

The Board of the Hortonville Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirements not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

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Director of Pupil Services
246 N. Olk Street
Hortonville, WI 54944
920 779-7900 ext. 16110
lorismits@hasd.org

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246 N. Olk Street
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More information about Title IX may be found in Board Policy #2266- Nondiscrimination on the Basis of Sex in Education Programs or Activities.

2023 – 2024
**HORTONVILLE
HIGH SCHOOL**

Main High School Office

PHONE (920) 779-7933 FAX (920) 779-7935

Timothy Rietveld - Principal
Dallas Herbst – Associate Principal
Samuel Engelland –Athletic & Activities Director

Administrative Assistants:
Tanya Davis Nicholas Wozniczka
Mishayna Uhlenbrauck

Student Services (Attendance)

PHONE (920) 779-7940 FAX (920) 779-7935

Kari Rankin - Dean of Students

Administrative Assistant:
Lori Whitman

Counseling Office

PHONE (920) 779-7934 FAX (920) 779-7909

Laura Kuether - Counselor Alli Winch-Counselor
Staci Chevremont - Counselor
Julie Patri- Registrar
Jennifer VanAsten –Administrative Assistant

Website: www.hasd.org

This handbook belongs to:

***Name:** _____

PRINT CLEARLY

*This page must stay in the handbook. Your name must appear here, or you will not be allowed to use this handbook as a passbook.

Graduation Year: _____

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the Hortonville Area School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The Hortonville Area School District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The Hortonville Area School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

Any questions concerning this policy should be directed to:
Hortonville Area School District
Todd Timm, District Administrator
P.O. Box 70
246 N. Olk St.
Hortonville, WI 54944
(920) 779-7921

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Hortonville High School

Daily Schedules 2023 – 2024

Red Day Schedule

0 Hour	1 st Hour	2 nd Hour	3 rd Hour	ELT	4 th Hour
7:05-8:30	8:35-10:05	10:10-11:35	11:40-1:30	1:35-2:05	2:10- 3:35

-Each student will have a lunch period during 3rd hour based on teacher groupings.

White Day Schedule

0 Hour	1 st Hour	2 nd Hour	3 rd Hour	ELT	4 th Hour
7:05-8:30	8:35-10:05	10:10-11:35	11:40-1:30	1:35-2:05	2:10- 3:35

-Each student will have a lunch period during 3rd hour based on teacher groupings.

Early Release Schedule

0 Hour	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	Lunch
7:30-8:28	8:35-9:35	9:40-10:38	10:43-11:41	11:46-12:44	12:44-1:10

Delayed Late Start Schedule

1 st Hour	2 nd Hour	3 rd Hour	4 th Hour
10:35-11:34	11:39-12:37	12:42-2:32	2:37-3:35

-Each student will have a lunch period during 3rd hour based on teacher groupings.

Inservice Release Days

Five days throughout the year have been scheduled for the students to be released early. These days are scheduled for the teachers to work on curriculum, assessment, and other professional learning. Busses depart at approximately 1:10 pm. Students may be requested to stay if they are in poor academic standing.

MISSION STATEMENT

OUR COMMUNITY ENSURES EVERY STUDENT
LEARNS AT THE HIGHEST LEVEL

GENERAL INFORMATION

School Fees

Each year at Hortonville High School, a registration fee will be assessed. Information will be communicated in a summer mailing. This fee does not cover the cost of the yearbook. Certain courses in the high school have charges that are levied to cover the costs of all materials. **Fees must be paid prior to the first day of classes.** School fees may be paid online through skyward.

Student I.D. Cards

The student ID Card of Hortonville High School serves as an admittance pass to many school functions. This pass is not valid for out-of-town games, class or club dances, or the concerts and musicals. Student ID numbers will be used for Extended learning time placement. Students must carry their school ID cards with them daily to school and to all school events.

School Supplies

Students shall come to each class with books, paper, pens, and other supplies appropriate for participating in class. A flash drive is recommended for data storage and transfer.

Lunch Accounts

Up-to-date information regarding student lunch accounts can be found on the Hortonville Area School District website at [Hortonville Area School District - Food Service \(hasd.org\)](http://Hortonville Area School District - Food Service (hasd.org))

GRADUATION REQUIREMENTS

Credit Requirements

Hortonville High School annually publishes a Course Listing booklet describing all courses and current graduation requirements. One year of Algebra or World Languages completed by the end of the eighth-grade year will count toward the 3-credit math and fine arts requirement if the class was taught by a teacher certified to teach high school through the 9th grade by the Wisconsin Department of Public Instruction. The credits will not be included in the students' high school GPA. Hortonville High School students must have a minimum of **24 total credits** (for class of 2023). Students for the class of 2024 must have a minimum of 25 credits, class of 2025 require a minimum of 26 credits and class of 2026 require 27 credits including successful completion of the following:

Area	Requirement	Notes
Computer Literacy	0.5 Credit	
English	4.0 Credits	
Financial Literacy	0.5 Credit	
Health	0.5 Credit	
Mathematics	3.0 Credits	Algebra and/or Geometry successfully completed at the 7th and/or 8th grade level will count toward the 3-credit math requirement for graduation when the student enrolls in the next sequential math class in the 9th grade year. The instructor must have been certified by the Wisconsin Department of Instruction in secondary mathematics
Occupations	2.0 Credits	Met through Art, Business, FAC, Music, Technology or any credits earned in core classes beyond the required credits.
Physical Education	1.5 Credits	Earned over three (3) years
Science	3.0 Credits	
Social Studies	4.0 Credits	
World Language/Fine Arts	1.0 Credit	Art, Music or World Language World Language successfully completed at the 8th grade level will count toward the 1 cr. Graduation requirement if the instructor is certified by the WI Dept. of Instruction in secondary World Language.
Electives	4.0	
Youth Service Learning	36 Hours	
Civics Assessment	Successful completion	

The responsibility for completing all graduation requirements at the proper times rests with the student. While faculty and counselors will assist students in planning their program, they are not expected to relieve the students of their responsibility.

Youth Service Learning

Volunteering is a way of giving back to someone or our community to foster civic participation, responsibility, leadership, interpersonal skills, and develop employability skills, such as problem solving and critical thinking skills in real-life situations. By giving our own time and energy to help out someone else or an organization we can enhance our own life and our community.

Hortonville High School students are required to have 36-Hours in order to graduate. These hours can start the day they graduate from 8th grade. They are due in April of their graduation year.

- First semester graduates have a December 1st due date and end of year graduates have an April 15th due date.
- Hours must be approved prior to these due dates within the Transeo Website.
- 9 hours of service learning must be completed each year to be eligible for Youth Apprenticeship, Work Release, Band Study Hall, and/or commons eligibility. (Freshmen – 9, Sophomore – 18, Junior – 27, Senior – 36). Hours must be complete by January 15th for 2nd semester privilege.
- Students must have all 36 service hours completed prior to receiving a Merit Card
- Youth Service-Learning hours can begin after a student completes 8th grade. It may be helpful for students to communicate with the YSL Coordinator on acceptable activities for YSL hours prior to the completing the hours.
- Service Hours should be community-based outside of family commitments. Service Hours may not be approved by a family member or a current HHS Student.
- It may be helpful for students to communicate with the YSL Coordinator on acceptable activities for YSL hours prior to the completing the hours.

All service hours must be documented digitally through Transeo www.gotranseo.com For additional service learning information, please visit the link on the district home page or see your school counselor for further information.

State Civics Assessment

Students must pass the State Civics Assessment for Graduation.

GRADES/RECORDS/CONFERENCES

Academic

All grade status and student academic status is available online through Skyward Family Access. If you do not have online access, you may request a paper copy of the report card by calling the Counseling Office at (920) 779-7934.

Grading System/Honor Roll

Hortonville High School utilizes an A-B-C-D-F grade reporting system. Teachers will explain in writing their grading procedures and provide a written course syllabus during the first week of class. If a student does not understand the grading procedure when it is explained, it is the student's responsibility to get clarification from the teacher.

Honor rolls are determined at the end of each grading period for that nine-week session. The "A" Honor Roll requires a 3.6 or better grade average, while the "B" Honor Roll requires a 3.0 grade average.

Honor rolls are computed in the following manner: Each grade has a numerical value. A=4.0, A-=3.7, B+=3.3, B=3, B-=2.7, C+=2.3, C=2, C-=1.7, D+=1.3, D=1, D-=.7, F=0. The grades achieved and reported for a student's classes are added together and the sum is divided by the number of classes taken.

Laude System **This begins with students in the Class of 2024*

The Laude system will be used at Hortonville High School as our recognition of graduates for both high academic standing and rigorous course selections. Class GPA shall be maintained starting with the first semester of ninth grade and continuing through the first semester of 12th grade. Only full-time students shall qualify for Laude status. Semester grades shall be used to calculate grade point average (GPA) for Laude calculation and recognition. Only high school level academic subjects approved by the Board, or its designee, shall be included in computing semester grades. Official Laude calculation will be completed after first semester grades are earned during their senior year.

The Laude system at Hortonville High School will consist of three levels of recognition for academic grades earned and rigorous courses selected. From most rigorous decreasing, the levels are Summa Cum Laude, Magna Cum Laude, and Cum Laude. Class rank will be determined by the Laude calculation when needed for external purposes (i.e. scholarship requests).

Laude calculations and eligible courses will be updated and described annually in the student handbook for Hortonville High School. The laude system will apply beginning with the class of 2024.

CALCULATION INFORMATION AND RANGES

Students with a 3.4 GPA or better are eligible for the Laude recognition. Only HHS's approved list of advanced level courses (in addition to Start College Now and Early College Credit Program courses) will be considered advanced courses for the purpose of the Laude recognition process.

- Step 1: Count # of Laude courses (1/2 credit = 1 point)
 Step 2: Multiply your G.P.A. by the number of Laude courses.
 (example: 3.44 X 13.5 = 46.4 cum laude)
 Step 3: Use the ranges below to determine your Laude status.

$$\begin{array}{r} \text{G.P.A.} \\ \text{_____} \end{array} \times \begin{array}{r} \text{\# of Laude} \\ \text{_____} \\ \text{points} \end{array} = \begin{array}{l} * \text{Summa Cum Laude: 151 - Above} \\ * \text{Magna Cum Laude: 126 - 150.9} \\ * \text{Cum Laude: 77 - 125.9} \end{array}$$

* Subject to change each year depending upon number of Laude courses

(NOTE: Students earning 3 college credits through post-secondary Youth Apprenticeship opportunity should receive 1-point Laude credit at the high school level.)

** Any course not listed above that earns college credit or AP credit may be considered with prior approval by the principal.

Art

- Art Metals II
- Drawing II
- Painting II
- Ceramics II
- AP Art Studio

Business Ed. / Computer

Science

- Accounting (CAPP)
- Advanced Marketing
- Entrepreneurship
- Office for the 21st Century
- AP Comp. Science A
- AP CS Principals

English

- Honors 9
- Integrated 9 Honors
- Honors 10
- AP Lang. & Comp
- AP Lit & Comp.
- CAPP 101
- Fundamentals of Speech
- Written Comm.

Tech Ed.

- Metals Fab & Welding
- GMAW Tech. 1
- Measure & Benchmark
- Cabinet & Furniture Making
- DC Fundamentals
- Project Lead the Way (EDD)
- PLTW (CIM)

Family & Consumer Sci.

- Certified Nursing Assistant
- Child Development
- Foundations of Early Childhood
- Assist. Child Care
- Infant & Toddler
- Health, Safety & Nutrition
- CAPP 201
- Culinary Catering

Math

- Honors Geometry
- Honors Advanced Alg.
- Pre-Calculus
- Honors Pre-Calculus
- AP Calculus
- AP Stats

Music

- Wind Ensemble
- Artistic Singers
- 3rd & 4th year of choir/band

Physical Education

- 4th Year of Phy Ed
- CAPP Active Lifestyle

Science

- Honors Biology
- Honors Chemistry
- Honors Physics
- AP Biology
- AP Chemistry
- AP Physics
- AP Environmental Science
- Organic Chemistry
- Anatomy and Physiology
- Zoology

Social Science

- AP US History
- AP World History
- Psychology
- AP Psychology
- AP US Govt & Politics
- AP Human Geography
- Sociology II

World Language

- Intermediate Span. 2
- CAPP 204 Spanish
- CAPP 312 Spanish
- Intermediate German 2
- CAPP German 204
- CAPP German 304

Youth Options

- Any course taken through a post-secondary institution.

Laude Recognition Ranges									
		4	3.9	3.8	3.7	3.6	3.5	3.4	
Number of Advanced courses, AP courses, Advanced Standing courses and/or Dual (Transcripted) credit courses.	50	200	195	190	185	180	175	170	The ranges for each award as follows Cum Laude 77 to 125.9 Magna Cum Laude 126 to 150.9 Summa Cum Laude Greater than 151 Examples: (3.4 x 26 = 88.4/ Cum Laude) (3.7 x 35 = 129.5/ Magna Cum Laude) (3.8 x 44 = 167.2 / Summa Cum Laude)
	49	196	191.1	186.2	181.3	176.4	171.5	166.6	
	48	192	187.2	182.4	177.6	172.8	168	163.2	
	47	188	183.3	178.6	173.9	169.2	164.5	159.8	
	46	184	179.4	174.8	170.2	165.6	161	156.4	
	45	180	175.5	171	166.5	162	157.5	153	
	44	176	171.6	167.2	162.8	158.4	154	149.6	
	43	172	167.7	163.4	159.1	154.8	150.5	146.2	
	42	168	163.8	159.6	155.4	151.2	147	142.8	
	41	164	159.9	155.8	151.7	147.6	143.5	139.4	
	40	160	156	152	148	144	140	136	
	39	156	152.1	148.2	144.3	140.4	136.5	132.6	
	38	152	148.2	144.4	140.6	136.8	133	129.2	
	37	148	144.3	140.6	136.9	133.2	129.5	125.8	
	36	144	140.4	136.8	133.2	129.6	126	122.4	
	35	140	136.5	133	129.5	126	122.5	119	
	34	136	132.6	129.2	125.8	122.4	119	115.6	
	33	132	128.7	125.4	122.1	118.8	115.5	112.2	
	32	128	124.8	121.6	118.4	115.2	112	108.8	
	31	124	120.9	117.8	114.7	111.6	108.5	105.4	
30	120	117	114	111	108	105	102		
29	116	113.1	110.2	107.3	104.4	101.5	98.6		
28	112	109.2	106.4	103.6	100.8	98	95.2		
27	108	105.3	102.6	99.9	97.2	94.5	91.8		
26	104	101.4	98.8	96.2	93.6	91	88.4		
25	100	97.5	95	92.5	90	87.5	85		
24	96	93.6	91.2	88.8	86.4	84	81.6		
23	92	89.7	87.4	85.1	82.8	80.5	78.2		
22	88	85.8	83.6	81.4	79.2	77			
21	84	81.9	79.8	77.7					
20	80	78							

Incompletes

A temporary grade of incomplete “I” may be given when a student needs additional time to complete course requirements. All incompletes will be converted to an “F” if not made up within two weeks of the last day of the quarter. A teacher, **with administrative approval**, may grant the student an extension to complete the work. The extension deadline serves as the grade conversion date.

Schedule changes

When students complete their course selection in the spring, a form is signed agreeing to the following statement: *“The courses I have chosen are my choices and I plan to remain in these courses unless there is a significant reason to change.”*

Based on the student’s selection, a Master Schedule is created. Staffing, books and supplies are made based around the Master Schedule. Therefore, changing a schedule will most likely NOT be possible.

Changes will only be considered for the following “significant reasons”:

1. Physical injury or other medical reason (needed documentation from a physician).
2. Early graduation plans (early graduation form must be completed).
3. School Supervised Work (completed application and have a job).
4. Youth Option Classes (must show schedule from the post-secondary school).
5. Failed a pre-requisite course.
6. Failed a course with a particular teacher.
7. Teacher recommendation for appropriate placement if in the student’s best interest.

Changes cannot be made to accommodate lunch times or teacher requests.

Dropping a Course

Students are allowed six school days at the beginning of each semester, upon consulting with their counselor, in regard to dropping a course. After the four-day deadline, dropping or withdrawing from a course may result in an “F” for the semester.

Post High School Education

The counselors hold sophomore conferences with the student and parent to discuss post-secondary plans and opportunities to take advantage of while in high school. During junior year, students write and create cover letters and a resume, as well as writing college essays. Seniors meet with their counselor to assess graduation requirements and facilitate post-secondary plans.

ADDITIONAL COURSE OPTIONS

Early College Credit Program

This program allows public high school students who meet certain requirements to take post-secondary courses at institutions of higher education. It opens the door to greater opportunities for students considering a technical career, wishing to enter college early, or who want to prepare to enter the work force immediately after graduation.

Parents and students must sign an agreement stating that it is understood once these courses have been approved and classes have begun, the student must complete the course. If the student drops the course or fails the course, the student/parent becomes responsible for the payment of the course. It is also to be understood that if the student loses or destroys the course textbook(s), it will be the responsibility of the student/parent to pay for the replacement of the book(s).

Applications and additional information are available in the counseling office. Students are encouraged to speak with their counselor about due dates for the program.

Distance Learning

Distance learning gives students the opportunity to take courses that originate from other locations via the television or online. This is a great opportunity for students to take courses that are not currently offered through Hortonville’s curriculum.

Students choosing to take distance learning courses must have a signed agreement on file with Hortonville High School stating if they drop, fail or for disciplinary reasons are taken out of the class, the student/parent will be responsible for the payment of the course. Distance learning course fees range between \$200 and \$400 each. Distance learning courses for Hortonville High School are selected by the number of requests and availability for the district.

Correspondence Courses/Online

Approval from the Hortonville High School counseling team or administration is required before correspondence or online courses can be started. High school credits can be earned by successfully completing correspondence or online courses from approved educational institutions.

School Supervised Work Experience (School-to-Work)

Seniors who desire to develop job skills in an area related to post high school career goals are encouraged to apply for this opportunity. Among many necessary skills, students learn about career assessment, college survival/student success, career decision making and problem solving. ***Work release periods (including Youth Apprenticeship) are a privilege and can be revoked when students are not in good academic or behavioral standing. Students cannot be excused from class periods for work as per state law.*** Minimum service hours requirements must be met to qualify for School Supervised Work Experience, see the deadline on page 9 of this handbook. School-to-Work/Work Release does not excuse students from ELT. Students beginning their release period at the start of 4th hour are required to attend ELT.

EXPECTATIONS & REGULATIONS

Student Dress

All people in Hortonville High School during the school day are required to wear clothing in accordance with this Student Dress Code. Ultimately, policy and procedural issues related to appropriate behavior and dress are at the discretion of school staff. Students who do not dress to acceptable standards will be asked to change into appropriate clothing or be sent home to change clothing. Absences due to dress code violations will be classified as unexcused. **These are guidelines to use before the student leaves the house to come to school. Ultimately, it will be up to school staff to determine whether dress is appropriate and permitted.**

In order to be acceptable for at school clothing may not:

1. Disrupt the learning process.
2. Expose the student to potentially dangerous or harmful situations.
3. Have suggestive, obscene or innuendo laden pictures or messages.
4. Be sexually suggestive or harassing in any manner.
5. Display the Confederate Flag on any school supplies or clothing (shoes, hats, or buckles).
6. No images that suggest/reflect/or refer to violence.

Electronic Devices

Cellphones and personal devices (Ipods, Ipads, Tablets, Smart Phones) may be used before and after school and between classes. Devices may be used during class for student learning purposes with teacher permission. Personal electronic devices should not be used during learning time for entertainment purposes. Failure to abide by these guidelines may result in confiscation of the device. Devices will be returned through *the student services office* as outlined by Administration. ***Electronic devices of any kind on campus are a privilege not a right. Electronic devices of any kind are not permitted to be used in locker rooms.***

Posters

Office permission is needed before displaying posters or any literature. Copies of the posters must be brought to the office for a signature of approval prior to posting.

Displays of Affection

Physical displays of affection are inappropriate at school or at school sponsored activities.

Entry into the Building during school hours

All students entering the building after the 1st hour bell must present their student ID at the entrance window allowing you into the building. Students who have left the building after 7:55 am to go to an appointment and are returning should present their blue appointment pass they were provided at the window then must sign in at the Student Services Office. All students must enter and exit through Entrance 1.

Closed Campus

Hortonville High School operates as a closed campus. Students may not leave campus during the school day without administrative permission. Students are to remain on school grounds from the time they arrive in the morning until school is dismissed at the end of the day. This includes lunch and study hall periods. The parking lot is off limits to students during the day. The areas in front of the main entrance and near the picnic tables by the commons is *not* approved as school grounds during the school day. **Students may only enter and exit the school building through the main entrance door (#1) unless prior permission from a teacher or administration has been granted.**

Students must always carry their student planner. If lost, it must be replaced at cost. Students must have a pass in their passbook to be in the halls during class periods. Students are not permitted to prop doors open or admit individuals in any locked door at any time. Disciplinary action may result in this case.

Lockers

Lockers are furnished and maintained by the school district and remain the property of the school district. The school retains the authority to inspect lockers and their contents at any time. Posting items that contain inappropriate material is not allowed. Writing on lockers is considered vandalism. Routine locker clean-ups and inspections are held throughout the school year.

All lockers are expected to have a school issued lock on them at all times. Locks must be purchased from the high school or brought over from the middle school.

At the end of the school year, students are expected to leave their locks on their lockers. Seniors are to take their lock with them. All lockers are to be cleaned out. Any items found in lockers will be thrown away or donated.

The school cannot be liable for personal property taken from a locker. You can help prevent loss by:

1. Not sharing your locker or combination with other students.
2. Not storing valuable merchandise or large sums of money in your locker. Physical Education lockers are smaller than hallway lockers. Leave valuables at home or secure them properly. Please lock up

valuables, clothing, etc., during your physical education class and co-curricular activities.

3. Closing your locker completely--close the door and spin the combination dial after closing. ***Ensure that all items are properly locked up at all times.***
4. Gym or varsity lockers can only be used for gym or athletic storage. Course materials and other items must be stored in assigned personal lockers.
5. Students may only enter gym locker rooms during the period they are assigned. Students are not permitted to use the varsity locker rooms during the school day; they are to be accessed before and after school.

Internet/Digital Communication

Students do not have e-mail accounts at school. Communication between students and teachers digitally should be conducted through Canvas and Microsoft Teams. Students can access these tools by visiting the Hortonville Area School District (HASD) website and clicking on ->Students->Learning Systems.

All internet access and use of digital resources must be in accordance with the Acceptable Usage Agreement signed by every student. All accounts are monitored. Internet access may be suspended or denied for inappropriate use.

Co-Curricular Activities

All students are encouraged to participate in co-curricular activities. Hortonville High School offers a wide variety of activities and organizations that foster friendships and character. Studies have shown that students who participate in co-curriculars are more successful and have better attitudes toward school.

Students interested in participating in school sponsored and school-recognized co-curricular activities are expected to abide by the guidelines set forth in the Co-Curricular Code. Please note that participants must abide by the co-curricular code throughout their entire high school career.

Library

The library is open during study hall and before school from 8:00-8:35 a.m. and during lunch periods. Our library is a place to study and do research. The librarian and the library aide will assist students in locating materials that are needed. ***Computer usage is permitted for schoolwork only.***

Cafeteria

Breakfast and lunch will be served in the cafeteria each school day. Every family has an account and each student in the family has a unique account number. This account is to have a positive balance at all times. There are no purchases allowed to be charged to an account when the balance is negative. Cash purchases are allowed.

IT IS ILLEGAL FOR STUDENTS WHO QUALIFY FOR FREE AND/OR REDUCED LUNCH TO SELL OR TRADE LUNCHESES WITH OTHER STUDENTS. THIS IS HIGHLY DISCOURAGED AND COULD JEOPARDIZE STUDENTS' BENEFITS. STUDENTS WHO DO NOT QUALIFY FOR FREE AND/OR REDUCED LUNCH MAY NOT USE HIS/HER LUNCH CODE NUMBER TO PURCHASE LUNCH FOR A NON-FAMILY MEMBER WITHOUT PERMISSION (PHONE CALL OR LETTER) FROM THE ACCOUNT OWNER.

Cafeteria Rules:

1. Walk to and in the cafeteria in an orderly manner.
2. Handle trays and milk cartons carefully.
3. Do not throw food.
4. All food and beverages should be consumed in the cafeteria or commons. ***No plastic lunch trays, or metal silverware is permitted to leave the cafeteria.***
5. Trays, utensils, milk cartons, sacks, etc. are to be placed in the proper waste container or washing station.
6. Clean up the area where you are eating. ***No garbage can be left on the table.***
7. Cooperate with the lunchroom supervisors.
8. ***Do not sit, stand, or walk on tables, counters or stools at any time.***
9. All school policies and procedures apply during the lunch period.
10. After eating, students are expected to stay in the cafeteria.
11. ***Backpacks are not permitted in the food service area and are not to be worn in the food service line.***

Release Expectations

To qualify for the **Junior/Senior Release Program**, a student must complete a Junior/Senior Release Application **AND** must meet the criteria established below:

- Student must have earned 12 (junior)/18 (senior) credits prior to the 2022 – 2023 school year.
- Student must be enrolled in 3 credits during the semester they are requesting release.
- Student must maintain passing grades in **ALL** classes.
- Student will have **NO** truancy for **ANY** class period.
- Student will have **NO** attendance (tardies) issues.
- Student will have **NO** discipline referrals to the office.
- Student will have **NO** school parking lot vehicle rules violations.
- Students participating in this program will be required to return for all school-sponsored events (even if they occur during their release time). In addition, they must sign-in and sign-out each day with the office. Students on release must make every attempt to complete/schedule the following activities during release time: music lessons, personal appointments, and school/community service requirements.

*Students qualify for release eligibility based on their grade point averages. Students not in good academic or behavioral standing may lose this privilege at Administrator's discretion. Minimum service hours requirements must be met to qualify for release privilege. Youth Service-Learning Hours must be up to date. 9th grade- 9hrs, 10th grade- 18hrs, 11th grade- 27hrs, 12th grade- 36hrs.

Driving and Parking Lot

Students who bring vehicles to school must purchase a parking permit from the high school office and display it clearly in the front window of the vehicle prior to parking in the student lot. Students will sign a form acknowledging the parking lot regulations. Students who park outside of the student area, including staff or visitor parking areas are subject to fines and may have their car(s) towed without warning. ***Local businesses and churches adjacent to the high school want to be good neighbors but have asked that students refrain from parking in their lots (St Peter & Paul Catholic Church, Dairy Queen, Smiles by Design, Schmidtke Orthodontics in particular).*** Due to closed campus rules, students are not allowed in the parking lot during the school day. If for any reason a student needs to retrieve anything from their vehicle, they must report to the Main Office. Permission is only granted at the discretion of the Main Office Staff or an Administrator. The speed limit in the parking area is fifteen (15) miles per hour. Violation of the speed limit is subject to a fine. Students are required to have a signed acknowledgement form on file in the HHS Main Office prior to attaining a parking permit. The form states that the HHS Parking Lot is private and subject to the rules and regulations set forth by the school. Parking privileges may be revoked if parking rules are not followed properly. HHS administrators, if reasonable suspicion exists, have the right to search vehicles on school grounds or on school property.

ATTENDANCE

Under the Compulsory Attendance requirement, (State Statute 118.15) children between the ages of 6 and 18 years of age are required to attend school, unless they are excused or have graduated from high school.

Reporting Absences

All attendance issues are handled through the Student Services Office at **779-7940**. Parents may leave a message on voice mail 24 hours a day.

1. Parents are responsible for calling and reporting the reason for their child's absence. The call should be made prior to 8:30 A.M the morning of the absence.
2. Anytime a student is not in class as scheduled, an automated calling system will leave a message at home by the end of the next school day.
3. Absences not reported by a parent/guardian within 24 hours will remain unexcused on the student's attendance record. Five or more of these is considered habitual truancy. State statutes dictate that school attendance officers determine if an absence is excused or unexcused.
4. Upon return from medical appointments, students should submit an appointment confirmation to Student Services to verify their absence.

A parent may call the Student Services office at 779-7940 to request homework in 2-day intervals. Homework can be picked up in the Main Office between 2:00 - 3:30 P.M.

Long-term pre-planned absences may be excused if the Student Services office is called *prior to the absence*. *Under WI state law, students can only be excused up to ten days within a school year including reasons such as illness, medical, funerals, personal reasons, etc. Please plan accordingly (State Statute 118.15(s)(c)).*

(State Statute 118.15(3)(c)). An extended absence homework request form must be picked up in the Student Services office. The student will then have the form signed by all of his/her teachers indicating awareness of the absence and the request for homework. This form must be returned to the Student Services office. This allows the student time to obtain homework in advance.

Entering and Leaving Building for the Day

All students must sign out in the Student Services office before leaving the building during the school day. They must enter and exit through Door #1.

Going Home Sick

All students **MUST** go through the nurse in order to go home due to illness. The nurse or nurse's aide will examine the student and will call a parent for permission to allow the student to go home. **No exceptions.**

Extended Illnesses

Students who are absent from school five or more consecutive days because of an illness may be required to provide a physician's excuse for the time of absence. Absences that exceed ten days within a school year due to illness will require a medical excuse. Medical excuses can be faxed to HHS at 920-779-7935 or submitted to Student Services.

Appointments

A student whose parent has called for an excused appointment must stop in the Student Services office to obtain a blue slip. The student must sign out just before leaving and if returning from an appointment, sign back in at the Student Services office to get their passbook/blue pass signed to get into class. Students should return from all appointments with proof of appointment from the facility or a medical excuse so that it can be excused as medical. When returning from an appointment, students must present their student ID at the main entrance to gain entry to the building. Then, students will need to give medical appointment slip to Student Services, sign back in and get pass to return to class.

Excused Absences

Based on the School Board's Policy #5014 (State Statute 118.16(4)(a)) it is the responsibility of the school to determine whether the absence is excused or unexcused. The following are excused absences that are recognized by the School Board:

- a. Illness (physical or mental condition)
- b. Required court attendance
- c. Professional appointments that cannot be scheduled outside of school hours
- d. Death in the immediate family
- e. Observation or celebration of a bona fide religious holiday, family vacation, or other family events
- f. Such other acceptable causes as may be acceptable to HHS Building Administrators and/or Attendance Officer(s).

State Statute 118.15(3)(C) states that parents may excuse their child from school for no more than 10 days (all or part of) in a school year. After ten times of being excused, a medical excuse will be required to excuse the absence, or the absence may be treated/recorded as unexcused. Absences exceeding ten days in a school year require a medical excuse.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's or parent/guardian's responsibility to contact the teacher(s) or Student Services to make arrangements for getting missed work.
2. Teachers shall establish make up policies for their classes and notify students in their syllabus.
3. Examinations missed because of excused absences shall be taken at a time determined by the teacher.

Unexcused Absences/Truancy

A student is considered unexcused or truant if he or she is absent without an acceptable excuse for all or part of one or more days during which school is held (State Statute 118.16(1)(a)). The school will contact the parent/guardian if the school has not been notified of the student's absence. Students who are unexcused will be expected and allowed to make up work from the absence. When a student is tardy beyond fifteen minutes, it is considered an unexcused absence.

Habitual Truancy

Habitual Truancy means a student who is absent from school without an acceptable excuse for all or part of five or more days in a school semester (State Statute 118.16(1)(c)). The school will notify parents/ guardians that the student is habitually truant. Continual habitual truancy may result in a municipal citation and/or referral to the Outagamie County Division of Youth and Family Services.

DISCIPLINE

RULES VIOLATIONS

Every member of the school community, including students, parents, teachers and visitors are responsible for modeling and promoting proper conduct in our schools. No one shall disrupt the educational process.

Disobedience

Disobedience is defined as the act of neglecting or refusing to obey school rules or school authorities. Formal disciplinary action may occur for any acts of disobedience.

Gross Misconduct

Violating any of the following on or off school grounds during a school-sponsored event or in transit to or from a school-sponsored event may result in referral to law enforcement. Violations may also result in suspension or expulsion proceedings.

1. **Damage or Destruction to Property** – Regardless of the amount, intentional damage or destruction of property is unacceptable and a referral to law enforcement may occur.
2. **Theft** – Theft of any item is considered a gross misconduct and will not be tolerated.
3. **Abuse or Harassment** – Physical, emotional, sexual or psychological abuse, bullying, harassment and/or hazing will be dealt with very swiftly and decisively. Physical or sexual assault of any kind will not be tolerated.
4. **Weapons and Dangerous Instruments** – Knowingly possessing, handling, or transmitting guns, knives, or any other object that may be considered dangerous is considered a gross misconduct.
5. **Drugs and Alcohol** – Knowingly possessing, attempting to possess, or being under the influence of any non-prescription drug(s), controlled substance, or intoxicant(s) or their look-a-likes is in violation of state statutes. E-cigarettes are considered look-a-like products and are subject to disciplinary action by the school district. Selling, attempting to sell, trade or possess any of these on school grounds are all subject to disciplinary action.
6. **Disruption of School Activities** – Any disruption of classes or any school activity is unacceptable.

7. Controlled Substances – Attempting to purchase, possess, or sell substances, prescription or non-prescription drugs or intoxicants, look-a-likes, cigarette, e-cigarettes or vaping materials on school grounds is subject to disciplinary action by the school district.
8. Repeated School Violations - Continual disobedience of school rules may be considered a gross misconduct violation.
9. Profane or Offensive Language/Behavior – Inappropriate/Vulgar language is a disruption to the educational environment and may be considered a gross misconduct violation.
10. Inappropriately Exposing Oneself - Continual violations of the dress code or other intentional exposing of oneself inappropriately may be considered a gross misconduct violation.
11. Sexual Harassment – Unwanted sexual advances, obscene remarks or drawings/artwork of any nature is considered gross misconduct.
12. Damaging/Altering Security Equipment – Any damage to or altering of the district’s security equipment, physically or electronically, may be considered a gross misconduct violation.
13. Tobacco/E-Cigarettes – Use on school grounds is unlawful. Possession and use by a minor is also unlawful. E-Cigarettes or vaping use or possession is included in addition to cigarettes/tobacco. Use or possession of any tobacco or e-cigarette devices or accessories on school grounds is subject to disciplinary actions.
14. In General – Be Respectful, Be Accountable, Be United, Be Safe.

Reporting Harassment

Everyone has the right to be free of harassment, bullying and intimidation. Harassment, bullying and intimidation in any form will not be tolerated. It is very important that these acts are reported to an administrator or the School Resource Officer at the time they occur.

Academic Dishonesty

Standards based grading assesses a student's skills in relation to specific learning targets. Therefore, academic dishonesty is considered a behavior and is not reflected in a student's ability to show proficiency in a skill. These behaviors do impact the classroom, so the following consequences will be applied in order to still allow the student to show their actual skills in class.

1st offense:

- Teacher will call the parent or guardian to discuss the situation and will also notify administration.
- Students will be assigned readings related to the impact of dishonesty in higher education and careers. Students will need to answer specific questions based on the impact of their behaviors post high school.
- Student will have the opportunity to reassess, but will receive a zero for the assignment (as a placeholder until reassessment takes place).
- Student will also miss that day's co-curricular/athletics activities, practices or event.

2nd offense:

- Teacher and administrator will call the parent or guardian.
- Student will lose privileges related to Jr/Sr Release and co-curriculars/athletic participation until remediation of assessment.
- Student will have to interview a teacher or administrator about the consequences of dishonesty in specific courses, ACT, or as an employer.
- Student will be required to complete remediation assignments in order to retake assessment and will be supervised one on one during this and future assessments in the class.

3rd offense:

- Teacher, student, parent, counselor, and administrator hold a meeting to discuss ongoing behavior.
- Student will lose Jr/Sr release and co-curriculars/athletic participation for the remainder of the grading period.

DISCIPLINARY ACTIONS

Hortonville High School recognizes both formal and informal disciplinary actions for rule violations. Teachers and administrators may use any appropriate form of disciplinary action to correct unsuitable conduct. The following include but are not limited to the types of disciplinary actions that may be administered: Conferences which may include students, parents, teachers, counselors and administrators; detention; in-school suspension; out-of-school suspension; removal from class; law enforcement referral; referral to Outagamie County services; or referral for expulsion.

Detentions

A detention is a supervised study period that takes place during lunch as a corrective measure. They may also be assigned before, after school, or during lunch. No electronic device use is permitted during this time unless prior administrative authorization has been granted. No electronic devices are permitted in the detention room without Administrative permission.

Suspension

Hortonville High School has two types of suspensions: in-school and out-of-school. It is at the discretion of the administration to determine which suspension is appropriate. All suspensions will require due process procedures.

Suspension Procedure

1. Administration will meet with the student to address the situation and consequences. The student's due process will be discussed at this time.
2. The school will contact parents/guardians by phone to inform them of the student's out-of-school suspension.
3. Parents/guardians will receive written notification of any suspensions.
4. Suspended students will make up any exams or homework missed during the suspension period. It is the student's responsibility to turn in all make up work and complete any quizzes and exams.
5. Suspended students must have administrative permission to be on school grounds or attend school-sponsored events during the period of suspension.

Expulsion

The Hortonville Board of Education may expel a student from school whenever it finds the student guilty of repeated rules violation or a severe gross misconduct. The school board may also expel a student if it finds that the student, whether under school supervision or not, knowingly conveyed any threat or false information concerning an attempt to destroy school or personal property, or endanger the health and safety of others.

In cases of expulsion, the school will not act without providing the student due process in accordance with the school district's policies. A copy of the policies can be found in the student services office or the Hortonville Area School District website (www.HASD.org).

Appeal Process

When a student or parent/guardian believes a school employee or other personnel has unjustly accused them of committing an offense or violating a school regulation, the student or parent/guardian may ask for an appeal to the principal or another appropriate administrator to review the situation. The request to appeal the situation must be submitted to the appropriate administrator within five school days after receipt of the suspension notice. Either party not satisfied with the decision may appeal to the District Administrator, if not resolved, the Board of Education.

Corporal Punishment

Wisconsin Statute 118.31(1) states that corporal punishment is defined as the intentional infliction of pain that is used as means of punishment. Corporal punishment does not include actions consistent with an individual educational program developed under State Statute 115.80(4)(a) or reasonable physical activities associated with athletic training. No official employee or agent of a school may subject a student enrolled in the school district to corporal punishment. However, this does not prohibit an official from using force to stop or prevent an act that threatens the health and safety of others.

School Bus

Departure from acceptable behavior will result in disciplinary action. Disciplinary action can range from a referral from the bus driver to suspension from bus privileges. The consequences of a referral will be determined by a building administrator. In instances that affect the health and safety of the passengers, students may be immediately removed. Drivers and chaperones are responsible for supervising the passengers. Parents/guardians and students shall sign the transportation rules and regulations that have been adopted by the Board of Education. Please refer to school board policy #9004.

Police Cooperation

In addition to school disciplinary action, any act of gross misconduct or persistent disobedience may be reported to the proper law enforcement officials. Students should be aware that law enforcement officials would receive full cooperation from the school during an investigation.

Law enforcement officials have the authority to question students in the building without first notifying parents. Law enforcement officials may also apprehend a student in school. If an apprehension is made in school, the law enforcement officials are responsible for notification of the parents.

POLICIES

Student Records

Hortonville High School shall comply with the provisions of Federal Laws and Wisconsin State Statutes regarding all student records and their confidentiality.

Hortonville High School maintains an academic/behavioral record and health record for each student. Students' academic records are those that contain a list of courses taken, grades obtained, extra-curricular involvement and attendance. Academic records will be retained for 35 years after the student graduated or left the school district. Unless the adult student or the parent/guardian of the minor student notifies the school, behavioral records will be destroyed one year after the student graduated or left the school district.

Hortonville High School is required by federal law, the Education Reform Bill (sec. 9528 Armed Forces Recruiter Access to students and student recruiting information), to provide military recruiters or an institution of higher education, access to secondary school names, addresses, and telephone listings. A secondary school student and/or parent may request that this information not be released without prior written parental consent. This request is due by October 1 each year.

Discrimination Complaint Procedure

Any complaint regarding the interpretation or application of the District's student nondiscrimination policy shall be processed in accordance with the following complaint procedures:

1. Any student, parent or resident of the District complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.
 - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with disability shall be processed in accordance with established appeal procedures outlined in the District's special education handbook.
 - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g. EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with the Building Principal, or other appropriate persons, the facts comprising the alleged nondiscrimination. The District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
3. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.
4. The complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and the procedures for making the appeal.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, Region V, 111 N. Canal Street, Room 1053, Chicago, Illinois, 60606 (312/886-8434).

Family Educational Rights To Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible

student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest.
 - Other schools to which a student is transferring.
 - Specified officials for audit or evaluation purposes.
 - Appropriate parties in connection with financial aid to a student.
 - Organizations conducting certain studies for or on behalf of the school.
 - Accrediting organizations.
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Electronic Information System
Individual User Access Informed Consent Agreement

Using the network at school is a privilege. Its use is for school purposes only. Students are to use only their account and keep their password secure. Students who choose to use the computer in any inappropriate way will lose this privilege.

Parents and students agree to the following:

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Hortonville Area School District and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from including, without limitation, the type of damages identified in the Hortonville Area School District's policy and procedures for electronic information systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. My child and I acknowledge and agree that Hortonville Area School District has the right to review, edit, or remove any materials installed, used, stored, or distributed on or through the network or the District's system and we hereby waive any right or privacy which my child or I may otherwise have into such material.

If you do not want your child to have a personal electronic network account or access, or do not concur with the User Agreement, please send a written request to the Student Services Office, Attn: Dean of Students

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

STUDENTS
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WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the administration.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Administration is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The Administration will refer any student who violates this policy to the student’s parents and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters’ Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. In approved classes, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student’s class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the building administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks.

Publication is not a precondition to enforcement of this policy.

120.13(1), Wis. Stats. 18 U.S.C. 922 948.605, Wis. Stats.

943.13, Wis. Stats. 20 U.S.C. 7151 18 U.S.C. 921(a)(3)

NEOLA 2018

Board Approved 5/12/2014, 2/9/2015, 2/22/16, 4/23/18; Adoption Resolution 10/13/14

Policy

BOARD OF EDUCATION STUDENTS HORTONVILLE AREA SCHOOL DISTRICT 5500 / Page 1 of 4 STUDENT CODE OF CLASSROOM CONDUCT

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

The Hortonville Area School District is committed to providing a healthy and safe atmosphere where all students can learn and grow. The Hortonville Area School seeks an atmosphere that is free of violence and promotes an educational framework where each student can reach their potential.

The Hortonville Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities.

The Hortonville Area School District has a legal obligation to make its school as free as possible of the dangers of violence, weapons, drugs and other behavior harmful to the educational environment. This duty is met through the District's policy on suspension and expulsion which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsion, permanently.

Student behavior that is dangerous, disruptive, and unruly or interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below.

Implementation:

- A. Responsibility
 1. The Building Principal is responsible for developing and administering reasonable rules and regulations for students. (Such rules and regulations shall not conflict with Board policies, statutory law or case law.)
 2. All employees of the District shall share the responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal.
 3. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves.
 4. Each student must recognize individual responsibilities and obligations, and discharge them in accordance with school regulations.
 5. Students are expected to abide by the code of conduct and behavior as outlined in the Student Handbook, and/or stated in the rules and regulations established by Building Principals in each school.
- B. Student Classroom Behavior
Students are expected to come to class ready to learn. Their behavior should be responsible, respectful and honest. They should report to class on time with the appropriate materials and be prepared to take a meaningful part in classroom discussions.
- C. What are the grounds for disciplinary removal from class?
A teacher may remove a student from the classroom for any behavior that violates the District's policies regarding suspension or expulsion, or violates the behavioral rules and expectations set forth in the student handbook.

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Behavior such as:

1. Possession or use of a weapon or other item that might cause harm to persons in the classroom.
2. Being under the influence, possession or sale of alcohol or other controlled substances or otherwise in violation of the District student drug and alcohol policies.
3. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively.
4. Fighting.
5. Behavior that interferes with another student's work or ability to learn.
6. Intimidating, hostile or offensive behavior.
7. Refusing to follow directions.
8. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
9. Disruption caused by gang or group symbols, gestures or posturing.
10. Inappropriate verbal comments intended or likely to upset distract or annoy others, such as name calling, teasing or baiting.
11. Repeated classroom interruptions or refusing to follow directions.
12. Throwing objects in the classroom.
13. Excessive or disruptive talking.
14. Behavior that causes students or staff to fear physical harm.
15. Physical confrontations or verbal/physical threats.
16. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including inciting others to walk out.
17. Behavior that may constitute sexual or other harassment.
18. Willful damage of school property.
19. Defiance of authority.
20. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
21. Possession of personal property prohibited by school rules and otherwise disruptive to teaching.
22. Repeated use of profanity.

Removal is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavior expectations are always more constructive and more likely to be followed when terms are communicated clearly to all students and staff. However, it is neither possible to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of the Code, in every circumstance the teacher will exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her decision, overrule the teacher's decision to remove the student and return the student to the classroom.

- D. What are the non-disciplinary reasons for removal of a student from class? In some cases, a teacher may believe that a student should be removed from class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need not, be disciplinary in nature, for the purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances between the student and teacher.

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- E. Who may remove a student from class?
A teacher of that class may temporarily remove any students from class under this Code. For the purpose of this Code, "student" means any student enrolled in the District, exchange student or student visitor to the District's schools.
Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

For the purpose of this code, "class" is any class, meeting or activity which students attend, or in which they participate while in or out of school under the direction of the District.

- F. What procedures must be followed in temporarily removing a student from class? Except where behavior is extreme, a teacher should generally warn a student that the continued misbehavior might lead to temporary removal from class. When a teacher determines that the removal is appropriate, the teacher should take one of the following courses of action:
1. instruct the student to go to the appropriate office for the period of the removal. In such a case, the teacher should send a note with the student or notify the office by phone.
 2. obtain coverage for the class and escort the student to the appropriate office.
 3. seek assistance from the appropriate office or other available staff. When the assistance arrives, the teacher or other adult should accompany the student to the appropriate office.
 4. Have the student work quietly in the hallway outside the classroom.

When the student arrives at the appropriate office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area and the administrator or designee should speak to the student as soon as practicable thereafter.

Within twenty-four hours or one business day of the removal the teacher shall submit to the building administrator or designee a short and concise written explanation of the basis for the removal.

- G. What are the placement procedures?
The building principal shall place a student who has been removed from class by a teacher in one of the following alternative educational settings:
1. An alternative education program approved by the Board of Education.
 2. Another class in the school.
 3. Another instructional setting.
 4. A supervised room separate from the classroom.
 5. The class from which the student was removed.
- H. How will the parent be notified of their child's removal from the classroom?
The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from class. This notification shall include the reasons for the student's removal from the class and the subsequent placement decision. The notice will be given as soon as is practical after the student's removal.

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- I. To what extent is removal applicable to students identified as disabled under IDEA or section 504?

Some different rules and considerations apply for students identified as requiring special educational services under the IDEA 504. In particular, a placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or the administration. It is advisable that all IEP teams address these issues and this Code, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special educational services under the IDEA or section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten-day limit applies to out-of-school suspensions as well as days of removal.

118.13, Wis. Stats.

118.164, Wis. Stats.

120.13, Wis. Stats.

Wis. Admin. Code P.I. 9.03

Wis. Admin. Code P.I. 41

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979 © NEOLA 2010

Policy

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SEARCH AND SEIZURE

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched randomly by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, associate principals, and Police Liaison Officer.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever - they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

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In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of the law enforcement is necessary. In such case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or student's possessions will be directed to the Principal. The Principal shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, they may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

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Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

-The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.

-The dog must be handled by a law enforcement officer or certified organizations specially trained to safely and competently work with the dog.

-The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found, and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

Legal References:

118.32, Wis. Stats.

118.325, Wis. Stats.

118.45, Wis. Stats.

948.50, Wis. Stats.

Wisconsin Const. Art. 1 Section 11

U.S. Constitution, 4th Amendment

Student Handbooks

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Policy

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STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the District Administrator. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but not be limited to, suspension and/or expulsion.

The District Administrator shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

118.13 Wis. Stats.

120.13 Wis. Stats.

P.I. 9, 41 Wis. Admin. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1415

20 U.S.C. 1681 et Seq., Title IX of Education Amendments Act

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 1983

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 2000 et seq., Civil rights Act of 1964

42 U.S.C. 2000d et seq.

34 C.F.R., Sec. 300.600-300.662

Vocational Education program guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil rights, 1979

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