

Bylaw

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

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DEFINITIONS

0100

Definitions

The bylaws of the board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented, and which provides for the management cycle of planning, action, and assessment or evaluation.

Administrator

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract and/or who reports directly to the District Administrator.

Administrators may include the following positions: Business Manager, Director of Pupil Services, Director of Learning, Instructional Program Coordinator, Principal, Associate Principal, Dean of Students, and Activities Director.

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser.

Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Board

The Board also commonly referred to as the Board of Education shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. And

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Chapter 120, Wis. Stats.) Within these bylaws and policies, the term Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board of Education. (See Bylaw 0171.3 – Clerk)

District

The School District is territorial unit for school administration. Districts are classified as common, union high, unified and 1st class city school districts. A joint school district is one the territory of which is not wholly in one municipality. (Chapter 115, Wis. Stats.) Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District sometimes locally referred to as District Administrator. In policy, capitalization of the term District Administrator may imply delegation of responsibilities, as appropriate, to staff members.

District Records Custodian

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 – Public Records.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

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Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-BOMRs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

"District Records Custodian".

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32(1 dm), 19.42(7w)(f), and (g), Wis. Stats.

May

This word is used when an action by the Board or its designee is permitted but not required.

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Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be licensed physician and will participate in the annual review of the District emergency nursing service plan. The School District may also have a medical advisor fulfill other roles. (P.I. 8.01(2)(g)(3)).

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. 19.82(2), Wis. Stats.

Official Newspaper

A newspaper may be designated by the Board under 985.05, Wis. Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

The natural or adoptive parents or they party designated by the courts as the legal or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDS") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive office of the Board. (See Bylaw 0171.1 – President)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

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Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component of the district's operation, or serve as assistants to such person, regardless of whether they hold an administrative contract or are required to have administrator certification but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, step-child, grandparents, grandchild, dependent, or member of the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of - 115.001(11), Wis. Statute. A School nurse has the authority to exclude student for signs of illness.

School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board. The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers) pursuant to the Family Education Rights and Privacy (FERPA) definition – see Policy #8330 – Student Records.

Shall

This word is used when an action by the Board or its designee is required. (The word “will” or “must” signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent but has the authority of the District Administrator by law. In policy, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

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Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

Technology Resources

The Board defines technology resources to include computers, laptops, tables, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board. (See Bylaw 0170)

Vice-President

The Vice-President of the Board. (See Bylaw 0170)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member may be present at a meeting if attending by telephone or other manner of remote access, provided that the meeting is properly held. No voting by Proxy may be recorded or counted in an official vote of the Board.

Citations to Wisconsin statutes are shown by the Section Number (e.g. 120.11, Wis. Stats.), Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g. P.I. 11). Citations to the United States Code are noted as W.S.C., Federal Register are noted as F.R., and code of Federal Regulations as C.F.R.

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ACRONYMS	MEANING
ACT	American College Test
ACT EXPLORE	Helps 8th and 9th graders explore a broad range of options for their future
ACT PLAN	Helps 10th graders build a solid foundation for future academic and career success
AFT-WI	American Federation of Teachers - Wisconsin
ASCD	Association for Curriculum Development
AWSA	Association of Wisconsin School Administrator
BTAP	Beginning Teachers Assistant Program
BYOC	Build Your Own Curriculum
BYOD	Bring Your Own Device
CESA	Cooperative Educational Service Agency
DOE	Federal Department of Education
DPI	Wisconsin Department of Public Instruction
DSA	Developmental Spelling Analysis
EAP	Employee Assistance Program
ELL	English Language Learners
ELT	Extended Learning Time
EPA	Environmental Protection Agency
ESEA	Elementary and Secondary Education Act
ESES	Educational Specialist Evaluation System
FEMA	Federal Emergency Management Agency
FERPA	Federal Education Rights and Privacy Act
FLL	First Lego League
FSD	Food Service Director
FVTC	Fox Valley Technical College
GATE	Gifted and Talented Education
GES	Greenville Elementary School
GMS	Greenville Middle School
HASD	Hortonville Area School District
HES	Hortonville Elementary School
HHS	Hortonville High School
HMS	Hortonville Middle School
HOPE	Helping Other Peers Engage
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IEP	Individualized Education Plan
IMC	Instructional Media Center

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InTASC	Interstate Teacher Assessment and Support Consortium
ISLLC	Interstate School Leaders Licensure Consortium
JIC	Joint Information Center
KPI	Key Performance Indicators
KSCADE	K-12 Schools/College Alliance for Distance Education
LC	Literacy Collaborative
LEA	Local Educational Agency
MAP	Measuring of Academic Progress
NAPE	National Assessment of Educational Progress
NCLB	No Child Left Behind
NIMS	National Incident Management System
OASYS	Orbit Analysis System
OCR	Office of Civil Rights
OSHA	Office of Safety and Health Administration
PALS	Phonological Awareness Literacy Screening
PAWS	Peers Assisting with Students
PBIS	Positive Behavioral Interventions and Support
PCDs	Personal Communication Devices
PGP	Professional Growth Plan
PIO	Public Information Officer
PLC	Professional Learning Community
PPO	Pupil Performance Objective
PSC	Professional Standards Council
RRR	Rigor, Relevance and Relations
RTI	Response To Interventions
SAT	Scholastic Aptitude Test
SLO	Student Learning Objectives
SMART	Self-Monitoring, Analysis and Reporting Technology
STEM	Science, Technology, Engineering and Math
TPES	Teacher Performance Evaluation System
WACTE	Wisconsin Association of Colleges of Teacher Education
WAICU	Wisconsin Association of Independent Colleges and Universities
WASB	Wisconsin Association of School Boards
WASDA	Wisconsin Association of School District Administrators
WEAC	Wisconsin Education Association Council
WIAA	Wisconsin Interscholastic Athletic Association
WKCE	Wisconsin Knowledge and Concepts Examination

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