)
5. Parent/Student Intervention Meeting with the Superintendent.

If there is a pattern of academic dishonesty from year to year, a meeting will be mandatory with an administrator and parent/guardian and additional disciplinary action may be taken.

### **STUDENT ASSESSMENT**

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

College entrance testing information can be obtained from the Student Services Office.

### **STUDENT SCHEDULES AND CLASS LOAD**

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

- Each student shall carry a minimum class load not less than eight (8) credits per year, and not less than four (4) credits in any semester.
- An overload of more than 4.0 credits in a semester would require unique circumstances and the approval of the Principal.
- Students who meet the WI State Statute 118.153 definition of Children At-Risk may have modified schedules which are non-traditional in nature and may include less than 8.0 credits per year. Children at risk of not graduating from high school. Such students are considered full time students when the Student Services Team (SST) has met and recommended a modified schedule for such students to the Principal. (Board of Education Policy #5200.01)



- “Children at risk” means pupils in grades 5 to 12 who are at risk of not graduating from high school because they are dropouts or are 2 or more of the following:
  - One or more years behind their age group in the number of high school credits attained.
  - Two or more years behind their age group in basic skill levels.
  - Habitual truants, as defined in s. 118.16 (1) (a).
  - Parents.
  - Adjudicated delinquents.
  - Eighth grade pupils whose score in each subject area on the examination administered under s. 118.30 (1m) (am) 1. or 118.301 (3) was below the basic level, 8th grade pupils who failed the examination administered under s. 118.30 (1m) (am) 2. or 118.301 (3), and 8th grade pupils who failed to be promoted to the 9th grade.
  - “Dropout” means a child who ceased to attend school, does not attend a public, private, or tribal school, technical college, or home-based private educational program on a full-time basis, has not graduated from high school, and does not have an acceptable excuse under s. 118.15 (1) (b) to (d) or (3).
- Every school board shall identify the children at risk who are enrolled in the school district and annually by August 15 develop a plan describing how the school board will meet their needs.
- If in the previous school year a school district had 30 or more dropouts or a dropout rate exceeding 5 percent of its total high school enrollment, the school board may apply to the state superintendent for aid under this section.

### **SCHEDULE CHANGES/CORRECTIONS**

Schedule changes/corrections after the school year begins will only be made for the following reasons:

- A placement discrepancy/change based on a student’s readiness and/or skill level.
- A technical error with the student’s schedule.
- A Master Schedule change affecting course offerings.
- A documented medical condition by a physician based on a current medical recommendation.
- Summer School credits.
- Special Education IEP provisions.

Schedule changes after the final Master Schedule is determined are rare. In those rare cases, schedule changes are a collaboration among students, parents, teachers, and Counselors regarding what is best for students. Requests should be made as soon as possible.

Please note: Seniors who have applied to colleges/universities will not be allowed to change their schedules without a written statement from college/university admissions officers. Colleges/Universities have made, or will be making, acceptance decisions based on information students provide. Final transcripts sent at the end of the year will show changes in coursework and could affect admission decisions.

### **DROPPING A COURSE**

Students will be allowed to drop a class within the first three classes of the start of the course if approved by the Principal. If a schedule change includes a dropped course after the first three classes, the dropped course will show as a “F” on the student’s high school transcript. A grade of “W” may be used for extenuating circumstances. Dropping a course may have an impact on future course selections, co-curricular eligibility, or academic recognition.

### **CHANGING TEACHERS**

Due to scheduling and staffing limitations and contractual commitments when developing the Master Schedule, requests to change teachers will not be honored unless extenuating circumstances are present. The Principal approval is required.

### **MAKEUP WORK**

All schoolwork, including quizzes and tests, missed as a result of excused absences must be made up. It is the student’s responsibility to make the necessary arrangements to make up his or her work. During absences, students should access Schoology, if possible, to access required material for learning to keep up with their schoolwork. For excused absences, a student is entitled to makeup days equal to the number of days absent plus one (1). Long term projects or assessments, assigned prior to the student’s absence, are normally due when the student returns to school. Extended absences may require special considerations and/or homebound instruction.

### **EARLY GRADUATION**

Students planning on graduating after the first semester of their senior year must complete all graduation requirements within seven (7) semesters. Specific requirements are outlined in the Academic and Career Program Guide.

### **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. For more information regarding homebound instruction, contact the Counseling Office. (Board of Education Policy #2412)

## **COMMITMENTS & EXPECTATIONS**

### **STUDENT ATTENDANCE**

Attendance and punctuality in all classes throughout the school year is very important to all students. Parents and students share this responsibility. The Hartford Union High School District is mandated by the State of Wisconsin under Compulsory School Attendance, s. 118.15, Wis. Stats, and School Attendance Enforcement, s. 118.16, Wis. Stats, to monitor attendance and punctuality of their students. Per State law, a student may be excused for the following reasons: a religious holiday consistent with the student’s creed or belief; religious instruction (up to 60 minutes per week); suspension or expulsion; illness (i.e. student is temporarily not in proper physical or mental condition to attend school); to serve as an election day official; based on the student attending a high-school equivalency program or technical college; or based on Board approval for program or curriculum modification. A student may also be excused by a parent/guardian for up to ten (10) days per school year, if the District receives advanced written notice from the parent/guardian and the student completes all missed coursework. The intent of attendance monitoring procedures is to assist students in developing good attendance habits early on. This effort helps to develop an understanding of attendance being a student’s responsibility and enables students to make full use of the educational opportunities the District offers. Consistent attendance affords

children consistent exposure to learning opportunities allowing them to grow socially, emotionally, and academically. Furthermore, good attendance represents an essential component of college and career readiness as well as citizenship. It is the responsibility of the parent/guardian to keep their contact information updated in Family Access. Any parent/guardian communication received from an email address or phone number not listed in Family Access may be subject to verification.

As required under Wisconsin Statute Section 118.15 Compulsory School Attendance, it is the responsibility of parents or guardians to ensure that "...any person having control of 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, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age." A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester will be declared a habitual truant.

Each day, students are responsible for attendance in all classes, lunch, any instructional time, and Oriole Time. When it is necessary for a student of any age to be absent, their absence must be accounted for. The parent/guardian must notify the school orally or in writing prior to the start of the school day or as soon as practicable. If the parent/guardian has not provided prior oral or written notice, the District will communicate the student's absence to the parent/guardian.

To report an absence(s) (period or day), a parent/guardian may call the Attendance administrative assistant at 262-670-3200 and press #1 on the day of an absence. The parent/guardian may leave a voice message before 7:00 am and after 3:30 pm by calling 262-673-8945.

Alternatively, unless written notification is required by State law and Board Policy 5200, when a student is absent, the parent/guardian may email [attendanceoffice@huhs.org](mailto:attendanceoffice@huhs.org) and/or provide a written note for each absence (period and/or day). If a written note, call, or email is not received within three (3) days following an absence, the absence will be considered unexcused.

Hartford Union High School, the Hartford Police Department, and the Mid-Moraine Municipal Court revised the truancy policy with a three (3) level process that was implemented in August 2015.

## TRUANCY PLAN

A student who is absent from school for part or all of one (1) or more days without an acceptable excuse will be declared truant.

- One full day unexcused = one truancy; one period unexcused = one truancy.

A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester will be declared habitually truant.

Part of a school day is defined by the District to mean any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day. This shall include all classes, lunch, any instructional time, and Oriole Time.

"Contributing to Truancy" (Wis. Stat. 948.45) means any person 17 years of age or older who, by act or omission, knowingly encourages or contributes to the truancy of a student.

Students who are found to be truant will receive citations from the City of Hartford Police Department and may be referred to Washington County Department of Health and Human Services as a habitual truant if the pattern persists.

Best effort will be made toward both proactive and, when applicable, reactive supports; this includes home visits. See [attendanceworks.org/chronic-absence](http://attendanceworks.org/chronic-absence) for more information regarding research-based strategies we employ and recommend.

Level 1 Intervention = 3 Unexcused Absences

- Student meeting with the School Resource Officer.

Level 2 Intervention = 5 Unexcused Absences

- Student-parent/guardian meeting with Administrator and/or other applicable personnel. Truancy ticket possible as next step.

Level 3 Intervention = 7 Unexcused Absences

- Student habitual truancy referral to municipal court issued per Chapters 118 and 938 of the Wisconsin Statutes & Hartford Municipal Ordinance 41.18.
  - **Student Citation: First Offense \$250.00 Second Offense \$357.10 Third Offense \$495.70**
  - Mandatory Court Appearance for Student and Parent/Guardian
- **Parent/Guardian Citation for Contributing to Truancy (Municipal Ordinance 41.948.45) \$250.00-\$495.70**

## **TARDINESS**

### ***“Two Feet in the Door”***

A student is considered on time, or present, as long as he/she is in the classroom door by the time the bell has stopped ringing. A tardy student is any student who arrives no more than five minutes after the bell has stopped ringing without a pass from the office or another teacher. A student who arrives to class more than five (5) minutes into the period without a pass is considered absent.

Parents cannot excuse tardiness to any class/period after block 1.

Tardy #10 – Student meeting with a member of the High School Leadership Team, School Resource Officer, counselor, and/or Student Service Specialist (Case Manager as needed).

Tardy #15 – Parent meeting with a member of the High School Leadership Team, School Resource Officer, counselor, and/or Student Service Specialist (Case Manager as needed).

## **18 YEAR OLD STUDENTS**

Those students who are 18 years old may only sign themselves in or out if there is a “18 year old card” on file in the high school office signed by the parent/guardian granting that permission. Students will be required to follow all closed campus regulations.

## **CLOSED CAMPUS**

A closed campus means that students are not permitted to leave the school building or grounds from the time they arrive in the morning to the time they are dismissed after school without first securing permission from the high school office. Leaving without permission will be considered truancy and will be dealt with according to established policy. HUHS operates as a closed campus.

## CAFETERIA

There is one (1) cafeteria: Students must eat in the cafeteria during their designated lunch period. All food and beverages are to be consumed in the cafeteria. Students cannot have food delivered or bring food for other students. Students may not overcrowd designated eating tables. These parameters are put in place due to fire code restrictions.

## CODE OF CONDUCT

Any student who engages in behavior that jeopardizes the health, safety, or welfare of themselves or others may be subject to discipline and removal from class or other designated location, placement in an alternative teaching setting, and/or disciplinary action in accordance with school and District Policies and procedures. Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively, students' ability to learn, or the orderly operations and safety of the school will not be tolerated. The code of conduct extends to District provided transportation, field trips, and other District sponsored activities.

### **Student Removal from Class or other designated location**

Any teacher may remove a student from class for behavior including, but not limited to the following:

- Possession or use of a weapon, imitation weapon, or other item that might cause bodily harm to persons in the classroom;
- Being under the influence of or possessing alcohol or other controlled substances or look-alike controlled substances, or otherwise in violation of District student alcohol and other drug policies;
- Behavior that creates an intimidating, hostile, or offensive classroom environment;
- Physical fighting including two or more individuals;
- Taunting, baiting, inciting, and/or encouraging a fight or disruption;
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations;
- Pushing or striking a student or staff member;
- Repeated classroom interruptions, excessive disruptive talking, confronting staff argumentatively, refusing to follow directions, or other intentional action taken to attempt to prevent the teacher from exercising their assigned duties;
- Interfering with the orderly operation of the classroom by using, threatening to use, encouraging, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means;
- Restricting another person's freedom to properly utilize classroom facilities or equipment
- Throwing dangerous objects in the classroom;
- Repeated disruption or violation of classroom rules;
- Behavior that causes the teacher or other students fear, of physical or psychological harm
- Willful damage to school property;
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others;
- Use of profanity;
- Stealing.

When a student is removed from class, the teacher shall send the student to the office of a member of the High School Leadership Team, and inform the student of the reason for the student's removal from class. A written explanation of the reasons shall be given to the member of the High School Leadership Team within 24 hours of the student's removal from class. The member of the High School Leadership Team shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present their version of the situation. The member of the High School Leadership Team

shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher. The parent/guardian of a minor student shall be notified of the student's removal from class. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

### **Placement Procedures**

The Principal or member of the High School Leadership Team shall place a student who has been removed from class by a teacher in one of the following alternative educational settings:

- An alternative education program approved by the Board of Education. State law defines this as an instructional program approved by the Board of Education that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
- Another class in the school or another appropriate location in the school.
- The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the Principal or member of the High School Leadership Team determines that readmission to the class is the best or only alternative.

When making placement decisions, the Principal or member of the High School Leadership Team shall consider the following factors:

- The reason the student was removed from class.
- The severity of the offense.
- The type of placement options available, and any limitations such as costs, space availability and location, on such placements.
- The estimated length of time of placement.
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before.
- The relationship of the placement to any disciplinary action.

The Principal or member of the High School Leadership Team may consult with other appropriate school personnel as the Principal or member of the High School Leadership Team deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the Principal or member of the High School Leadership Team to be in the best interests of the student involved or required by law.

All placement decisions shall be made consistent with established Board of Education policies and in accordance with state and federal laws and regulations.

The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

### **Parent/Guardian Notification of Student's Removal from Class and Alternative Placement**

When a student has been permanently removed from class, the Principal or member of the High School Leadership Team shall make a personal contact with the parent/guardian of a student. This notification

shall include the reasons for the student's removal from class. The notice shall be given as soon as possible after the student's removal from a class.

The Principal or member of the High School Leadership Team shall make personal contact or notify the parent/guardian in writing of the placement decision involving the student. This notice shall be given as soon as possible after the student's placement determination.

If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements. (Board of Education Policy #5500).

### **CELL PHONES & PERSONAL COMMUNICATION DEVICE (PCD)**

Students may use personal communication devices (PCD's) before and after school, during their lunch break, in-between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities, on school buses or other Board provided vehicles, and at school-related functions. To ensure the safety and privacy of students/staff, PCD's should not be used to take pictures/videos of students/staff without their consent. Use of PCD's, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off or silenced and stored out of sight. If a student does not adhere to the policy, the staff member will ask the student to put their cell phone/PCD in a designated area in the classroom until they have the ability to pick it up at the end of the block. If the student refuses to listen to the staff member's directives, the student will need to bring their cell phone/PCD to the office and pick it up at the end of the school day. If the student continues to refuse, the student may be suspended and/or lose cell phone privileges.

However, technology including, but limited to, PCD's intended and actually used for instructional purposes will be permitted. All use of PCD's must be in compliance with Board of Education Policy #7540.03.

Students shall have no expectation of confidentiality with respect to their use of PCD's on school premises/property. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. (Board of Education Policy #5136)

### **DRESS AND APPEARANCE**

Students are expected to come to school well-groomed and dressed in a manner, which is generally accepted as being in appropriate taste. The District prohibits students from wearing any clothing that is normally identified with an antisocial organization, (i.e., gang-related) and clothing that is disruptive or distracting or contains pictures and/or writing referring to alcoholic beverages, tobacco products, sex, profanity, weapons, and/or illegal drugs, or groups which promote such activities. Students cannot wear anything that can obscure a student's identity (e.g., face paint, coverings, non medical masks, sunglasses).

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students failing to comply with the above mentioned dress code will be brought to the office and have their parents contacted to take them home to change. If a parent cannot be reached you may be given alternate clothes to change into before being allowed to return to class. Repeated violations of this policy will result in disciplinary consequences including, but not limited to, detentions and suspension from school. (Board of Education Policy #5511)

### **SCHOOL DANCES**

Dances are scheduled periodically for high school students. HUHS Students must present a school ID Card. Guests from other schools may be invited only with permission of a Principal or member of the High School Leadership Team, and a guest pass must be filled out and signed. As in all school activities, appropriate dress and behavior is expected. Dances at HUHS usually end at 10:30 pm unless a special time is designated. Doors are locked an hour after the start time, and students will not be allowed to enter after that time. Dance hours may be extended to 12:00 am for special occasions. A student may not attend a dance if it is during the length of a suspension and will not receive a refund. Students who leave will not be allowed to re-enter.

#### ***HUHS Dance Expectations & Procedures:***

- All HUHS rules and expectations for positive student behavior extend to school dances. This includes school approved dress, language, and behavioral expectations.
- Students must be mindful of the school approved dress code for school dances.
- Appropriate, school approved behavior extends to the dance floor. Specifically:
  - Students are prohibited from any dancing that may be unsafe for themselves or other individuals (body passing, “mashing”, etc.)
  - Dancing and other actions that are sexually suggestive or include “grinding” both front to back or facing one another are prohibited.

### **STUDENT AUTOMOBILES**

Students cannot park in any HUHS parking lot unless they have purchased a permit and registered to park in a student lot. Permits can be purchased in the Main Office. 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, towed, and/or a parking citation may be issued by the Hartford Police Department. Failure to follow parking procedures may result in loss of your permit. 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 and follow posted street signs. Parking permit fees are nonrefundable. Permits can be transferred once to another student at no cost, but it must be done in the Main Office.

Safety is a primary concern in the parking lot. A student who drives a 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.



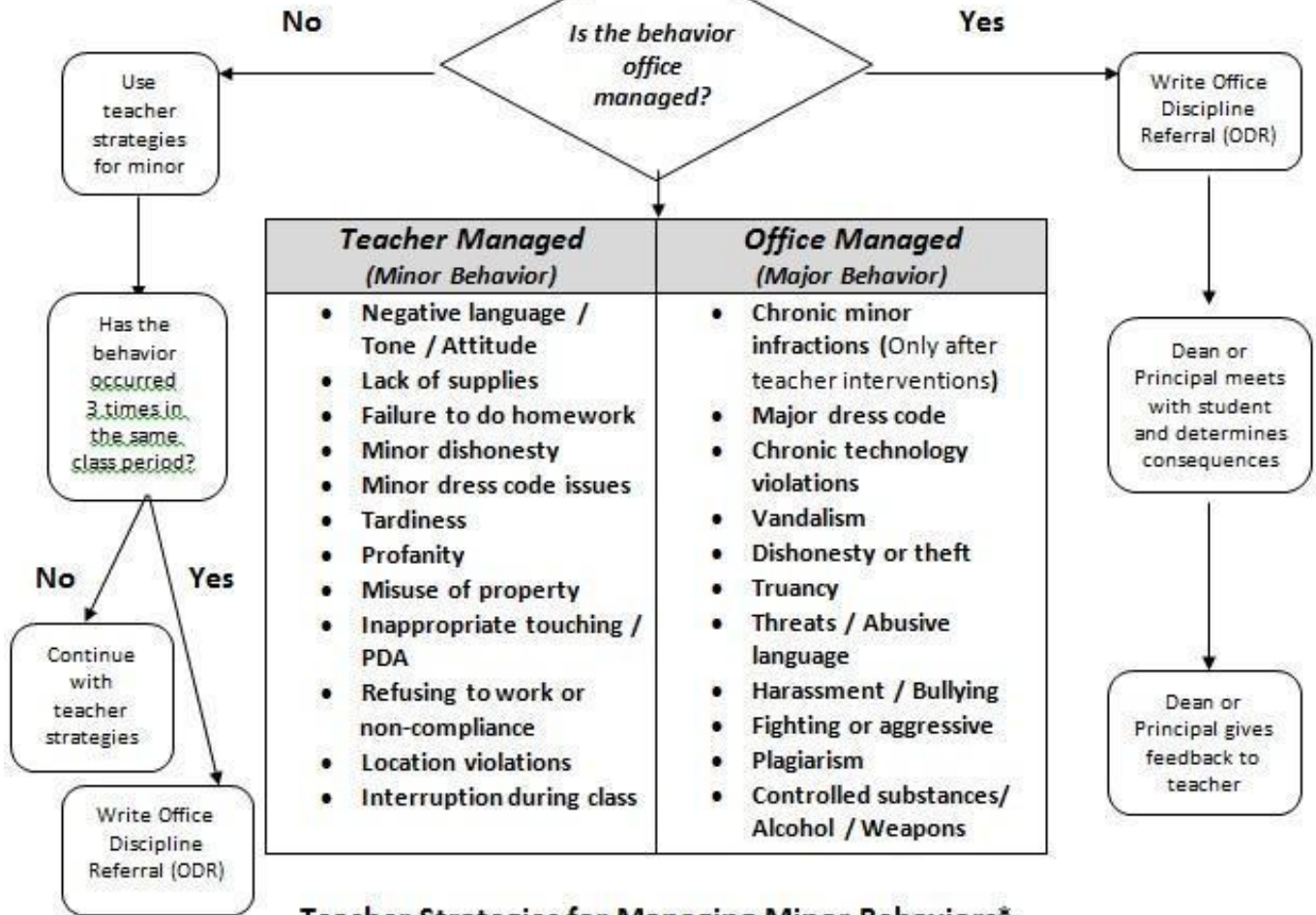
### **IDENTIFICATION CARDS (ID'S)**

HUHS will provide an electronic identification card for each student that will be accessible through an application on their cellular device. Students are required to be able to show their ID cards at all times as they are used as a means of identification. A student must present an ID card during check out of library materials, lunch, Oriole Time, admission to school after 7:25 am, sporting events, and school sponsored dances. A student may request a physical ID card for \$7.00. There is a \$7.00 charge for a replacement ID.

### **DISCIPLINE**

Hartford Union High School is committed to maintaining a safe and orderly learning environment. The following is a Discipline Flow Chart to be used as a guide to what is managed by the teacher/staff member and what is managed by the High School Leadership Team. There is also a Menu of Interventions list that is not meant to be comprehensive and should only be used as a guide to inform you of possible consequences for inappropriate behavior.

**Discipline Flow Chart**  
**Observe Problem Behavior**



**Teacher Strategies for Managing Minor Behaviors\***

Suggestions for classroom consequences:

Teachers should first redirect students by reminding them of the school expectations, outlined in the behavioral matrix, and reteaching behaviors as necessary.

Choose an appropriate consequence for the behavior.

- 1:1 Conference
- Proximity control
- Non-verbal cue to correct behavior
- Last to leave the room
- Seat change
- Speak to the student
- Contact parent(s) and/or guardian(s)
- Contact colleagues who also have the student in their class
- Have student leave the class to get a drink/go to restroom and return in 5 minutes
- Have student write an apology or complete a behavioral processing form



# Menu of Interventions



HUHS follows the concept of progressive discipline for inappropriate behavior which can include any of the following consequences and interventions:

- 1:1 conference with student,
- Apology to peer, class, or staff member or other form of making amends,
- “Cool down” break / “Time out”,
- Counseling with pupil services or other support services,
- Reflection,
- Behavior monitoring checklist,
- Assigned resource period (short term or long term),
- Conference: parent/guardian, staff, parent/guardian and staff,
- Confiscation of cell phone/electronics or banned items,
- Search and inspection of locker and/or student possessions,
- Behavior contract,
- Check In-Check Out program with Daily Progress Report (DPR),
- Nonsocial lunch period,
- Supervised detention (before school and/or after school),
- Student academic instructional groups: anger management, organizational and study skills, attendance and timeliness (others as needed),
- Problem-solving conference with student and family,
- Mentoring (peer and/or staff),
- School/community service project,
- Loss or suspension of student privileges,
- Referral to the Safety Resource Officer or other community resources,
- Revoking a work permit,
- Home visit,
- Individual behavior improvement plan (BIP),
- Tasks assigned by administration,
- Alternative programming,
- In-school suspension,
- Referral to/ or notify law enforcement or and the courts,
- Out-of-school suspension,
- Pre-expulsion conferences and/or
- Expulsion hearings which can result in expulsion from the 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.

***Be Respectful. Be Responsible. Be Resourceful.***

### **DETENTIONS**

Students may be assigned to detention by a member of the High School Leadership Team. Detentions may be used for those students who have demonstrated undesirable attendance patterns, repeated tardiness, disrespectful behavior, misconduct, or other disciplinary reasons.

Students assigned to detention are to report promptly to the room designated by the staff member at the stated time and for the number of days indicated. Students are responsible for their own transportation.

Additional detentions may also be issued before or after school. Each student is to report to detention with sufficient study materials and must cooperate fully with the faculty supervisor.

**Failure to abide by the regulations for the detention period may result in a suspension from school and/or parental conferences.**

### **STUDENT CONSEQUENCES**

Students have numerous privileges afforded to them such as, but not limited to, hall passes, lunch in the cafeteria, parking, access to technology, co-curricular activities, 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.

HUHS expects students to accept responsibility for their actions. If a student has violated school rules, the Principal or member of the High School Leadership Team will talk to the student about the responsibilities of a student and may assign appropriate consequences and interventions. If they do not serve the assigned consequences and interventions, the consequences and interventions will increase in severity. Chronic and repeated failure to follow school rules can result in a pre-expulsion conference with the Principal.

### **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 a 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 a later date.

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

- After a ruling of the disciplinary actions has been made, the appropriate disciplinary action will be assigned. The student and/or their parents/guardians may formally appeal the decision in writing to the Principal provided an appeal is received within five (5) school days from the day the disciplinary action was assigned.
- 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 (5) school days of the ruling.
  - If the appeal is granted, the disciplinary consequences 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.

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

If a student and/or parents/guardians wish to appeal the Principal 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 (3) school days of the mailing of the outcome of the first meeting with the Principal.
- After an appeal has been received, a date for a hearing shall be established by the District Administrator. The hearing shall be within three (3) 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 (5) school days of the ruling.
  - If the appeal is granted, the disciplinary consequences 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.

If the student and their 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 within five (5) school days of the mailing of the outcome of the second meeting with the District Administrator.

- The provision that is outlined in the previous two (2) hearings will be applicable in the third hearing before the Board of Education.

If the student and their parents/guardians remain dissatisfied with the findings of the third hearing before the Board of Education, the student or parents/guardians may seek remedy through the courts. (Board of Education Policy #5710)

### **SUSPENSION AND EXPULSION**

Maintaining a positive school climate and a controlled and disciplined environment are necessary for effective instruction. In that regard, all staff members are responsible for ensuring that the Student Code of Conduct is enforced consistently throughout the curricular and co-curricular areas.

Students may be suspended from school by the Principal or member of the High School Leadership Team for up to five consecutive school days for failing to comply with school rules. In all probability, suspensions will be served off campus.

**Students who are suspended out of school are not allowed on school property without administrative permission. During the suspension, the student may not take part in any school activity, either as a participant or spectator, other than supervised study if on in-school suspension. Suspensions are considered excused absences and therefore, students are allowed to make up work missed during the term of suspension.** (Board of Education Policy #5600)

## **SUSPENSION AND EXPULSION PROCEDURE**

In most situations, suspension means an action taken by the High School Leadership Team which results in prohibiting a pupil from attending classes for a period of not more than five consecutive school days. Suspension may be in school or off campus. As provided by Wisconsin State Statute 120.13, a student who has been given notice of an expulsion may be suspended for up to 15 days.

The purpose of suspension is to remove the student from the classroom environment and to provide time for the professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct. A student may be suspended for either of two reasons: for violating school rules or for conduct while at school or under the supervision of school authority, which endangers the health, safety, or property of others.

### **SUSPENSION**

A student may be suspended from school by a member of the High School Leadership Team for up to five consecutive school days or, if an expulsion hearing is pending, for not more than a total of fifteen consecutive school days if it is determined that the pupil is guilty of violating a school rule, or that while at school or under the supervision of a school authority, endangered the property, health or safety of others or themselves, and that the pupil's suspension is reasonably justified. Endangers includes, but is not limited to, making a threat to the health or safety of a person or making a threat to damage property.

Prior to any suspension, the pupil will be advised of the reason for the proposed suspension and any supportive evidence. The pupil will be given the opportunity to explain his version of the facts if the pupil denies the charges. If it is determined that the student is guilty of the misconduct charge and that the suspension is reasonably justified, the student shall be suspended.

The parent or guardian of a minor pupil will be promptly notified via telephone of the suspension.

After re-admission to school after suspension, the pupil will be allowed to take any semester or grading period examination and complete course work missed during the suspension period.

For a student that is suspended for 3 days or longer, a re-entry meeting will be required with a parent/guardian present.

### **EXPULSION**

A student may be expelled from school by the Board of Education if it finds the student guilty of repeated refusal or neglect to obey school rules, or if it finds the student guilty of 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, or if it finds that while the student was at school or under the supervision of a school authority she/he endangered the property, health or safety of others, or themselves, or if it finds the student guilty of conduct while not at school or while not under the supervision of school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority or endangers the property, health, or safety of any employee or school board member of the Hartford Union High School District. The Board of Education must be satisfied that the interests of the school demand a student's expulsion. Endangers includes, but is not limited to, making a threat to the health or safety of a person or making a threat to damage property.

Prior to expulsion, the Board of Education will hold a hearing regarding the proposed expulsion. No less than five days written notice of the hearing will be sent to the pupil and if the pupil is a minor to their parent or guardian. The notice shall state the reason for the proposed expulsion, the time and place of the hearing, the fact that expulsion may result, the right to legal representation, and the right to appeal the



Board of Education's decision. At the Board of Education hearing, minutes will be kept of all proceedings.

Upon the Board of Education's decision to expel the student, a copy of the expulsion order will be mailed to the pupil and his/her parent or guardian. The pupil will have the right to appeal the expulsion to the State Superintendent of Public Instruction. (Board of Education Policy #5610)

#### **SEARCH AND SEIZURE**

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is 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. 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. (Board of Education Policy #5771)

#### **REFERRAL TO POLICE OR JUVENILE AUTHORITIES**

If a student's misbehavior is so extreme that a law violation is involved, police or juvenile authorities will be contacted by the Principal or a member of the High School Leadership Team. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities are called. If the officers indicate that they are arresting the student, with or without a warrant, those officers shall have complete jurisdiction and responsibility in the matter and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the student shall be arranged in a manner to make it as unobtrusive as possible. The parent/guardian and the Superintendent will be notified as soon as the officer takes the student from the building.

#### **TECHNOLOGY**

##### **HELP DESK**

If you are having issues with your school-issued computer, please visit the Digital Den which is located near the West Commons and Drama Lecture Hall and is open from 7:00 am-3:00 pm.

#### **STUDENT TECHNOLOGY EXPECTATIONS**

Students must adhere to the Student/Parent Technology Handbook which outlines the procedures and policies for school issued devices and technology usage at Hartford Union High School. Failure to comply with the procedures and policies will result in disciplinary consequences including, but not limited to, loss of privileges, detention, replacement fees, and/or suspension from school.

The Student/Parent Technology Handbook can be found on the HUHS website.

## **HEALTH, SAFETY, & WELLNESS**

### **SAFETY & CRISIS PLAN**

The Hartford Union High School District is committed to providing as safe of an environment as reasonably possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities. With this goal in mind, the District and each school have developed a safety and crisis plan which is updated annually and is designed to address sudden, traumatic events which affect the school community. Such events might include, but are not limited to: death of a student or staff member, situations which would require a building lockdown or evacuation, or an emergency condition not covered in other drill procedures. In addition, a District Safety Team meets regularly throughout the year to address issues and promote education around safety and security. Please be aware of these key elements from our Safety & Crisis Plan:

### **ACCIDENTS**

Every accident, including minor ones that occur in the school building, on school grounds, at practice sessions, at any athletic event sponsored by the school, or at any school function must be reported to the school office as soon as possible. First aid will be given by the appropriately trained staff member from HUHS, or any other person qualified to give first aid.

### **EMERGENCY HEALTH CARE**

In case of a serious accident, injury or illness, District employees will provide emergency care within the limits of their expertise and will notify the student's parents/guardians of the situation as soon as possible. District employees will also arrange for prompt transportation to an emergency care facility if deemed appropriate. The school nurse shall submit a written report to the Principal within 24 hours. The report shall contain the pertinent facts, including a detailed description of the circumstances and the actions taken or recommended. In addition, an injury, illness or serious accident must be reported to the Superintendent or his/her designee by the Principal.

### **INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSINGS**

#### **INCLEMENT WEATHER SCHOOL CLOSINGS**

If school is closed due to inclement weather, information about the closing will be broadcasted over several radio and tv stations. Radio Stations are WTKM AM 1540 & FM 104.9, WTMJ AM 620, and 94.5 Lake FM. TV Stations are WTMJ/Channel 4, Fox 6 News, WISN Channel 12, and CBS 58. If the message reads "Hartford Area Schools", this includes Hartford Union High School.

The decision to close schools is influenced by the severity, intensity, and movement of the storm center or the extent of the weather. The information that schools will remain closed in the morning will be broadcasted as soon as possible and by 5:45 AM at the latest. If schools must be closed after the school day has begun, the same radio and tv stations will be contacted.

Additionally, if school is closed due to inclement weather, information will also be communicated to all students, parents/guardians, and staff via email, and posted on our website, Facebook, and Twitter.



## **EMERGENCY SCHOOL CLOSINGS**

If school is closed due to an emergency during the school year, information will be communicated to all students, parents/guardians, and staff via email, and posted on our website, Facebook, and Twitter. If school is closed due to an emergency outside of the school year, information will be posted on our website, Facebook, and Twitter.

## **EVACUATION**

Building evacuation drills at regular intervals are required by law and are an important safety precaution. These drills include active shooter/armed intruder, administrative hold, evacuation, lockdown, fire, and tornado. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions. Evacuation directions are posted in each room.

## **WEAPONS AND LOOK-ALIKE WEAPONS**

No one shall possess, use, or store a weapon or imitation weapon in school buildings, on school property, in a District vehicle or school bus, or at any school-sponsored function or event. The sole exceptions to this policy are weapons under the control of law enforcement personnel, and the use of weapons or imitation weapons for school-sanctioned purposes approved in advance by the building administration.

A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle, chemical agent, or any other object or substance, which, if used or intended to be used, is capable of inflicting bodily harm. An imitation weapon is defined as toy guns, water guns, non-working replicas of weapons, cap guns, poppers, war souvenirs, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Law enforcement personnel may be contacted in all weapons situations. School officials will attempt to confiscate any and all weapons or imitation weapons. If it is determined that a student is in possession of a weapon or imitation weapon, the student shall automatically be suspended and considered for the expulsion process. Students with knowledge of the weapon or imitation weapon, but who fail to report it, may also be considered for suspension. Further disciplinary measures, including expulsion, may be recommended at the discretion of the building principal or designee. (Board of Education Policy #5772)

## **ALLERGIES**

Due to students or staff in the Hartford Union High School District that have severe allergies:

- Latex balloons and latex products are not allowed in school as they pose a problem for students with a latex allergy. Mylar balloons are allowed.
- Pets and animals are not allowed at school unless they are visiting for educational purposes as outlined by Board of Education Policy #8405A.
- Avoid sending treats to school that contain nuts, including peanuts. Please contact your student's teacher regarding snack guidelines.

## ILLNESS GUIDELINES

Regular school attendance is important to each child's success in school. The patterns and attitudes children develop about health and illness often carry on into later school years, into adulthood and into the work world. Our goal is to work with students, parents/guardians, and staff to promote positive health so every student is comfortable at school and ready to learn. When students are sick, we encourage them to stay home. The following guidelines can help parents/guardians decide if their child should be at home or school:

### *TEMPERATURE:*

A child with a fever that is greater than or equal to 100.4 degrees should not be sent to school. A child needs to be fever free for 24 hours without the use of fever-reducing medication (such as Tylenol, Ibuprofen) before returning to school. We will contact the parent/guardian to take a child home if the temperature is 100.4 degrees or greater.

### *STOMACH ACHE, VOMITING, DIARRHEA:*

A child with vomiting and/or diarrhea should be kept home until symptoms have resolved for 24 hours and the child is able to keep down food and liquid. Consult your doctor if your child has a stomach ache that is persistent or severe enough to limit activity.

### *COLDS/SORE THROATS:*

Severe Cough and Cold symptoms (including hacking cough, a very runny nose, and/or thick, nasal drainage): child should stay home, even without a fever.

Respiratory Symptoms (including cough, fever, sore throat): child should stay home..

Sore Throats, with no other symptoms: child may go to school.

Sore throats, with a fever, rash, and/or white spots on back of the throat; child should stay home and be seen by a doctor or healthcare provider.

A child with a cough that persists well after infection may go to school.

### *RASH:*

A rash may be a sign of an allergic reaction or an infection. It's important that the child's healthcare provider be contacted if a rash is "itchy", or spreading, raw, or draining, as well as having a fever with rash. Keep your child at home until you have discussed the rash with your doctor or healthcare provider.

### *CONTAGIOUS/NUISANCE DISEASES:*

If your child has been diagnosed with a contagious disease, such as Strep Throat, Impetigo, Bacterial Pink Eye, Bacterial Bronchitis, etc., they may return to school after 24 hours of treatment with an antibiotic. Please go to the following website for information on communicable diseases:

<https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>

If your child has been found to have head lice, proof of treatment (empty box) is required to return to school along with no active lice. If the student has been diagnosed with scabies, they must have treatment provided by a physician and can return to school 24 hours after treatment with a note from their doctor.

Students diagnosed by a physician with scalp ringworm, can return to school 24 hours after oral treatment has started. Students with ringworm can return to school 24 hours after treatment has started and lesions must be covered. Students with ringworm should not participate in gym, swimming, and other close contact activities that are likely to expose others until 72 hours after treatment has begun or until the lesions can be completely covered.

#### *HEADACHES:*

We encourage students to stay at school if they have a headache. If you would like an over-the-counter pain reliever carried by your child, the parent/guardian must fill out the Over-the-Counter permission slip (**forms can be obtained from the nurse or online under Health Services**). If a child has headaches often, we encourage parents/guardians to keep a log of when the headache occurs, what relieves it, how long it lasts, and what the child was doing before the headache started. This information is important to share with the child's health care provider.

Students who wish to go home due to illness need to see the nurse to obtain permission to go home. Remember that under no circumstances are students to leave school during the day without first reporting to the office and having their departure approved. Students leaving the school grounds without permission will be considered truant.

If a student becomes ill or injured at school, a parent/guardian will be contacted. **It is very important that our school records include up-to-date telephone numbers for home, work, cell phone, and emergency contacts. Please update Skyward with any changes to your contact information.**

*IMMUNIZATIONS:*

**Table 144.03-A  
Required Immunizations for the 2023-2024 School Year**

Age/Grade	Required Immunizations (Number of Doses)							
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B		
Grade 7 through grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** A dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1<sup>st</sup> birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1<sup>st</sup> birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).

The Student Immunization Law requires that all students through grade 12 meet a minimum number of required immunizations prior to school entrance. These requirements can be waived only for health, religious or personal convictions reasons. To remain compliant with the law, please provide the month, day, and year that your child received the required immunizations on the Student Immunization Record, when you register your student online. This must be done by the first day of school. If you do not have your student's immunization record, please obtain a copy from your physician or go on WIR- Wisconsin Immunization Registry ;( [www.dhfs.wis.gov](http://www.dhfs.wis.gov)), and print a copy of your student's immunization record.

*MEDICATION POLICY*

*MEDICATION*

We understand that children may need to take medication during the day. To ensure the safety of all our children, the District has written guidelines regarding administration of medication to children. School personnel who may administer medication include health room personnel and other trained staff. State law and School Board Policy (No. 5330) specify definitive guidelines for the handling and dispensing of medication for students while in school. State law has established separate procedures for medication prescribed by a physician and non-prescribed medications (over-the-counter).

*PRESCRIPTION:*

Prior to administering prescribed medication, the nurse must be provided with a signed **Medication Card** from the parent/legal guardian and prescribing physician. Medication must be in the original container from the pharmacy with the student's name, medication name, dosage and time to be given, effective date, directions, prescribing practitioner's name, expiration date and stored in the health room.

*NON-PRESCRIPTION / ALTERNATIVE (NON-FDA APPROVED):*

Non-prescription medication, as well as alternative (non-FDA approved) medications can only be administered by school personnel or carried by the student if they have a **Medication Card** signed by the parent/legal guardian. All medication must be in the original container, cannot be expired, must be administered per container instructions, and must be stored in the Health Room.

*UNUSED MEDICATION:*

All unused prescription and non-prescription medication must be picked up by the parent/legal guardian by the last day of school, or it will be disposed of.

**ALL CONSENT FORMS MUST BE RENEWED EACH SCHOOL YEAR AND/OR ANYTIME MEDICATION IS CHANGED.**

**STUDENT ILLNESS**

If you become ill during the day, report to the nurse and arrangements will be made to get you home, provided there is someone at home to receive you. It is the policy of the school not to permit anyone to go home to an empty house if ill. This is for your protection. Students who wish to go home due to illness need to see the nurse to obtain permission to sign out. Remember that under no circumstances are students to leave school during the day without first reporting to the office and having your departure approved. Students leaving the high school building or the school grounds without permission will be considered truant.

**VIDEO MONITORING SYSTEMS**

The District approves the use of video cameras on school property and buses for the primary purpose of reducing disciplinary problems and vandalism. Parents/guardians will be notified once a year that video cameras are being used. (Board of Education Policy #7440.01)

**VISITORS/RAPTOR SYSTEM**

To ensure the safety of our students, **ALL** school visitors must enter the building using the main entrance, sign-in at the secured entrance and pick up a visitor's pass to use during their visit. Other building doors will be locked during school hours.

Hartford Union High School District implemented the Raptor System many years ago. The system is unique because it enables the school to produce visitor passes, monitor volunteer hours, and electronically check all visitors against registered sexual offender's databases. The goal of using such a system is to continue to monitor a safe school.

When using this system, all volunteers and visitors will be asked to show their government-issued identification (driver's license). This will be scanned into the system, and a badge will be produced to be worn while at the school. Upon leaving the school, the badge is returned to the office for sign out. When the visitor/volunteer returns to school, their information and scanned ID are stored in the system. A badge is easily produced through the system without the need of the ID.

### **ALCOHOL AND OTHER DRUGS**

The Board of Education has a strong commitment to the health, safety, and welfare of all students. The District's commitment to maintaining a healthy, safe, and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use.

The following actions are prohibited by students in or on school property, in any District owned or contracted vehicle and at all school-sponsored activities:

- The use, possession, dispersing, distribution, manufacture, transfer, sale, or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state and federal statutes), inhalants, vape pens, anabolic androgenic steroids, and other performance enhancing substances and look-alike drugs or alcohol (i.e. non-alcoholic beer).
- Being under the influence of alcohol, drugs, controlled substances, or inhalants.

Prescription medications will be exceptions to this policy when used by the individual for whom they were prescribed, in the manner and amount prescribed, and when used in accordance with the Board of Education's policy and procedures governing student medications.

Additionally, a student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such tests shall be administered by a law enforcement officer and shall meet state law requirements.

Parents/guardians and students will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol, drugs, and controlled substances. Failure to abide by this policy, or refusal to submit to required breath testing for the presence of alcohol, will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law and established procedures. Violations of this policy may also result in referral to law enforcement officials for prosecution under specific local, state, or federal laws. An alcohol and other drug assessment is required before returning to school after a suspension for a drug or alcohol violation.

The District shall assist students, parents/guardians, and staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substances and alcohol/drug use and abuse. (Board of Education Policy # 5530)

### **NON-SMOKING/NICOTINE/TOBACCO POLICY**

Smoking and the use of any tobacco, electronic cigarettes, and/or electronic nicotine delivery system (ENDS) products shall be prohibited on all District property, including school buildings, grounds, school buses, and in school-owned vehicles and during all school sponsored activities. Possession of tobacco products including, but not limited to, electronic cigarettes and/or electronic nicotine delivery system (ENDS) products by students on school property shall also be prohibited. Violations of this policy may result in citations under local ordinance and/or student discipline.

### **STUDENT HAZING**

Hazing by students attending the Hartford Union High School is strictly forbidden regardless of the time or place it might occur. No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school or as part of participation in a school activity or organization. Under those circumstances prohibited acts may include any brutality of a physical nature such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement, or any other forced activity which endangers the physical health or safety of the student. "Forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

In case of a violation of this policy, the school administration shall take disciplinary action, and upon their recommendation, the Board of Education may expel a student or students for violation thereof. (Board of Education Policy #5516)

### **HARASSMENT/BULLYING**

Hartford Union High School seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

"Student harassment" means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment. (Board of Education Policy #5517 and #5517.01)

Harassment/Bullying forms can be found online for individuals to complete. The main office will also have a hard copy available for an individual to complete.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false reports of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook (Board of Education Policy #2266).

### **STUDENT/PARENT ENGAGEMENT, SERVICES, & OTHER**

#### **ORIOLE TIME**

The purpose of Oriole Time is to provide students an opportunity to develop their Academic and Career Plan as it pertains to Career, College, and Citizenship Readiness. Furthermore, Oriole Time will provide students access to teachers to address questions and concerns they have and to get support for their learning. All students will be assigned an Oriole Time Mentor Coach (OTMC), who will be the point person to guide, support, and monitor student success throughout their high school journey.

Students will meet with their OTMC every Monday during their Home Oriole Time. On Tuesdays, Wednesdays, Thursdays, and Fridays, students will attend choice sessions based on student need and interest. The Home and Choice day schedule may change throughout the year based on student or school

needs. Students are expected to report to their scheduled session on time, and they will remain in their assigned location for the duration of the 55 minute session. OTMCs will be responsible for overseeing the scheduling process for such choice sessions. The choice sessions provide students an opportunity to receive additional support with the content-area experts or for enrichment opportunities associated with extra-curricular activities. Choice Oriole Time days are also an opportunity to relearn, reassess, or make-up for lost learning due to absences or other circumstances.

### **COUNSELING DEPARTMENT**

The goal for the counseling department is to help students successfully transition to high school and make good decisions for the future. Counselors provide individual and group counseling and support with academic and career development. In addition, counselors work closely with families, students, and community providers (i.e., with parent/guardian permission) to enhance collaboration and coordination of services for students.

Parents/Guardians, as well as students, are encouraged to contact counselors. If students have an urgent concern they should come to the counseling office and a counselor will be notified. For non-urgent concerns students should make an appointment to maximize efficiency and effectiveness in meeting student needs.

### **ANNOUNCEMENTS**

Announcements will be posted on the HUHS website and read at the beginning of Block 1.

### **STUDENT SERVICE SPECIALIST**

The Student Service specialist is available to support all students to maximize their educational experience and enhance overall well-being. The Student Service Specialist is available to assist parents/guardians and school staff in the identification and remediation of challenges that may arise. Responsibilities include, but not limited to, psychological and academic assessment with students, counseling to facilitate behavioral, emotional, and social support, lead crisis intervention efforts, serve as homeless liaison, and collaboratively developing intervention programs. The Student Service Specialist consults with parents/guardians and outside agencies (i.e., with parent/guardian permission) to enhance positive collaboration and coordination of services for all students.

### **SCHOOL RESOURCE OFFICER**

Hartford Union High School's School Resource Officer can be found in the school building Monday through Friday from 7:00 am until 3:00 pm. The officer can be contacted by calling 262.670.3200, ext. 4490. The School Resource Officer 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.

### **HANDICAPPED ACCESS**

To make sure that handicapped individuals have access to all levels of the building via the elevator, keys are available through the nurse in the Health Office. Students who need special parking accommodations for medical reasons should report to the Main Office.

### **FOOD & NUTRITION SERVICES**

For current information please go to the following link on the HUHS website:  
<https://www.huhs.org/services/food-service.cfm>



For meal account information, please go the following link:  
[https://www.huhs.org/services/account\\_info.cfm](https://www.huhs.org/services/account_info.cfm)

For meal assistance information, please go to the following link:  
<https://www.huhs.org/services/meal-assistance.cfm>

### **STUDENT RIGHTS OF EXPRESSION/POSTING OF SIGNS**

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 pre-approved by the Building Principal 24 hours in advance and stamped with an official seal. Material cannot be displayed if it is obscene to minors, libelous, indecent, 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. 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, in the School District, or post on school property must have prior authorization from the Principal. Students may not solicit funds or pledges or sell items to support outside organizations.

### **TEXTBOOKS**

Textbooks for the 2023-2024 school year will be checked out through the Library Media Specialist or other staff member in the library. Students must have their HUHS ID to check out textbooks. Those students with unreturned textbooks from the school year will receive a fee statement for the cost of the book(s).

### **TRANSCRIPTS**

Current students and graduates are able to make transcript requests online through the school website using Parchment Secure Transcripts.

### **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 confidentially report suspected acts of violence or general information that could be beneficial as it relates to the high school and well-being of the students and staff at HUHS.

### **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. HUHS 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 the Director of Student Services at 262.670.3200.

### **SPECIAL EDUCATION**

Students who have an impairment and a need for Special Education are provided services as outlined in their Individualized Education Program (IEP). Decisions regarding services and programming are determined by the IEP team which includes, but is not limited to the student, parents/guardians, special education teachers, general education teachers, and administration. Additional IEP team members may include the counselor, school psychologist, school social worker, and/or other related service providers. The IEP team identifies the Least Restrictive Environment for each child based upon the child's individual needs. HUHS offers a range of options to meet the unique educational needs of students with disabilities. 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.

### **LOCKERS**

School lockers are the property of Hartford Union High School District and are provided for the convenience of students. Students can request a locker in the Main Office and a locker will be assigned to them for the student's duration at HUHS. ***-Students are responsible for the content of the locker assigned to them.*** Discovery of illegal material may result in disciplinary action and/or referral to the appropriate authorities. (Board of Education Policy #5771) 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 a locker and/or locker combinations with other students. Consequently, students should:

- Use only their locker.
- Keep their locker combination to themselves.
- Keep all valuables locked in Physical Education lockers at ALL times. Do not leave items lying out.

**The school cannot assume responsibility or liability for any loss of personal property.**

### **LOST, FOUND and STOLEN ITEMS**

All lost or stolen items are to be reported promptly to the Main Office. Items found should be turned in at the Main Office. Students are to check in the office for misplaced or lost articles. Expensive items and large sums of money should NOT be brought to school. Unclaimed articles are periodically donated to local charities.

### **WORK PERMITS**

Students can obtain a work permit from the Department of Workforce Development website at <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>.

### **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 information 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 summer registration packet.

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.

### **Pupil Records**

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 Right 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" 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.

For further information regarding this policy or a complete copy of the Pupil Records Law, please call the Principal at 262.670.3200.

## **PARENT INSPECTION OF INSTRUCTIONAL MATERIALS**

The following procedures should be used when a member of the public makes a request to inspect instructional materials used as part of the educational curriculum of a student. (Board of Education Policy 9130).

- A. The criticism is to be addressed to the Director of Curriculum and Instruction, in writing, and shall include author, title, publisher; the complainant's familiarity with the material objected to; section objected to by page, and items and/or the reasons for objections.
- B. Upon receipt of the information, the Director of Curriculum and Instruction shall, after advising the District Administrator of the complaint, refer the matter to the District Administrator to follow AG9130.
- C. The District Administrator will advise the complainant, in writing, of his/her decision.
- D. The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President, within ten (10) calendar days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- E. The Board shall review the case and advise the individuals(s), in writing, of its decision within as soon as practicable.

## **PROGRAM OR CURRICULUM MODIFICATIONS**

As per policy 5250, the Board may excuse a student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma. Any such request for a program or curriculum modification from the parent, or the student if the parent is notified, shall be in writing. The Board, or its designee, shall provide a written decision within ninety (90) days to a properly submitted request for a program or curriculum modification. If the request is denied, the reasons for denial shall be included in the written decision. An exception is if the student has been evaluated by an IEP team but not recommended for special education, then the written decision must be provided within thirty (30) days. Please review the full policy for additional information about such modifications.

## **HOMELESS STUDENTS**

The McKinney-Vento Homeless Assistance Act (MVHAA) defines homeless children as individuals who lack a fixed, regular, and adequate nighttime residence. This includes children who share the housing of other persons due to the loss of housing, economic hardship, or a similar reason. Children living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations are also included in this population. The following services may be provided for homeless children: enrollment assistance, free breakfast/lunch, books, school supplies, transportation and referral to social service agencies, community resources and other related services that can assist basic needs. If you are or are aware of families who are homeless or if you are in need of additional information on how homelessness is defined, please call the Hartford Union High School Student Service Specialist at 262.670.3200.

### **NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Hartford Union High School District pursuant to s.118.13, Wisconsin Statutes and PI 9 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 of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. The Hartford Union High School District has adopted a policy of nondiscrimination. 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 the Director of Business Services or the Director of Student Services, Hartford Union High School, 805 Cedar St., Hartford, WI 53027, 262-670-3200.

### **ACCOMMODATIONS OF SINCERELY HELD RELIGIOUS BELIEFS**

No student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class period. (Board of Education Policy #2270)