



HARTLAND LAKESIDE SCHOOL DISTRICT 2023-2024 STUDENT-PARENT HANDBOOK



Hartland North Elementary
232 Church Street
Hartland, WI 53029



North Shore Middle School
800 E. North Shore Drive
Hartland, WI 53029



Hartland South Elementary
651 Imperial Drive
Hartland, WI 53029

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Hartland Lakeside School District Vision & Mission

Mission

The Hartland Lakeside School District's Mission is to provide a diverse and dynamic educational program that meets the unique learning styles of all students

District Vision

The district identifies seven key themes that represent our views and beliefs in how we will provide high quality education for our students.

Our district will provide:

- A rigorous and consistent curriculum emphasizing an accountability of high expectations and quality instruction that educates the whole child (includes skills and talents that are not readily measured on standardized tests) and demonstrates the importance of the fine arts
- A climate and culture of a highly collaborative and productive staff that take ownership of student performance, encourages parental involvement, displays a positive responsiveness to student issues, and meets the expectations of the district's business model
- High quality teachers, administrators, and support staff and ongoing professional development to ensure excellence in teaching and learning
- An understanding that children have different learning styles and that the educational program, instructional delivery, and assignment of resources must vary for the benefit of individualized learning needs
- Aesthetically appealing and well maintained physical areas that have a productive influence on student learning
- Frequent and clear communication to parents, staff, and the community pertaining to our educational operations and objectives by utilizing multiple venues
- An engaged community where the district seeks connections and expresses the view that "We are more than a school system, we are the community"

The above themes outline the district's vision; each of these includes a comprehensive action plan.

The district is dedicated to a fiscally responsible approach in decisions and actions that are in the best interest of our students and the Hartland community.

BOARD OF EDUCATION



Board President
Tiffany Hawley



Vice President
Jeffrey Pfannerstill, Jr.



Treasurer
Amy Harker-Murray



Clerk
Chris Adsit



Member
Tom Harter

DISTRICT OFFICE

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Transportation and Community Education Coordinator

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Data Systems Manager, Maureen Lawler

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chesprich@hartlake.org
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Director of Buildings & Maintenance, Gregg Venchus

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District Nurse, Andria Zilles

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Technology Department, Chris Dillon & Brian Rabbitt

helpdesk@hartlake.org

ACADEMIC CALENDAR

The [2023-24 school year calendar](#) can be found on the district website under quick links.

ACADEMIC STANDARDS

The [2023-2024 Academic Standards](#) can be found on the district's website under the Department and Services - Academics tab. Included in the Academic Standards is information on [5th grade Human Growth & Development Learning](#).

ANIMALS ON SCHOOL PROPERTY:

In general, animals are not permitted on school property without prior authorization from the superintendent. An exception to this policy, and in accordance with section 174.056 of the state statutes, no school administrator, employee, or agent may refuse to permit a blind, deaf, or mobility-impaired person to enter into or use school accommodations, if they are available, because he/she is being led by a guide dog. This law also prohibits a school administrator, employee, or agent from denying the entrance into or use of school accommodations by the guide dog trainer because he/she is accompanied by that kind of dog if: (a) such dog is wearing a harness or a leash and special caps, and (b) the trainer presents, for inspection, credentials issued by a school for training dogs for the blind, deaf or mobility-impaired.

In order to be considered a service animal, the work or task the animal has been trained to provide must be directly related to the individual's disability. A request for an individual with a disability to be accompanied by a service animal in school or at a school function must be made in writing to the Director of Student Services.

For prior authorization, a request for an individual to bring an animal on school premises must submit a completed Animal on School Property Request Form. Please contact the district office for more information.

ANTI-BULLYING

The District is committed to providing a safe, supportive, and respectful school environment for all students and strictly enforces a prohibition against bullying. Bullying behavior interferes with student learning and has a detrimental effect on the personal health and well-being of students, and will not be tolerated in the District.

Bullying of students is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, and through the use of digital technologies. "Bullying" is defined as deliberate or persistent behavior, using words or actions, that is intended to cause fear, physical harm, or psychological distress on another student and has the effect of doing any of the following:

1. substantially interfering with a student's education or school performance;
2. creating an intimidating or fearful environment in a school setting for a student or group of students,
or
3. substantially disrupting the orderly operation of the school.

All District staff must be alert to and aware of the signs of bullying and intervene promptly and firmly against it.

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to the building principal or a school counselor. All reports of bullying shall be taken seriously, treated fairly and promptly, and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

Students found to be in violation of this policy shall be subject to disciplinary action ranging from positive behavioral interventions and supports up to and including suspension or expulsion from school. Referrals may also be made to law enforcement officials. When determining the appropriate consequences and remedial action, the building principal shall consider the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, and the context in which the alleged bullying incident(s) occurred.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to and including discharge. Employee disciplinary action shall be consistent with applicable provisions of the Employee Handbook or other District procedures.

The building principal shall inform staff, students, parents, and guardians of this policy annually. In addition, the building principal shall provide annual training to staff members on the recognition and prevention of bullying and their roles and responsibilities under this policy.

Please see below for some frequently asked questions:

Question:

What is the difference between bullying vs. teasing?

Answer:

Teasing

- Everyone is having fun
- No one is getting hurt
- Everyone is participating

Conflict

- -No one is having fun
- There is a possible solution to the disagreement
- Equal balance of power

Mean Moment

- Someone is being hurt on purpose
- Reaction to a strong feeling or emotion
- An isolated event (does not happen regularly)

Bullying

- Someone is being hurt on purpose
- Repetitive (happens regularly)
- Imbalance of power

Question:

What should a student or parent or guardian do if they have a concern about non-bullying behavior (teasing, meanness, conflict)?

Answer:

Students, parents, or guardians should discuss concerning behaviors with the classroom teacher. If the concerning behavior continues, the concerns should be discussed with the building principal.

Question:

What should a student or parent or guardian do if they feel as though the school/District is not providing an adequate and appropriate response to a concern with bullying that has already been brought to the attention of at least one District employee?

Answer:

1. If the concerns have been primarily raised and addressed at the classroom or activity/program level, and the parent or guardian is unsure whether the building principal is sufficiently aware of the issue(s)/concern(s), elevate the matter directly to the building principal by calling or emailing.
2. If the initial report was made at the building/school level and the principal has already been involved, report the concern(s)/incident(s) using the District-level complaint procedures. *Be sure to clearly indicate that you have already attempted to resolve the matter at the building/school level and try to identify why you feel the response provided to date has not been adequate.*
3. If any report or complaint has already been submitted at the District level, then contact the District Administrator by email or telephone. *Be sure to clearly identify the history of your efforts to address the situation and the reasons why you feel the response provided to date has not been adequate.*

Question:

To what degree are the identities of people who report bullying kept confidential?

Answer:

The District appreciates the importance of protecting students and others who report bullying. For this reason, Board policy strictly prohibits acts of retaliation taken against any person who reports, is believed to have reported, or files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of bullying. Further, student record laws and the District's student records policy/procedures provide some protection from the disclosure of records that identify individual students.

However, the District cannot absolutely guarantee that complaints and reports of bullying can be processed without disclosing the identity of persons involved in the events/issues to the extent reasonably necessary to investigate and process the report/complaint. In addition, serious incidents can lead to legal proceedings in which the District has less control over the information that is ultimately disclosed. For this reason, anyone with specific concerns about confidentiality in connection with the making of a report on bullying should discuss those concerns at the time they make their report/complaint.

As an example, if a student who was a bystander/witness to an incident reports the incident, and if there were many others who also witnessed the same incident, it is much less likely that there would be a need during the course of the school's investigation to identify to anyone else (expressly or implicitly) which of the many witnesses made the initial report. In contrast, if an incident involved a victim and no other witnesses, the process of investigating the matter will almost always entail questioning the alleged bully/harasser about the incident in a manner that expressly or implicitly identifies the victim—who may also have been the person who reported the incident (or whom the alleged bully/harasser may assume reported the incident).

The District cannot share consequences given to other students involved in bullying due to FERPA.

Question:

Will the District consider anonymous reports of bullying?

Answer:

The District does not categorically refuse to consider anonymous reports or complaints. However, when the District receives an anonymous report/complaint, the District must exercise judgment and discretion by, for example, attempting to assess the reliability and specificity of the information that has been provided. Further, if efforts are made to look into the report/complaint and those efforts fail to provide information that sufficiently corroborates the report/complaint, or that otherwise enables further investigation, it would become very difficult to pursue the matter any further.

All Wisconsin schools are required to provide access to [Wisconsin Department of Justice Speak Up Speak Out tip Line](#) that can be found on the district's website under the Quick Links tab. This is a confidential tip line meant to assist those who are in danger, struggling, or hurting.



ATHLETICS AND EXTRACURRICULAR OFFERINGS:

Hartland Lakeside School District offers after-school clubs and athletic offerings for students in elementary and middle school. Extracurricular information will be shared with families in the weekly email and on the District's website.

Elementary Clubs Coordinator: Ashley Neustifter, aneustifter@hartlake.org
AMSAC 5-8 Coordinator: Cindy Romenesko, cromenesko@hartlake.org

Families of students participating in athletic activities will receive concussion and sudden cardiac arrest information annually. Extracurricular activities are recognized as an integral part of the educational program. Students are strongly encouraged to participate in such activities, while giving their academic work the priority it deserves.

Students shall be expected to abide by all rules and regulations established for participation in District-sponsored extracurricular activities, including interscholastic athletics. Where applicable, these rules and regulations shall be consistent with any rules of eligibility and conduct required by state or other associations to which the activities are affiliated (for example, the Wisconsin Interscholastic Athletic Association (WIAA) for interscholastic activities offered in the District). Students who violate such rules and regulations shall be subject to disciplinary or other action.

No student or other youth shall be permitted to participate in any District-operated youth athletic activities unless he/she has provided the school with a properly-signed concussion and head injury information sheet as required by state law or under a District rule or policy. The information sheet distributed by the District shall also include information about the nature and risk of sudden cardiac arrest during youth athletic activities.

The Board encourages the full participation of elementary and middle school (K-8) students in available co-curricular and recreational programs and activities that are offered by and through the District. For purposes of this Board policy, "full participation" means fair and equitable participation opportunities (1) in a manner consistent with applicable nondiscrimination requirements, and (2) to the extent that the budget, facilities, or type of activity allows. The building principals and their designees in the District's K-8 buildings are responsible for informing students and parents and guardians of the co-curricular and recreational activities that are available at the relevant grade levels and for implementing registration and scheduling processes in a manner that gives due regard for the goal of full participation.

The District shall not unlawfully discriminate in admission to or participation in any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This policy does not, however, prohibit the District from placing a student in a program or activity based on standards of individual performance, or from providing separate programs and facilities in interscholastic athletics for males and females if such programs and facilities are sufficiently comparable in type, scope, and support from the District. Discrimination complaints shall be processed in accordance with established District procedures.

Sportsmanship and Program Expectations for Students and Parents:

Students and parents are expected to comply with the guidelines below. Spectators and students that violate these expectations may result in a player being benched and/or spectator(s) being asked to leave the game.

- Students and parents are expected to be respectful during practices and/or games.
- Coaches are in charge of making decisions and organization and operation of the team.
- Students are not to be oppositional and argumentative with the coach.
- Spectators need to be respectful during games and follow proper procedures below for questions and/or concerns.
- Boisterous behavior and shouting inappropriately at officials and coaches will not be tolerated. Athletes or parents who have concerns regarding the coaching staff should contact the Athletics Coordinator directly.

Please know that the coaches and athletic coordinator's responsibility is to assign playing time, team strategy, play selections, and team composition.

The Proper Method to Address a Concern:

1. The athlete speaks with the coach. Parents should help their child prepare to discuss his/her concerns with the coach, to empower them to take responsibility.
2. If the discussion between the athlete and the coach does not resolve the concern, the parent should schedule a conversation with the coach (with the student-athlete present). Please do not approach a coach before or after a game to address the concern. If the coach cannot be reached, the parent should contact the Athletics Director, and he will arrange for the coach to contact the parent.
3. If the conversation between the parent/athlete and coach does not resolve the concern, there will be a meeting set up by the Athletics Director, who will moderate the meeting.
If there is no resolution, the parent must put in writing his/her concern(s) and submit it to the District Superintendent. The District Superintendent will meet with the parent(s) in an effort to resolve the concern(s).

It is our goal and expectation that students and parents enjoy the athletics activities, have fun, and encourage the efforts of all players.

ARRIVAL TIME

Please reference your school sections for specific information or the district's website under the bell schedules.

ATTENDANCE INFORMATION

All Absences, late arrivals, and leaving early for appointments should be reported by using the Student Absence Form located on the District's website under [Quick Links](#). If there is an emergency pickup, please contact your school office.

If a student is going to be out of school on a vacation, a written note should be sent to the school office a week prior to leaving.

Punctuality is important. A student is considered tardy if he/she is not in his/her seat when the bell rings. Students must obtain a tardy pass from the school office to be admitted into class. This helps the secretaries keep accurate attendance records.

Student Attendance:

Tardy:

Fostering student punctuality is a shared responsibility between parents and the school. It is an important factor in the individual student's character development and future success in postsecondary educational and career opportunities. Student tardiness is disruptive to the teacher and other students in the classroom, as well as detrimental to the individual student's educational progress. Students tardy to school in the morning need to sign in at the main office. Chronic tardiness may result in disciplinary action at the intermediate level.

Habitual Truancy:

A student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester is considered a habitual truant. WI Statutes, Section 118.16(1)(a) Illness is considered an acceptable absence.

Attendance:

The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation.

Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the semester in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons:

1. Prior Parent-Excused Absences.

A student excused in writing by his/her parent or guardian prior to an absence is excused from school attendance. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year. Students so excused are responsible for making up work missed

during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence. Absences falling into this absence category include discretionary absences known in advance such as family vacations/travel, family weddings, hunting, and, unless within the number of visits counted as school-excused absences under the next section of these procedures, college visitation days.

2. Other Excused Absences of a Temporary Nature.

- a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school.

A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness that are 3 school days or more in length. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.

- b. Medical appointments (although the District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time);
- c. Religious holidays or instruction to the extent authorized by law;
- d. Family emergency;
- e. Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student;
- f. Funerals of a family member or friend;
- g. Suspension from school;
- h. Mandatory court appearances;
- i. Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days;
- j. Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran;
- k. Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. Excused absences other than a suspension from school require written approval of the student's parent or guardian. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

3. Program or Curriculum Modifications.

A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, that has been requested by the student's parent or guardian and approved by the District Administrator or building principal.

Program or curriculum modifications shall be requested in writing. The administrative decision in response to the request shall likewise be provided in writing. If a child, or his/her parent or guardian, is not satisfied with

the decision made by the District Administrator or building principal, he/she may ask the School Board to review and act on the request. The Board shall render its determination upon review in writing, if the student's parent or guardian so requests.

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. With the approval of the building principal, a school may establish periods of supervised study, either during or outside of the regular school day, during which students who need to make-up work will be expected to complete the make-up work. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

The building principal shall serve as the primary school attendance officer and deal with all matters relating to school attendance and truancy. The building principal may designate one or more licensed staff members as deputies who shall also be permitted to serve in the role of school attendance officer provided that each such deputy is sufficiently familiar with the relevant requirements and procedures.

The District Administrator (or his/her administrative-level designee) and building principals shall establish necessary procedures to encourage regular student attendance, to identify excused and unexcused absences, and to determine appropriate action to respond to and serve as a deterrent to truancy. These procedures shall be in line with recommendations of the county truancy committee(s), the District's truancy plan, and state law requirements.

When a student reaches ten (10) excused or unexcused cumulative absences, each subsequent absence without a doctor's note or administrative approval is considered unexcused. Once the student reaches a total of five (5) unexcused absences, they may be referred to a Waukesha County agency determined by the Principal and other interested parties.

BICYCLES/SCOOTERS

The school will not be responsible for bikes or scooters. They should be locked when parked in the racks at school. Students who ride their bikes or scooters to school must not ride their bikes or scooters on school property. Once school property is reached, all bikes and scooters are to be walked so that the safety of all students is ensured.

CODE OF CLASSROOM CONDUCT

The Hartland Lakeside School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board of Education, administration, and their classroom teachers.

Student behavior that is dangerous, disruptive, or unruly, or that 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. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

This code of classroom conduct applies to all students in grades K-8.

1. **Student Removal from Class** - A teacher may remove a student from class for the following reasons:
 - a. Dangerous, disruptive, or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes, **but is not limited to**, the following:
 - possession or use of a weapon or other item that might cause bodily harm to persons in the classroom

- being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
 - behavior that interferes with a person's work or school performance, or creates an intimidating, hostile or offensive classroom environment
 - fighting
 - taunting, baiting, inciting and/or encouraging a fight or disruption
 - disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
 - pushing or striking a student or staff member
 - obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
 - interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
 - restricting another person's freedom to properly utilize classroom facilities or equipment
 - repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
 - throwing objects in the classroom and/or hallway
 - repeated disruption or violation of classroom rules
 - excessive or disruptive talking
 - behavior that causes the teacher or other students fear of physical or psychological harm
 - physical confrontations or verbal/physical threat
- b. Other behavior as outlined below:
- willful damage to school property
 - defiance of authority (willful refusal to follow directions or orders given by the teacher or staff member)
 - repeatedly reporting to class without bringing necessary materials to participate in class activities
 - possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
 - repeated use of profanity
 - A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.
 - When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.
 - The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.
 - The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

2. Placement Procedures

- a. The building principal or designee shall place a student who has been removed from class by a teacher in one of the following alternative educational settings:
- An alternative educational program approved by the Board of Education. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques, and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
 - Another class in the school or another appropriate place in the school.
 - Another instructional setting.

- The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
- b. When making placement decisions, the building principal or designee shall consider a variety of factors. Factors to consider include but are not limited to: the reason the student was removed from class (severity of the offense), the type of placement options available for student(s) in that particular school, and any limitations on such placements (costs, space availability, location), the estimated length of time of placement, the student's individual needs and interests, whether the student has been removed from a teacher's class before (repeated offender), the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?). The principal or designee may consult with other appropriate school personnel and/or students as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
- c. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
- d. The parent/guardian of a minor will be notified of a student's placement in an alternative educational setting as outlined below.

3. Parent/Guardian Notification Procedures

- a. The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as possible after the student's removal from a class and placement determination.
- b. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
 - If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

CURRICULUM/CURRICULUM MODIFICATIONS

The Hartland Lakeside School District has established K-8 student learning targets in reading, writing, mathematics, science, geography, history, and social emotional learning (SEL) that align with the HLSD Academic Standards. The Hartland Lakeside 2023-24 Student Academic Standards can be found on the district website [Academic Standards tab](#). Families wishing to opt their students out of Social Emotional Learning can do so by completing the [Annual Curriculum Opt-Out form](#).

DISTRICT ASSESSMENT

The Hartland Lakeside School District believes that a balanced, ongoing assessment is essential to the District's mission of meeting the unique learning styles of all students. A balanced assessment system is necessary to ensure high student achievement, teacher accountability for learning, and curricular and services review. In addition to standardized achievement tests, the District uses a variety of formal and informal assessments, including classroom assessments, district-wide assessments, and tests required by state and federal laws. The District expects all assessments to serve an instructionally relevant purpose, appropriately sample student achievement, and be designed to control for potential bias. Decisions regarding the assessment of students with disabilities and English language learners shall be made on an individual basis in accordance with legal requirements and established District policies and procedures.

DRESS CODE

Appearance/Dress Code:

Students are expected to come to school well groomed and dressed in a manner which is generally accepted as being in appropriate taste. Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)

- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, inflammatory, or implied messages on my clothing? (no)
- Am I dressed appropriately for the weather and learning environment? (yes)

The District prohibits students from wearing any clothing that is normally identified with an antisocial organization, (i.e., gang-related) and clothing that is disruptive or distracting or contains pictures and/or writing referring to alcoholic beverages, tobacco products, sex, profanity, violence, and/or illegal drugs, or groups which promote such activities. Winter coats may not be worn in the classroom or in the halls between classes and kept in lockers during the school day. Following is a list of clothing that cannot be worn to school or school related events:

1. Clothes that depict or promote violence
2. Clothes that include or refer to discriminatory language
3. Shirts and blouses that do not cover the midriff (belly) when you stand straight, sit, bend, or kneel (if you cannot tuck it in, it probably is unacceptable)
4. Pants with a low-cut waistline that reveals undergarments.
5. Long chains or straps hanging off of pants
6. Pajamas
7. Shorts and skirts must be of an appropriate length to adequately cover students when seated, standing, or walking
8. No bare feet, slippers, or slipper-type socks
9. No strapless and/or backless shirts

Consequences:

Our goal is to never embarrass or shame children. Students will first be allowed to find clothing that is acceptable. If this cannot be done, parents will be called to bring in acceptable clothing, and students will be withheld from the general student population until the clothing arrives. Time spent out of class for this purpose will be made up at the discretion of the principal or his/her designee. Repeated violations of the dress code are subject to further consequences, including detention or suspension.

For the full dress code policy, please reference Policy 443.1.

DRUG FREE SCHOOLS

The Hartland Lakeside School District is drug free and has made a major commitment to remain so. The district cooperates with CESA1 and Arrowhead Area Schools, as well as with community, business and church groups. Your Choice [ARC Your Choice Prevention Education](#) has many resources for parents.

The Hartland Lakeside Jt. #3 School District is committed to maintaining a drug free school environment for all students. The District believes drug and alcohol abuse is wrong and harmful and therefore believes it is important to provide every student with a healthy and appropriate educational atmosphere free of such influence.

Accordingly, in order to protect the health, welfare, and safety of students, the District requires that students attend school free of intoxicants, alcohol, illicit drugs, narcotics or any other controlled substance not taken under medical prescription and supervision. Students shall not possess, use, dispense, distribute, or unlawfully manufacture such substances or drug paraphernalia, or be under the influence of such substances anywhere on school premises, in school vehicles or at any school-related activity.

If a school official or police officer has reasonable suspicion that a student is under the influence of alcohol in violation of this policy, he/she may require the student to submit to a breathalyzer test to determine the presence of alcohol. This test shall be administered by the (e.g. building principal or a police officer). The results of the breathalyzer test or the fact that a student refused to submit to breath testing shall be used in student disciplinary proceedings.

An age-appropriate guidance and prevention program has been incorporated into the student health curriculum and addresses the problems of drug and alcohol abuse through instruction as well as in student assistance programs. The District is concerned for a student's health or educational performance

when affected by drug or alcohol abuse, or when the student's drug or alcohol abuse affects other students' health or performance.

Depending on the facts and circumstances of the particular situation, the District shall seek remedial action. Violations of District policy shall result in discipline, which may include suspension, expulsion or referral for prosecution. Students may also be referred to drug and alcohol abuse counseling and rehabilitation programs. Parents/guardians will be notified and involved in such actions as soon as a problem comes to the District's attention.

EARLY RELEASE

For Early Release Day schedules, please refer to your school section. If a student will be leaving school during the day, parents should use the [Student Absence Reporting Form](#) located on the District website under the Quick Links tab. If there is an emergency pickup, please contact your school office. Please complete the form once for each student.

EMERGENCY COMMUNICATION

The Hartland Lakeside School District will communicate with staff, students, parents, and the community in the event of a school or district emergency, school closing, delay, or early release due to inclement weather. Information will be communicated when appropriate, at the direction of the Superintendent, and as immediately as possible in the following ways:

- Message delivered to phone contact(s) provided in Skyward Family Access
- Message delivered to the email address(s) provided in Skyward Family Access
- Message may be delivered by text to phone numbers with texting capability that is provided in Skyward Family Access for families that have opted into SMS messaging

In the event of a school closing or school related emergency messages to parents it is very important that parents/guardians maintain accurate contact information in Skyward Family Access. Please contact your school office with any changes or submit your changes through Family Access directly.

PLEASE NOTE: When a parent unsubscribes from school messenger phone calls or email messages such as low lunch account balances, you are unsubscribing to ALL school messenger phone calls and emails. You would no longer receive emergency message broadcasts from the district.

SMS Text Messaging for parents is optional and requires parents to opt in. If you would like to subscribe to text messaging, please text Yes to 67587.

EMERGENCY DRILL INFORMATION

FIRE	A.L.I.C.E.	SEVERE WEATHER
Fire drills are signaled by the sound of the fire alarm. Directions for exiting the building are displayed in the classrooms. Students, under the supervision of the staff, are to leave the building in an efficient and timely manner. Fire drills are conducted monthly and should be taken seriously by students and staff.	ALICE (Alert, Lockdown, Inform, Counter, Evacuate) drills are scheduled during the school year. Staff and students will follow ALICE protocol as practiced.	Severe weather/tornado drills will be announced over the intercom system. Staff will direct students to an area of the building, which is considered safe. Once in the designated area, students are to remain in the area until there is an announcement that it is safe to return to their classroom.

A.L.I.C.E.:

The Hartland Lakeside School District follows A.L.I.C.E. safety protocols and procedures. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate. A.L.I.C.E. is a set of proactive strategies that increase the chances of survival during a school intruder event. All staff receive safety training, and during staff meetings, they review protocols and scenarios with principals to help facilitate discussions and practices with and without students. Parents will be notified prior to the required annual school violence drill is held. All questions related to school safety should be directed to your school principal.

EXPECTATIONS FOR STUDENTS

All student behavior should be based on respect, and the rights and responsibilities of others. Students have a responsibility to know and follow the rules and regulations of the school. Students may be removed from their classes if they are not abiding by the expectations of the school.

There are seven basic school expectations. All other rules are how we apply these basic expectations to specific areas of the school.

1. All students will show respect for themselves, for other people (students & adults), and for all property.
2. All students will show respect for adults in charge by responding to requests respectfully and cooperatively.
3. All students will walk and talk quietly in school.
4. All students will keep their areas safe and clean for themselves and others.
5. Students will be expected to participate in the learning process in the classroom to the best of their abilities.
6. Students will be responsible for their own behavior.
7. Hartland Lakeside students are expected to conduct themselves in a courteous, civil, tolerant, and responsible manner at all times.

HEALTHROOM INFORMATION

Emergency Health Information:

The Hartland Lakeside School District recognizes that health and safety issues affect a child's ability to learn. The following information will help acquaint you with the school health services provided by the District Nurse.

It is absolutely vital that the school have a record of the parent's home, cell, work, and emergency phone numbers. Parents should inform the school of any emergency health information such as allergies, chronic health concerns, preferred hospital, family doctor, and family dentist. This information is kept confidential and needs to be updated annually.

Exclusion for Illness:

Students who are ill must stay home from school until the following conditions are met:

- Fever free (temperature less than 100.0 F) for a minimum of 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin).
- No vomiting or diarrhea for a minimum of 24 hours.
- For 24 hours after starting an antibiotic for a contagious bacterial infection (strep throat, pink eye, etc.)
- Free from symptoms that would interfere with class participation, such as significant cold symptoms, repeated coughing, headache, and pain.

If a child is sent back to school before the above requirements are met, parents will be called to come and pick them up from school.

Head Lice:

When a student is discovered to have live head lice at school, the student's parent/guardian is called and notified of the discovery. The parent/guardian is provided with information as to the treatment of head lice and is instructed that his/her child may return to school the following day after treatment is complete. Upon return to school, the student should be free of live lice and have a significant reduction in the number of nits present.

Illness and Injury:

Each building has a health room supervised by the District Nurse and staffed by school personnel trained in the care of sick and injured children. The staff treats minor injuries and illnesses, and students are returned to class. Parents will be notified if it is necessary for children to be sent home and will be expected to make the necessary arrangements. Any student with a temperature of 100 degrees or above, diarrhea, vomiting, or a potentially contagious disease will be sent home. In the event of a serious illness or injury, emergency medical services will be utilized, and parents will be notified immediately.

Latex in School:

Individuals with allergies to latex rubber products can potentially experience an allergic reaction to latex that is life threatening and/or result in permanent damage to an individual.

For these reasons, the District will be using vinyl gloves instead of latex gloves in the health rooms and food service areas. **NO LATEX BALLOONS ARE ALLOWED ON THE PREMISES.** Mylar balloons are still permissible.

Life Threatening Allergies:

The goal of the Hartland Lakeside School District is to provide a safe environment for all children, including those with life-threatening allergies. Although the risk to students with these allergies cannot be completely eliminated, it can be greatly reduced.

The purpose of this policy is to provide identified students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.

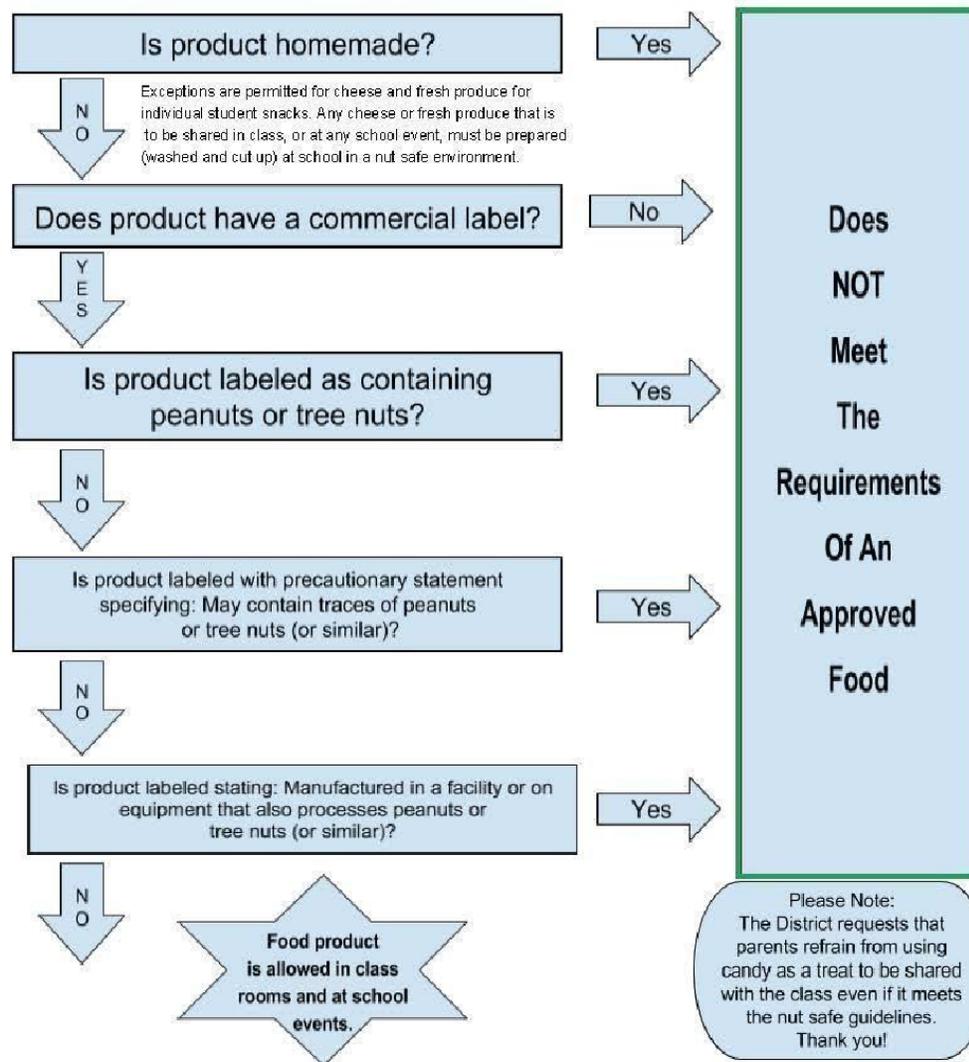
The Hartland Lakeside School District has developed and implemented guidelines for the care of students with life-threatening allergies as outlined in the "Resource Guide for Supporting Students with Life-Threatening Allergies". Such guidelines include, but are not limited to, outlining the need, providing education on allergen avoidance strategies, establishing emergency response procedures, and outlining the responsibilities for the student, families, and the school system.

Furthermore, the guidelines aim to encourage age-appropriate interventions and to assist children in assuming more individual responsibility for their health and safety as they grow older. The District is committed to working with students with allergies and their parents to address the student's emotional and social needs in addition to their health needs. In accordance with the Hartland Lakeside policies on bullying, all reported incidences of bullying and/or harassment directed at a child with a life-threatening allergy will be investigated and addressed by the school administration.

The Hartland Lakeside School District will continue to monitor and evaluate this issue to ensure the proper implementation of these guidelines across our jurisdiction. It is the responsibility of the office staff and the building principal to be well informed regarding students in their school that have life threatening allergies. Classroom teachers and any staff that instruct, supervise, and support students with life-threatening allergies also need to be well informed of the child's individual health plan and emergency procedures

Please reference the Determining Acceptable Classroom Foods & Event Foods Flowchart below:

DETERMINING ACCEPTABLE CLASSROOM FOODS & EVENT FOODS



Medication:

Hartland Lakeside School District recognizes that some students require medication to be dispensed during the school day. However, dispensing of medication in school will be limited to those medications necessary to allow the student to learn and remain in school. Teachers who have students taking daily medication will be responsible for making sure the students are sent to the Health Room.

The Hartland Lakeside School District has implemented guidelines for the administration of medications to students. No medications, either over-the-counter or prescription, will be administered by any school personnel without the written consent of the parent. Prescription medication must also have a written consent of a physician. Written instructions and consent can be generated and sent electronically. The District Nurse supervises the administration of medication in each building. It is the responsibility of each building principal and the District Nurse to authorize, in writing, the unlicensed personnel designated to administer medications. Students are not permitted to carry and self-administer medication. The only exceptions are for asthma inhalers, epinephrine auto-injectors (EpiPens), insulin, or similar emergency medications for which a physician and the parent have signed an authorization. Sharing or distributing medication of any kind is strictly prohibited.

School personnel authorized to administer medications to students shall be provided appropriate instruction and shall not be required to administer any medication to a student by any means other than ingestion. However, severe allergic reactions requiring epinephrine via auto-injector and hypoglycemic reactions requiring glucagon injection are exceptions. School personnel shall activate "911" emergency medical services when these emergency medications are given. Before any school employee or

designated personnel administers to any student, established guidelines must be met.

Medication authorization forms can be picked up at the school office or printed from the school website under the Department & Services, Health Services tab. Questions can be directed to the District Nurse, Andria Zilles at azilles@hartlake.org.

Special Health Concerns:

The District Nurse shall provide the best possible care for your child while they are in school. The nurse is available to work with parents and teachers in developing individual health plans for students with temporary or chronic health concerns. The nurse is also available for consultation regarding hospitalizations, surgeries, prolonged illnesses, or other health related problems of the student.

Student Immunization Records:

State law requires all public and private school students to present written evidence of immunizations against certain diseases within 30 days of admission. The current age/grade specific requirements are available from schools and local health agencies. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed.

HOMELESS EDUCATION PROGRAM

Homeless children and youths residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District.

They shall be provided the services and have access to the programs and activities that are offered to other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, programs and services for English Learners), gifted and talented programming, career and technical education programs, and school nutrition programs. A homeless child or youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Homeless children and youths” are defined as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes, but is not limited to, children and unaccompanied youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus stations, or similar settings. The term “unaccompanied youth” includes a youth not in the physical custody of a parent or guardian.

The District Administrator has primary administrative-level oversight of the District’s services for homeless children and youths. He/she, or a qualified administrative-level designee, shall be responsible for (1) providing any required assurances to applicable state and federal agencies that the District is complying with applicable state and federal requirements related to the education of homeless children and youths; and (2) reasonably monitoring compliance with such assurances.

The District Administrator shall designate a staff member who shall serve as the District’s liaison for homeless children and youths. The District’s liaison for homeless children and youths will work with administrators and other District personnel to periodically review existing policies, procedures, practices, and data to identify and develop proposals to remedy and remove barriers that homeless children and youths may face in the school enrollment and admission processes, in regularly attending school, in accessing applicable support services (such as guidance counselors), in accessing academic programs, academic activities, or extracurricular activities, or in receiving appropriate credit for prior academic work.

The District’s liaison for homeless children and youths will also ensure that:

1. Homeless children and youths residing in the District are identified by school personnel through outreach and coordination activities with other entities and agencies. Special attention will be given to the enrollment and attendance of homeless children and youths who are not currently attending school.
2. Homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in schools in the District.
3. Homeless families and homeless children and youths have access to and receive educational services for which they are eligible, including services through Head Start, early intervention services under laws applicable to students with disabilities, and other preschool programs.

4. Homeless families and homeless children and youths receive referrals to other appropriate services (e.g., health care services, dental health services, mental health and substance abuse services, housing services).
5. The parent or guardian of a homeless child and any unaccompanied homeless youth are informed of the educational and related opportunities available to them, and are provided with meaningful opportunities to participate in the education of the child/youth.
6. Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, such as the schools, public libraries and family shelters. The notice shall be disseminated in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths.
7. Enrollment disputes are mediated in accordance with legal requirements.
8. The parent or guardian of a homeless child and any unaccompanied homeless youth are fully informed of transportation services that may be available to them under the law and they are assisted in accessing such transportation services. If it is determined to be in the best interest of the child or youth to continue to be enrolled in their school of origin and transportation is requested by the parent or guardian (or in the case of an unaccompanied homeless youth, the liaison for homeless children and youths), transportation will be provided to and from the school of origin until the end of the school year during which the child or youth becomes permanently housed.
9. School personnel providing services to homeless children and youths receive professional development and other support. The liaison for homeless children and youths will also receive and participate in professional development and other support activities as required by the Department of Public Instruction, the District and federal law.
10. Unaccompanied homeless youths are: (a) enrolled in school, (b) have opportunities to meet the same challenging academic standards as the District establishes for other children and youths, including receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, and, (c) are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vy) and that they may obtain assistance from the District's liaison for homeless children and youths to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act.
11. Appropriate school personnel assist homeless children and youths with their educational transitions (e.g., from early childhood to elementary school, elementary school to middle school).
12. The District's Title I plan describes the services the District will provide homeless children and youths to support the enrollment, attendance and success of homeless children and youths.
13. Reliable, valid, and comprehensive data needed to meet the established legal requirements related to homeless children and youths is collected, reported to the public, and provided to the State Coordinator for the Education of Homeless Children and Youths.
14. School personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths are informed about the liaison's duties.

HOMEWORK

Purpose:

To build mastery of taught knowledge and skills and to challenge and extend students thinking.

Homework will be comprised of relevant assignments that reinforce classroom learning objectives by:

- Providing practice of well taught skills and concepts,
- Applying learned knowledge and skills
- Extending learned concepts through critical and creative thinking
- Preparing for class instruction
- Providing opportunities for student interaction and collaboration
- Homework will be differentiated to meet the needs of each student

Key attributes of effective homework:

- a. The amount of homework should be minimal to apply the practice or extension of learning. Homework that allows for twenty minutes of clear and precise practice or application per content area is ideal. Projects and critical thinking may require a slightly longer time.
- b. Adequate class time is dedicated to homework to provide feedback on what was done correctly and incorrectly to advance learning.
- c. Students should not experience the homework material for the first time. Homework material should

- not be new to students. It should be a reinforcement of classroom instruction.
- d. Homework will not be a large portion of the content grade but will be graded separately, such as work ethic or effort. (No more than 5% of grade will be applied to content grades)
 - e. Expectations for completing homework should be clear, and students are held accountable for this work.
 - f. Homework must be relevant and meaningful. This will provide value to desired learning objectives.
 - g. Motivating homework challenges students' thinking and provides for relevant assignments.

Major Projects:

- a. Major projects include research reports, inquiry based projects, major experiments, and other assignments designated as major projects.
- b. Students may be given the opportunity to work in groups or individually on major projects per their academic needs.
- c. Projects are based on content, and outside cost should be kept to a minimum.
- d. The purpose and intent of the project is to be clearly communicated to students and parents. Expectations are effectively communicated along with timeline and due date.
- e. Teachers will use clear grading guidelines regarding group projects- rubrics will be distributed to students and posted on /Google Classroom for individual effort.

Responsibilities of Staff:

- Assign relevant, challenging, and meaningful homework that reinforces classroom learning.
- Arrangements are to be made with the parent/principal when assigning differentiated homework.
- Understand the purpose of each homework assignment and how it relates to learning targets and objectives.
- Give clear instructions and examples and make sure students understand the purpose of the homework.
- Give clear expectations to students and parents on major projects, including timelines, check-points, and grading rubrics- minimizing the need for parental participation in the completion of homework by giving assignments that are aligned with the needs and require accessible materials and resources.
- Homework is to be corrected in a timely manner, and to give student feedback.
- Involve parents/guardians and contact them regarding missing assignments and work ethic concerns.
- Post homework and project examples as well as links to resources on classroom tools designated by the teacher.
- Follow the board's guidelines for the amount of time designated for homework
- The amount of homework given should reflect age and consider the time constraints on family situations. Teachers are to be cognizant of the total amount of homework given in all subject areas and to ensure that homework is not excessive.

Students who miss homework because of an absence will receive the opportunity to make up missed work. It's the student's responsibility to get work missed due to illness or absence.

LIMITED ENGLISH PROFICIENT STUDENTS

Districts and schools using Title III funds must notify parents of the following:

- The reasons for identifying the child as limited English proficient and for placing the child in a language instruction education program for LEP students.
- The child's level of English proficiency, including how the level was assessed and the status of the child's academic achievement.
- The instructional methods to be used in the program in which the child is participating or might be assigned to and a description of all language programs that differ in content, use of English, and native language.
- How the program will meet the educational strengths and needs of the child.
- How the program will help the child learn English and meet age-appropriate academic achievement standards.

Specific exit requirements of the program, including when the transition will take place. Secondary schools also inform parents of the child's expected date of graduation. For children with a disability, how the program will meet the objectives of an individual education program (IEP).The notification must include written guidance that explains the following:

The parent's right to have his or her child removed, immediately upon request, from the language instruction program.

The other possible programs or methods of instruction available and the parent's option to decline enrolling his or her child.

How parents will receive assistance in selecting another program or method if one is offered by the district.

School districts are also required to notify parents of LEP children participating in a Title III program if the program is failing to help the child make progress on annual measurable achievement objectives. This notice must be provided no later than 30 days after the failure occurs and, as with all notices, must be in an understandable and uniform format and, to the extent practicable, in the language parents can understand.

A child may not be admitted to or excluded from any federally assisted education program on the basis of a surname or language minority status.

PARENT/TEACHER/FAMILY WELCOME CONFERENCES

Families are invited to Family Welcome conferences prior to the start of the school year. Parent conferences are scheduled per the calendar to provide time for parents and teachers to discuss, share, and plan a child's academic and social development. All parents are expected to attend and may request a personal conference at any time during the school year if a question or concern is present.

PERSONAL BELONGINGS

We strongly urge that you identify or mark all belongings. Every school year, there are many unclaimed items in the lost and found. Proper identification will assist in returning belongings to their rightful owners. Unclaimed items will be donated at spring break and at the end of the year. Students should not bring extra money, or wear valuable jewelry to school.

PHYSICAL EDUCATION

All students in grades K-8 will participate in physical education. Anyone who cannot participate in class must have a note from a doctor stating the reason why and the approximate number of days the child is not to participate. If the student is limited in participation for just a day or two, a note from the parent is sufficient. This student will still be expected to participate in some capacity. Students should wear non-marking athletic shoes.

PROMOTION OR RETENTION

This policy addresses end-of-year, grade-to-grade promotion and retention decisions that are made at any point prior to a student's attendance in the District. This policy does not address grade-level acceleration decisions or any decision to adjust the initial grade-level placement of a newly-enrolled student during the student's first school year of attendance in a District school.

The administration is expected to implement this policy and, in conjunction with other instructional staff members, make the promotion and retention decisions for individual students. If a student's parent or guardian disagrees with a District decision regarding promotion or retention, the parent or guardian may submit a written request for reconsideration to the District Administrator. Except as otherwise required by law, the decision of the District Administrator following such a request shall be final.

For students in grade 1 through 8, the School Board directs the administration to develop and implement a process for annual promotion and retention decisions that initially identifies students who are at risk of possible retention.

When a student is having very significant academic difficulty in one or more areas and is at risk of possible retention, it is the Board's judgment that no single measure or description of the student's academic progress, knowledge, and skills is sufficient to determine whether the student should be retained or promoted. Accordingly, before making a final decision to promote or retain a student who the District has identified as being at risk of retention, the administration and instructional staff will use a team-based approach to review and consider, at a minimum, the following information about the student's academic progress in relation to established promotion and retention criteria:9

1. The two most recent state assessment results (or results from an alternate assessment, if applicable) that are available for the student.
2. The results of available District-provided academic assessments (including standardized tests other than the state assessments).
3. The student's summative grades and teachers' summative evaluations of the student's academic skills (generally as reflected on report cards and formal progress reports); and
4. Evidence indicating the extent to which the student has made progress with respect to individual goals that the District established for the student.

Additional information about the student's academic progress may also be considered if the team considers it helpful in making the promotion/retention decision. For example, the team could consider information from a relevant out-of-district source, the results from specific classroom assignments, projects or tests, specific samples of the student's work, and/or other teacher recommendations relating to the student's skills and progress that add greater overall context to the team's decision-making process.

For each student identified as being at risk of retention, the team shall recommend, with final decision-making authority resting with the building principal or his/her designee, either that:

1. the student should be promoted in combination with the identification of individualized goals and the use of available intervention strategies that are intended to enhance the student's overall development, alleviate an identified barrier that may be inhibiting the student's learning, improve the student's level of engagement with school, and/or provide the student with opportunities to reduce observed gaps in the student's learning relative to grade-level standards; or
2. the student should be retained in combination with the identification of individualized goals and the use of appropriate intervention strategies.

The District's specific grade-level promotion criteria and other procedures related to promotion and retention decisions will be defined by rule. The rule and criteria shall strongly disfavor any use of retention in kindergarten.

Nothing in this policy or in the related criteria and procedures shall be interpreted in a manner that would interfere with or detract from a student's or parent's rights under any applicable state or federal law. For example, in regard to any student who has been referred for a special education evaluation or who is receiving special education and/or related services under an individualized education program (IEP), nothing in this policy or in its implementation shall detract from the authority of the student's IEP team.

REPORT SYSTEM

The Hartland Lakeside School District report card schedules are issued as follows and will be available in family access.

- Grades 4K-5K - January and June
- Grades 1-5 - Trimester
- Grades 6-8 - Quarterly

This schedule provides adequate time for students to demonstrate what they know and for teachers to measure students' understanding. Students' understanding of the Common Core State Standards and Wisconsin Academic Standards will be measured and reflected on each grade's reporting tool.

SCHOOL FEES

School fees are for instructional materials, including workbooks and other consumable items used for the classroom. Other fees may be charged by school and/or grade level for appropriate school related activities. Fees for students will be collected during registration through e-funds, which is accessible on the district website. If you need assistance with school fees, please contact Maureen Lawler at mlawler@hartlake.org. If you need assistance with club, athletic, or field trip fees, please contact your building principal.

E-Funds:

E-Funds for Schools is an electronic payment service provided by a third-party service provider. The service provider has a nominal fee for their service. The system also carries a Non-Sufficient Funds (NSF) charge of \$15.00. For additional information go to the E-funds tab on the district website. The link can be found on the school website under the parent tab.

Student Fees, Fines, Charges:

The District may hold a student and guardian responsible for any lost or damaged instructional material, technology, or equipment that was in the student's possession

Fines:

When school property, equipment, technology tools, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries may be subject to appropriate fines. Any fees or fines collected by members of the staff are to be turned into the school office no later than the end of the day on which the money was collected. In the event the above course of action does not result in the fee being collected, the Board may authorize the Business Manager to turn the case over to an appropriate source for collection.

SCHOOL MEAL PROGRAM

The Hartland Lakeside School District participates in the National School Lunch Program. [Free & Reduced Applications](#) are available on the Food Service webpage and families can contact Maureen Lawler at mlawler@hartlake.org for a Free and Reduced Application. Application information is available during registration and can be completed through Family Access during registration and throughout the school year. Qualifying students who take a qualifying meal (one that includes a fruit and/or vegetable) will not be charged for their meal if they qualify for free and will be charged a reduced rate of \$0.40 for lunch and \$0.30 for breakfast. A la carte pricing for NS students is NOT included in the Free-Reduced USDA program. Parents/guardians should notify the Director of Food Services Bethany Sonderlund, at bsonderlund@hartlake.org with modification requests related to their student's disability. More information about the program can be found on the district website under the Food Services tab. This institution is an equal opportunity provider.

For the 2023-24 school year students will have a choice of entree, fruit/vegetable and milk. A la carte snacks and beverages are available to students at North Shore Middle School for a fee.

Breakfast: \$1.80

Elementary Lunch: \$3.15

NSMS Tier 1 Lunch: \$3.40

NSMS Tier 2 Lunch: \$3.75

Extra Milk: \$0.40

NSMS A La Carte Items: Prices vary reference the Back to School Cafeteria News Letter

Families qualifying for reduced breakfast: \$0.30

Families qualifying for reduced lunch: \$0.40

Chartwells manages the National School Breakfast and Lunch Programs for the elementary schools. Varied, nutritious menu options are offered daily and all students are encouraged to participate in the program. For questions about the food service program, please contact Logan Wilson, Food Service Director, at 262-369-6750, bsonderland@hartlake.org. Menu information is posted on the district website under the food service tab and are shared in the weekly family email.

Each family in the district is given an automated debit account for meal purchases. These are family accounts - only one per family. This debit system requires each family to pay in advance for meals, milk, extra milk, a la carte items and extras such as seconds. Payments can be made through E-funds.

Within the family account, each student is assigned a "number" against which all purchases are debited from the family account. Money is deducted from the family account when a student makes a food purchase. Parents and guests who wish to dine with their student have the option of having the cost of an adult meal price deducted from the account.

The computer system is programmed with each student's meal status (full-paid, reduced, or free) and deducts the correct amount from the family account for each meal purchased. There is no limit on the amount of money that can be deposited into a family meal account. Automated phone messages will be sent to families whose accounts fall below \$5.00. These calls are made with the intention of giving families time to replenish the account.

The following policy is in place for NEGATIVE ACCOUNT balances: When an account balance is -\$10.00 or greater, students will be offered an alternative lunch option at the cost of \$1.00. This option will be

available until the account reaches a balance of -\$24.00. At this point, the account will be placed on hold status, and no purchases may be made with the account until it is brought to a positive balance. (Please note: an account will not be placed on hold until the family has received a personal phone call from a school secretary.) At North Shore Middle School, students are not allowed to make any a la carte purchases if the account is at a negative balance; only meals may be purchased until the -\$10.00 limit is reached.

Funds remaining in an account at the end of the school year are automatically carried over to the next school year. Refunds at the end of a year are only granted upon written request. At the end of 8th grade year (and without siblings in the district), any remaining balance will be refunded to the family.

With family-based accounts, ONE DEPOSIT through e-funds, covers all students in a family. If a check is necessary, please make checks payable to Hartland Lakeside School District and include your student's name in the memo line with "lunch payment". Checks can be sent into the school offices in a white envelope marked "School office – lunch payment."

Food account information can be viewed through Family Access.

Students with food allergies must provide the district with the required documentation, which includes a written statement from the physician indicating the allergy and allowable substitution.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Discrimination Complaint Form which can be obtained on the [USDA website](#) or from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD 3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the Hartland Lakeside School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services.

The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school

district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting:

Jessica Walter, School Psychologist (Grades Pre-K-4)

jwalter@hartlake.org

262-369-6710

232 Church Street, Hartland, WI. 53029

or

Michele Schmidt, Special Education Director

mschmidt@hartlake.org

262-369-6767

800 E. North Shore Drive, Hartland, WI 53029

Section 504:

Pursuant to Section 504 of the Rehabilitation Act, the District shall provide a free appropriate public education (FAPE) to each eligible student who has a physical or mental impairment which substantially limits a major life activity. The District's duty to provide FAPE applies to each such student, regardless of the specific nature or severity of the student's disability. Further, the District shall not discriminate against any student based upon (1) any prior record of physical or mental impairment, or (2) a student being regarded as having a physical or mental impairment (e.g., based upon an assumption or perception of a disability). In connection with these obligations, the District shall take reasonable steps intended to protect a student with a disability from being harassed or retaliated against on the basis of the student's disability.

To meet its obligations under Section 504, the District shall:

1. Engage in appropriate notification and "child-find" activities that are designed to identify and locate children residing in the District who may have a disability and who may be in need of special education and related services;
2. Make and accept referrals for evaluations as required by law;
3. Conduct evaluations and make eligibility and placement determinations in a manner that reflects the standards and requirements established under both Section 504 and the Individuals with Disabilities Education Act (IDEA), such as the following: (a) parent consent is required for initial evaluations; and (b) all eligibility and placement determinations must be made on an individualized basis with a focus on the student's identified educational needs;
4. Employ appropriate procedural safeguards, including providing parents and guardians with required notices and appropriate opportunities to review their child's records;
5. Develop, implement, and appropriately review a written Section 504 plan for each qualifying student with a disability (NOTE: An individualized education program (IEP) generally serves as the 504 plan for students who are also IDEA-eligible provided that the IEP is sufficient to meet the District's Section 504 obligations to the student.);
6. Reevaluate students before any significant change in placement and in order to periodically redetermine eligibility; and
7. Adhere to appropriate procedures and standards in connection with the suspension and/or potential expulsion of any student with a disability.

The Director of Special Education is the District's designated Section 504 Coordinator. The Coordinator shall have primary responsibility for the administrative procedures used within the District to implement the requirements of Section 504 and this policy. The Coordinator shall also be responsible for ensuring appropriate staff training and professional development in connection with the District's obligations under Section 504, and for monitoring and evaluating the District's overall implementation of Section 504.

The District encourages informal resolution of complaints and concerns regarding the implementation of Section 504 procedures. Accordingly, the Section 504 Coordinator shall make efforts to address a parent's or guardian's complaints or other concerns by appropriate means that may include scheduling additional meetings of relevant members of the applicable 504 team or attempting to mediate a resolution. Any informal resolution of a complaint or concern that requires a modification to a student's 504 plan shall be incorporated into the plan using appropriate procedures.

Any person who believes that a student with a disability has been discriminated against, retaliated against, or harassed on the basis of the student's disability, or who believes that the District has otherwise violated Section 504 or its implementing regulations, may file a complaint through the internal complaint procedure established under the District's student nondiscrimination policy. A person who wishes to file such a complaint, or who requires more information about the complaint procedure, should contact the District's Section 504 Coordinator or, if the Section 504 Coordinator is temporarily unavailable or if the complaint in question involves any alleged improper conduct by the Coordinator, contact the District's Compliance Officer, NSMS School Psychologist, 800 E. North Shore Drive, Hartland, WI 53029, 262-369-6767. This information can be found in the Parent-Student Handbook located on the district's website.

A parent or guardian who disagrees with the identification, evaluation, educational placement, or the provision of a free appropriate public education of a student with a disability under Section 504, and who has been unable to reach a satisfactory resolution of the issue(s) with the District, has the right to request an impartial hearing. The complaining party shall have the right to participate in such a hearing, to present evidence, and to be represented by a person of their choice, including an attorney. A request for an impartial hearing must be made in writing and mailed or delivered to the Director of Special Education. Upon receipt of a request for a hearing, the necessary arrangements will be made by the District, including the selection of a hearing officer. Any party aggrieved by the decision of the hearing officer may seek judicial review of the decision to the extent permitted by applicable law.

Relationship between Section 504 and the IDEA. Section 504 and the IDEA are related but distinct laws. For example, a student with a disability who is not eligible for special education or related services under the IDEA may have rights to receive certain aids, services, modifications, or academic adjustments under Section 504. Further, even in the case where a student with a disability does not need any special education or related services, or any modifications to the District's policies, procedures, or practices, the student remains protected by the general nondiscrimination provisions found within Section 504, Title II of the Americans with Disabilities Act, state law, and District policy.

Relationship between Section 504 and pre-referral intervention strategies. The Board encourages the identification and use of individualized interventions that address the unique needs of a student. A regular education intervention plan can be appropriate for any student who does not have a disability, and who is not suspected of having a disability, but who is facing challenges in school. However, such pre-referral assistance and interventions must not be intended to impede or to serve as a substitute for necessary referrals, evaluations, and eligibility determinations under the IDEA and/or Section 504.

STUDENT DIRECTORY DATA

Upon a student's initial enrollment and registration in the District, upon re-enrollment following a gap in enrollment, the student's parent or shall be provided with a copy of the District's directory data notice and shall have 14 days to inform the school, in writing, that all or any part of the student's directory data may not be released without prior consent. During such 14-day periods, the District will avoid any release of the student's directory data that is not separately authorized or required by law.

Regarding decisions to opt out from the school's disclosure of all or any part of the directory data under this policy:

Using procedures established by the administration, a parent or guardian may make, modify, or withdraw an opt-out decision regarding directory data at any time, but should allow for a reasonable period of time for such a decision to be processed.

Unless the District issues express notice to a parent or guardian stating that a new opt-out decision is required (in which case a 14-day non-disclosure period will again apply), an opt-out decision from the disclosure of directory data under this policy will remain in effect until it is modified or withdrawn by an appropriate party. Any parent, guardian or guardian ad litem of a student

or any eligible student may notify the District Office – Attn: Michele Davis, in writing or email to mdavis@hartlake.org.

STUDENT HARASSMENT

Student harassment, including sexual harassment, in the school setting is prohibited by law. For this reason and for the benefit of the District, its employees, students and School Board members, the Hartland Lakeside School District prohibits student harassment.

School officials shall take all appropriate and necessary action to eliminate student harassment, up to and including positive behavioral interventions and support, and disciplinary action towards offenders. In situations in which the alleged harassment originated off school property, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day-to-day operations of the school.

Harassment:

“Student harassment” is verbal or physical conduct toward students, which interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment. Harassment may include, but is not limited to conduct based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. It may consist of a single act, or a course of conduct.

Sexual Harassment:

“Sexual harassment” is a particular type of harassment to which either sex can be subjected. It includes unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome physical or verbal conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to the deliberate, display of offensive sexually graphic materials, which are not necessary for instructional purposes; requests, demands or subtle pressure for sexual favors in exchange for grades or status, and sexually oriented verbal “kidding” or abuse.

The District prohibits any behavior that can be construed as harassment. Any violation of this policy may result in the discipline of any student, employee or other individual engaged in the operation of the programs or activities of the District, including a volunteer, up to and including suspension, termination or expulsion.

The Superintendent and/or the Board reserves the right or may have the legal duty to refer matters of harassment to appropriate legal authorities in cases where child abuse may be a factor or in cases where reasonable belief exists that a criminal act may have occurred.

Any student may make reports or complaints of harassment in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. The district will follow the bullying policy in relation to retaliation complaints.

STUDENT MESSAGES

We ask that requests to deliver messages to students during the day be limited to **EMERGENCIES ONLY**. In order to keep classroom interruptions to a minimum, we ask that parents avoid situations that might require the office to disrupt classroom instruction (such as having a student pick up a forgotten lunch or homework). We do understand that there will be emergencies from time to time, but interruptions do disrupt classroom instruction and should be avoided whenever possible. Also, please understand that the school office is an extremely busy place and sometimes messages may not get delivered in a timely fashion. Please plan with your child(ren) where they are to go after school before they leave for school and provide a written note if there is a change in your child's after school plan.

STUDENT NAMES AND PRONOUNS AND OFFICIAL SCHOOL RECORDS

When referring to students at school and in connection with school activities, school personnel will normally use the student’s legal name. At the time of new registration or registration update, parents may list a nickname that they wish the child to be called at school. A student may request to use and be referred to by an alternate name/nickname in school settings. Staff will not implement the request until there is consent from a parent.

If a student requests a teacher to refer to them by an alternate name and gender pronoun, the teacher will

refer the student to the building principal and/or guidance counselor. The teacher will not implement the request until there is consent from a parent. The principal and/or guidance counselor will have a conversation with the student to determine if the student's parents are aware of the request. If the student indicates their parents are aware of the request, a call will be made within 24 hours to parents to confirm the information. If the parents are not aware of the request, every effort will be made to support the student to have a conversation with their parents prior to a phone call from the principal/guidance counselor. This will be conducted in a timely manner.

Where there is any disagreement between a student and his/her parent or guardian, the final decision regarding the name and gender pronouns that school employees will use to address the student in school settings will be made by the parent or guardian subject to the rights of the student under applicable law. A court-ordered name change or medical treatment or medical procedure is not required to request that school personnel use a particular name and/or particular gender pronouns in school settings.

Administration will develop a plan with parents on how to share changes in names and gender pronouns with staff and students. Upon being informed by administration that a student should be referred to by a particular name and/or particular pronouns, school personnel and students are expected to abide by that decision.

The District's approach of respecting a decision for a student to regularly use a particular name and/or particular pronouns in school settings is not a commitment to change all existing school records in order to reflect those preferences. Further, there may be situations where the District is required to use or report the legal name or biological sex of the student as that data is reflected in the District's official records. The extent to which official records of the District are modified will depend on a case-by-case evaluation of the information that the District receives and the type(s) of school records affected by the information that is received and is subject to applicable law.

STUDENT NONDISCRIMINATION - EQUAL EDUCATIONAL OPPORTUNITIES

Nondiscrimination Policy Statement – As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District's commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: 113, 113-Rule, 411, 411-Rule, 511, and 512.

District Title IX Coordinators – The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

AMY HOLLEY, DIRECTOR OF BUSINESS SERVICES
800 E. NORTH SHORE DRIVE
HARTLAND WI 53029
262-369-6700
AHOLLEY@HARTLAKE.ORG

Student Complaints:

BETH STONE, SCHOOL PSYCHOLOGIST
800 E. NORTH SHORE DRIVE HARTLAND WI 53029
262-369-6700
BSTONE@HARTLAKE.ORG

Reporting Sex Discrimination – Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail,

using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.

2. By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

Filing Formal Complaints of Title IX Sexual Harassment – As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District’s formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above.

Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth within School Board policies 113, 411-Rule, 411.1, 411.1-Rule, 511.

District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX – The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in Policies 113 -Rule, 411-Rule and 511-Rule, as published on the District’s website. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX.

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in Policy 113-Rule, as published on the District’s website.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational, school sponsored food service programs, or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally- protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational, school sponsored food service programs, or other program/activity, including the District’s career and technical education opportunities;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs;
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or

rewards based, in whole or in part, on a legally-protected classification or characteristic.

Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those 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 District shall provide all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a qualifying disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

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 such accommodations shall be made in writing and shall be submitted to and acted upon by the building principal. Accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any such accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, including gifted and talented, special education, school-age parents, bilingual bicultural, at risk, and other special programs; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with this policy.

By following required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

Designation of Compliance Officer. The administrator holding the following position is designated as the District's equal educational opportunities compliance officer ("Compliance Officer"):

*Amy Holley, Director of Business Services-HR Department
Hartland Lakeside School District
800 E. North Shore Drive Hartland, WI 53029
262-369-6700
aholley@hartlake.org*

The Compliance Officer is authorized to receive complaints brought under this policy and its related complaint procedures. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints), federal Age Discrimination Act Coordinator (age-based discrimination issues), and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment-related matters. The District Administrator shall perform the duties of the Compliance Officer if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Confidentiality of Reports and Complaints. Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the

identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation Prohibited. No employee, officer, agent or representative the District shall unlawfully retaliate against, harass, intimidate or otherwise impose any improper consequence against any person who (1) pursues any complaint under this policy and its related complaint procedure; or (2) otherwise participates in the resolution of any report, complaint, or investigation involving an alleged violation of this policy. Further, any act of retaliation, harassment, or intimidation performed by a student against any such persons who are involved in the complaint process would itself constitute a violation of school rules and District policy, and subject the student to appropriate disciplinary action.

Abuse of Process Prohibited. Failure to act in good faith while participating in the resolution of any report, complaint, or investigation under this policy or its related complaint procedure constitutes an abuse of process and subjects an employee or student to potential discipline. Abuse of process includes the pursuit of a complaint that the complaining party knows to be false or wholly frivolous, the intentional provision of false or misleading information during the processing of a complaint or other investigation, and other actions that constitute a violation of any District policy or rules.

NONDISCRIMINATION STATEMENTS AND DISSEMINATION OF POLICY AND DISCRIMINATION COMPLAINT PROCEDURES

In addition to including express nondiscrimination statements in other Board policies where required by law:

1. A legal notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper.
2. A student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other similar published materials distributed to the public describing school activities and opportunities
3. The student discrimination complaint procedures shall be disseminated to students, parents and guardians, employees, and others to inform them about the proper process for submitting a complaint. The information shall be published in student, parent, and staff handbooks, and the procedures or a reference to the procedures may be published or posted in other appropriate locations (e.g., the District website, guidance offices).

MAINTENANCE OF COMPLAINT RECORDS; REPORTS, AND EVALUATIONS

The District's equal educational opportunities compliance officer shall be responsible for ensuring that the District maintains adequate records of complaints filed under the District's student discrimination complaint procedures and for directing the timely preparation of the annual or other reports and evaluations regarding nondiscrimination initiatives and compliance that the District is required to conduct and/or provide to the Department of Public Instruction. In addition, the District is required to formally evaluate the status of nondiscrimination and equality of educational opportunity in the District at least once every five years.

STUDENTS OF DIVORCED/SEPARATED PARENTS

The Hartland Lakeside Joint No. 3 School District shall maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order, parenting plan or other court document. It is the responsibility of the parent(s) to provide the District with court-related documents that provide information on restrictions thereof, educational decision-making authority and other matters relevant to the District.

- Either parent of any student enrolled in a District school may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries or other student records, unless otherwise expressly curtailed or restricted by a provision of a court order, parenting plan or other court document which has been provided to the principal.
- The residence of the parent who enrolls a student will be considered the student's residence for school purposes, unless a court order, parenting plan or other court document is presented which specifies otherwise.
- Both parents may participate in all activities, including conferences. The school generally will conduct either one parent conference for both parents or two individual conferences, depending on family circumstances.
- When both parents request school mailings and provide current demographic information, all schools

in the District will routinely mail materials given to District parents to both parents. Both parents will also receive, upon request: student progress reports, behavioral data information, attendance letters, special education program communication, parent-teacher organization events, parent surveys and medical forms. Both parents may also make specific requests for and receive copies of other materials that would be made available to parents.

- A student enrolled in the District may be released from school to either parent unless a court order, parenting plan or other legally-binding document has been provided to the District which prohibits such a release.

STUDENT RECORDS

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District.

The School Board recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the student's parent or guardian or the adult student, except in situations where legal requirements specify release of records without such prior approval.

Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District procedures.

Student record notices shall be published annually in accordance with state and federal law.

STUDENT SEARCHES

The responsibility of teachers and school administrators is to provide order, discipline, and safety in the schools so that a proper learning environment and safe conditions exist for all students. In carrying out this responsibility, a teacher or school administrator may search a student, if there are reasonable grounds, for suspecting that the search will turn up evidence that the student has violated, or is violating, the rules of the school or the law. The search must be conducted in a manner reasonably related to the objectives of the search and not be an excessively intrusive search in light of the student's age, sex, and nature of the infraction. In this regard, searches of the person will be confined to outer clothing only, purses, school bags, and similar items.

To guard against unreasonable searches of students, the following criteria regarding reasonableness must be met before conducting a search:

1. Consideration must be given to the child's age, history, and school record
2. Consideration must be given to the prevalence or seriousness of the problem in the school to which the search was directed
3. The seriousness of the situation regarding school discipline or student safety should require a search without delay. The matter ought to be urgent.
4. The value and reliability of the information at hand must be considered before deciding on a search
5. The teacher's or administrator's prior experience with the student must be considered before making a search
6. School authorities should not conduct student searches at the request of law enforcement authorities. To do so might make the school authority an "agent" of the police and could violate students' Fourth Amendment Rights. If, however, in making a search through his/her own decision, a school authority finds contraband material, this will be turned over to law enforcement officials for possible prosecution of law offenses.

Lockers and Desks:

The students also have lockers and desks provided for their convenience. At no time does the Hartland Lakeside Schools relinquish exclusive control of these lockers and/or desks to students. Periodic general inspections of lockers and/or desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Locker privileges may be revoked or refused at any time. The search may be conducted by the building principal, Superintendent, assistant principal, guidance counselor, Director of Student Performance & Progress, a school employee designated by the Superintendent of Schools or building principal, a police-school liaison officer or a law enforcement or other agency official at the request of or in conjunction with school authorities.

Student Acceptable Use of Technology:

The District's technology resources, including the District's technology-related equipment, software, networks, network connections, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for acceptable use.

In general, "acceptable use" means that a student is required to use technology resources in a manner that:

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone's privacy, accessing another person's accounts, records or files, etc.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate materials; violence, drug use, weapons, chatting or social media sites, proxy or virtual private networks, lewd, etc.
7. is respectful of others; and
8. is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff.
9. shall not make personal online purchases

Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student's general conduct while at school or while under the supervision of a school authority also apply to their use of District technology, their online conduct, and their electronic communications. This document and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.

Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of "acceptable use" is that the District expects each student who uses District technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

If a student has a question concerning any policy, notice, rule, regulation or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

Families are notified of the Student Acceptable Use during the annual registration in Family Access. Newly enrolled families are notified of the Student Acceptable Use during their enrollment in Family Access.

Safety Monitoring:

The Hartland Lakeside School District uses Lightspeed Systems which is committed to responsible, secure, and compliant use of data. All of our practices, including use of alert monitoring comply with all applicable laws and adhere to strict privacy and security practices including compliance with FERPA, CCCPA, GDPR, and COPPA.

School are required by CIPA to monitor the online activities of minors. The information within Alert is similar to that in our web filter logs and search reports – it's just made actionable for proactive student safety through real-time notifications.

STUDENT USE OF TOBACCO OR FLAMMABLE MATERIALS

The Hartland Lakeside School District Board of Education recognizes that the use of tobacco products, including electronic cigarettes, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and

free from unwanted smoke and tobacco use for the students, staff, and visitors.

Policy:

It shall be a violation of this policy for any student of Hartland Lakeside to possess, consume, display, or sell any tobacco products, tobacco-related devices, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for any staff, administrator, or visitor of Hartland Lakeside to consume, display, or sell any tobacco products, tobacco-related devices, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.

Definitions:

The term “any time” means during normal school and non-school hours. The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, and/or other substance, and the use or inhalation of which simulates smoking, including, e-cigarettes, e-cigars, e-pipes, e-hookahs, vaping devices or devices under any other product name or descriptor.

The term “school property” means all property under control of the school district, whether owned, rented, or leased including all vehicles on school property.

The term “tobacco product” means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Including but not limited to, cigarettes, cigars, little cigars, dry snuff, moist snuff/chewing tobacco, and snus.

The term “tobacco-related devices” means ashtrays, cigarette papers or pipes for smoking or any components, parts, or accessories of electronic cigarettes, including cartridges.

Enforcement:

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of both tobacco-users and non-users. All individuals on school premises including students, staff, administrators, and visitors share in the responsibility for adhering to and enforcing this policy.

Students:

Violations of this policy may result in disciplinary actions that may include a combination of the following measures:

- confiscation of tobacco products, electronic cigarettes and/or tobacco related devices
- notification of parents, citation, consequences determined by the building administrator
- 1 day out-of-school suspension
- offer student/family information about cessation services
- required participation in an assessment program
- referral to local authorities, which may include fines

Staff/Administrators:

Violations of this policy may result in disciplinary actions:

- verbal warning to the staff member
- offer of a referral to cessation services
- written warning to the staff member with a copy placed in his or her district personnel file
- continued violation may be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or termination of staff

Visitors:

Visitors who are observed violating this policy shall be asked to comply with Hartland Lakeside tobacco- and nicotine-free policy. If the visitor fails to comply with the request, his or her violation of the policy may be referred to the building principal or other school district supervisory personnel available.

The supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violation may result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time. If he or she refuses to leave, the police may be called.

Flammable Materials:

Students shall not possess or use matches, lighters, or any other flammable materials while on a school bus, in or on school premises or under school supervised events.

The only exception is the use of matches, lighters or other flammable materials if such use is part of a class activity and under the direct supervision and direction of a classroom teacher.

TRANSPORTATION

Transportation for the Hartland Lakeside School District is provided by Dousman Transportation, Inc. for students who qualify for transportation. The District shall provide transportation for all regularly enrolled students whose eligibility shall be determined by meeting the following conditions:

- Who reside more than two (2) miles by the most usually traveled and direct route.
- Students with exceptional educational needs as defined in State Statute 115.76(3).
- Hazardous conditions as defined by State Statute 121.54(9)(a).

Bus route assignments are shared with families during Family Welcome Conferences. The bus stop schedules will be emailed to families. Please note the starting time of the route is an approximate time the driver will be near your location. Students are expected to be at their pick-up location 5 minutes earlier than the printed tentative pick-up time. Buses are not required to stop at a pick-up point if nobody is present. Drivers are instructed to view the area, and if nobody is present, proceed to the next point.

Special considerations will be given on days of inclement weather. Students in grades K4 and K5 must have a parent or older representative visible when the bus is dropping off students in the afternoon unless a prior arrangement has been discussed with Dousman Transportation.

Routes 1, 11, and 12 are direct routes to Hartland North due to the route stop locations. All Students on routes 2-10 will be transported to North Shore Middle School. Middle school students will depart to enter school and remaining Hartland North and Hartland South students will transfer to their designated shuttle buses to continue to their respective school buildings. The transfer is supervised by Hartland Lakeside staff and requires just a few minutes to complete the process. One shuttle bus is assigned for Hartland North and three buses are assigned for Hartland South.

An alternative transportation request can be submitted for families qualifying for transportation due to childcare situations. The childcare must be an existing in-district transportation location. If the family does not qualify for transportation, a private pay agreement can be requested. Approval is dependent on the seating availability of the bus route.

Students must ride their assigned bus. Routes are assigned to prevent overcrowding on the buses. The District's snack policy also applies to the school buses. Please follow the same guidelines to ensure safety of all students.

If a child wishes to ride another bus, both parents must have a signed note stating a reason for riding an alternate bus and the date requested. Both notes must be signed by the school office and dated. These notes will only be accepted before noon.

The use of video cameras on buses is authorized for the express purpose of maintaining order, preventing vandalism or other illegal activities and ensuring that all students have a safe and positive experience while riding on the bus. The District recognizes the confidentiality of student records pursuant to Wisconsin and federal law. The District further recognizes that any videotapes created are student records and subject to the protection of Wisconsin and federal pupil records laws. As pupil records, these videotapes are confidential and disclosure or review is limited to those persons authorized by law to inspect pupil records.

Bus ridership is a privilege, not a right. Students' bus behavior expectations are no different than those expected in the typical classroom environment. Do not distract the bus driver. Respect for others and care for bus equipment and the well-being of other bus riders shall be the normal expectations. In order to help ensure safe and orderly transportation of all student passengers, rules and disciplinary policies governing student conduct on school buses shall be established. Students are responsible for obeying these rules or facing disciplinary measures, which can include loss of bus riding privileges for a period of time in

accordance with established procedures. Parents/guardians are responsible for seeing that a student gets to and from school safely and is in regular attendance during a period of revocation of bus riding privileges.

Bus Rider Conduct And Discipline Rules:

Bus Supervision

The bus driver has the responsibility of keeping order and discipline during loading and unloading away from school grounds and while the bus is underway.

- The District will provide supervision on school grounds for loading students. These supervisors are responsible for keeping order and discipline during the loading process on school grounds.
- On school field trips, teacher and parent chaperones are responsible for keeping order and discipline on buses.

Bus Rider Conduct Rules

Students are responsible for obeying these rules or may face disciplinary measures, which can include loss of bus riding privileges for a period of time.

Prior to boarding:

- Students are to stay off the road while waiting for the bus
- Students are to wait for the bus in an orderly manner
- The bus must come to a complete stop before students may enter
- Students are not to push while entering the bus

While on the Bus:

- Students will treat the bus driver with respect. The bus driver is responsible for maintaining order on the bus.
- Throwing of any object is not allowed on the bus
- Having arms, heads, or any object extended out the window is not allowed
- Bus riders are not allowed to leave seats while bus is in motion
- Any damage to the bus will be paid for by the offender
- No tobacco uses or profanity
- No food or beverages
- No aerosols including perfume/cologne
- No littering, fighting, pushing or tripping
- Students will only ride the route to which they are assigned
- Students who do not qualify for transportation are not allowed to ride unless given permission by the Transportation Coordinator
- Students are to leave bus equipment alone

After Leaving the Bus:

- If necessary to cross the road after leaving the bus, students may cross in front of the bus within sight of the driver and then only after looking both ways to be sure no traffic is approaching and then only after the proper hand signal from the driver is given
- The driver will not discharge riders at stops other than regular designated bus stops or at school. Exceptions will be made only under proper authorization by a school official.

Bus Rider Discipline

The proper school district personnel depending on the severity of the action will handle each discipline case on an individual basis. Parents will be informed of any disciplinary action. Bus operators will report misbehavior of student bus riders to the principal. The following steps will be taken:

- Parents/guardians will be involved with the first situation. A record of the problem will be retained.
- If a second problem of any type develops, the student will be suspended from riding the bus for a minimum of three days
- If another problem develops, the student will be suspended from riding the bus for one week
- More permanent action will be taken if problems persist

Bus Stop Hazards

If a parent has a concern about a hazardous condition that they feel exists within the walking area

between their home and the bus stop, they must appeal to the ADTC to have a determination made about their bus stop.

- Exceptions to the walking distance policy can be made by appealing to the Arrowhead District Transportation Cooperative
- Variances and any exceptions to the policy shall be subject to approval by a representative of ADTC

Alternative Transportation

Parents may request the ADTC permit bus transportation to or from a home within the district other than the regular residence for the purpose of childcare. Contact the Transportation Coordinator, Michele Davis at mdavis@hartlake.org for requests. Requests will be honored and processed contingent on the following qualifications and conditions.

- The child must live in an area of the school district that qualifies him/her for bus transportation
- Space is available on the bus serving the alternate stop
- The point of pick-up or drop-off for alternate transportation must be on an existing district bus route (existing current bus route must go past a qualified childcare provider residence or designated bus stop). The route cannot be altered or additional mileage or stops added.
- Service must be accepted on a regular and continuous basis. The service provided must be on a Monday through Friday basis. Students may have only one designated pick-up and drop-off point. If room is available on route the pick-up point does not necessarily have to be the same as the drop off point.
- School buses shall not be permitted to travel on private roads or driveways.

Transportation Contacts

Please contact Michele Davis, mdavis@hartlake.org, 262-369-6746 for transportation questions or concerns, private pay transportation, or alternative transportation requests. For after school busing emergencies, please contact Michele Davis at 262-490-6392.

VISITORS

The Board requires visitors, including parents/guardians, volunteers, vendors, contractors, and delivery service to check-in at the school office before entering facilities during the regularly scheduled school day. A driver's license is required for the school check-in systems. To limit classroom interruptions and maintain the confidentiality of our students, the building principals must pre-approve all visitor observations.

During regular school days/hours, visitors will refrain from using student bathrooms. School Office staff should direct visitors to the appropriate bathroom facilities available for use at these times.

WEAPONS

No person shall possess a firearm on school grounds. No person shall possess any other dangerous weapon or other weapon while she/he is on school premises. No student shall possess a dangerous weapon or weapon at any school-related activity, on any school premises or on a school bus. No other person shall possess a firearm, dangerous weapon or weapon at any school activity unless expressly allowed by law.

Dangerous weapon: means any weapon defined as a "dangerous weapon" under either Wisconsin Statute section 948.60(1) or 939.20(10).

Firearm:

Means a weapon that acts by force of gunpowder.

Weapon:

Means (a) a device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death; bodily injury or property damage or that readily can be used to intimidate others; (b) any device, realistic toy, inoperable weapon, or fake replica that is readily perceived or believed to be an actual working weapon; (c) any device designed as a weapon and capable of producing death or great bodily harm; (d) knives and cutting instruments; or (e) any electric weapon or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. "Weapon" also includes bb and pellet guns and look alike or facsimile devices that can be interpreted or believed to be a weapon and/or can be used to intimidate or threaten others.

Great Bodily Harm:

Means bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.

Knife:

Refers to all types of knives, without regard to blade length.

Cutting Instrument:

Refers to all objects that have as their primary intended purpose being an object utilized to cut something (e.g., box cutter, carpet cutter, razor blades, straight razor).

School Grounds:

Means property on which a school building is located including parking and play areas.

School Premises:

Means any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration.

This policy does not apply to a person who both meets the criteria of Wisconsin Statute section 948.605(2)(b) or 948.61(3) and, except for law enforcement officials, has received permission from the Board or Superintendent to be in possession of a weapon or dangerous weapon on school grounds. Permission may be extended for reasons that pertain to educational value. Examples include the following:

After Leaving the Bus:

- If necessary to cross the road after leaving the bus, students may cross in front of the bus within sight of the driver and then only after looking both ways to be sure no traffic is approaching and then only after the proper hand signal from the driver is given
- The driver will not discharge riders at stops other than regular designated bus stops or at school. Exceptions will be made only under proper authorization by a school official.

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The proper school district personnel depending on the severity of the action will handle each discipline case on an individual basis. Parents will be informed of any disciplinary action. Bus operators will report misbehavior of student bus riders to the principal. The following steps will be taken:

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- The child must live in an area of the school district that qualifies him/her for bus transportation
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(existing current bus route must go past a qualified childcare provider residence or designated bus stop). The route cannot be altered or additional mileage or stops added.

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- School buses shall not be permitted to travel on private roads or driveways.

Transportation Contacts

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1. A weapon used or handled by an individual in a legal manner as part of an approved school program and authorized by the Superintendent or his/her designee (i.e., the Civil War reenactment).
2. Tools used by employees or students necessary to complete educationally assigned tasks.

The superintendent must approve any weapon, look-alike, or facsimile weapon that will be used for educational and performance purposes. Such weapon(s) must be kept secured by the building administrator until the time of the performance, or kept secured as authorized by the superintendent.

All persons, including students and employees, who violate this Policy may be referred to the police for prosecution. Students who violate this Policy may also be subject to disciplinary action up to and including expulsion. Employees who violate this Policy may also be subject to disciplinary action up to and including termination of employment.

When considering disciplinary action against a student or staff member for violating this policy the superintendent may apply but is not limited to considerations listed below.

- Whether the device was on school property to purposely intimidate, threaten or harm others.
- Whether the person in possession of the device was hostile and threatening to another person, even if the device was not physically used as part of the threat.
- The intent or purpose that the look alike was in the possession of the student or staff member.
- The degree to which the device was capable of causing harm, fear or threat to another.
- The manner in which a look alike or weapon was displayed to others.

For possession of a firearm as defined in sec. 921 of Title 18 of the U. S. Code by a student, expulsion is mandatory for a period of not less than one year unless the school board modifies the expulsion as permitted under Wis. Stat. sec. 120.13(1)(g).

WELLNESS:

The Hartland Lakeside District promotes wellness, good nutrition and regular physical activity as part of our learning environment. The District supports an environment where children learn and participate in positive dietary and lifestyle practices by facilitating learning through the support and promotion of good nutrition and physical activity.

The District's Wellness Policy Guide outlines the approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors through the school day while minimizing commercial distractions. Specifically this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus – in accordance with federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physical y active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;

- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits;
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

The District's [Local Wellness Policy Triennial Assessment Report Card](#) can be viewed on the Food Service webpage.

HARTLAND NORTH ELEMENTARY

2023-2024

Parent and Student Handbook



232 North Church Street
Hartland, WI 53029-1729

Telephone (262) 369-6710
Attendance (262) 369-6715

Mrs. Heather Whelan, Principal
Jeannette Betker, Secretary

Hartland North Primary School Mission

Hartland North Elementary School is a collaborative, creative and innovative learning community, committed to academic excellence while nurturing the development of the whole learner. We accomplish this by providing diverse learning experiences so that all learners reach their full potential as independent, responsible, lifelong learners and contributing members of a global society.

Best Time to Contact Teachers

8:00 am - 8:35 am or 3:45 pm- 4:00 pm

Leave a voicemail message with your child's teacher's or send an email. Teachers may not get your message until later that day, so anything urgent needs to be called into the front office.

*District Nurse, Andie Zilles is in the Health Room Monday and Wednesday pm

Hartland North School Day Schedule

8:50 am - 3:45 pm

Arrival starts at 8:35 am. Please do not drop your child off prior to this time.

- **4K AM - 2nd Grade Arrival:**
 - Carpool students and walkers arrive and enter the building at their designated door between 8:35-8:50 am
 - Drop off Locations:
 - 4K arrive at Door 2 (4K door)
 - 5K arrive at Door 8 (Back parking lot)
 - 1st and 2nd grade arrive at Door 13 (Lower Parking Lot)
 - Bus students arrive between 8:35-8:45 am
 - Bell rings and school starts at 8:50 am. All students in their classroom at this time.

- **4K AM Dismissal - Door 2 (4K door):**
 - 11:30 am for all classes

- **4K PM Arrival:**
 - Bus students arrive at 12:45 pm (main entrance)
 - Carpool students and walkers arrive at 12:45 pm (Door 2)

- **4K PM - 2nd Grade Dismissal:**
 - Dismissal starts at 3:35 pm for parent pick up, bussing and childcare
 - Carpool students and walkers' schedule are dismissed starting at 3:35 pm by last name
 - Dismissal Locations:
 - 4K dismiss at Door 2 (4K door)
 - 5K dismiss at Door 8 (Back parking lot)
 - 1st and 2nd grade dismiss at Door 13 (Lower Parking Lot)
 - **Families with multiple children, older students should meet for dismissal at their youngest siblings' exit**
 - Buses will depart at 3:45 pm

Pick-up Notes:

- All Students and families will be provided a color coded number at the beginning of the school year. Please make sure the number is easily visible from your vehicle for pick-up.

Early Release Notes

Please reference the school calendar and weekly emails for monthly Wednesday early release dates for staff professional development and work days.

- 4K students will not have school on monthly early release Wednesdays.
- Students will eat lunch at school on Early Release Days

Early Release Dismissal Schedule

12:00 pm Dismissal starts for parent pick up, busses, and daycare

2023-24 HARTLAND NORTH ARRIVAL AND DISMISSAL DIRECTIONS



Hartland North Elementary Staff

Principal

Mrs. Heather Whelan

Office Staff

Mrs. Jeannette Betker
Mrs. Dana Stock

Early Childhood

Mrs. Abby Lewis

Four Year Old Kindergarten

Ms. Holly Carini Ms. Sian Davis
Mrs. Bethany Gariepy Mrs. Abby
Lewis Mrs. Ellie Wilkie

Kindergarten

Mrs. Jen Carlson
Mrs. Barbara Harmann Mrs. Gina
Heckman Mrs. Elise Lofgren
Mrs. Michele Plank
Mrs. Megann Schnickel

First Grade

Ms. Natalie Burnside Mrs. Karlie
Giersdorf Mrs. Michele Heinze Mrs.
Erin Kasten Mrs. Katie Kieffer Mrs.
Lauren Kolb Ms. Ashley Neustifter

Second Grade

Ms. Cali Geise Mrs. Kristol
Graham Mrs. Lisa Nekich Ms.
Chelsea Roth Ms. Lindsay Winkler
Ms. Lisa Zimmerman

Specialists

Mrs. Kerin Baumann, Speech
Mrs. Erika Farina,
Behavioral Specialist
Mrs. Patty Eckerman,
Math Coach Mrs. Lisa
Feldner, Literacy Coach
Mrs. Michele Feierstein,
Occupational Therapist Ms.
Angela Klisz, Physical Therapist
Mr. Dan Kreif,
Art Teacher
Mrs. Samantha
Krueger, Music
Mrs. Jennifer
LaCroix,
Speech
Mrs. Courtney Marschalek,
Outdoor Education Mrs. Sandy
Merkel, Speech
Mr. Kyle O'Rourke, Phy Ed &
Adaptive/SDPE Ms. Lisa
Shuberg, Occupational
Therapist
Mrs. Julie Taylor Mrs. Jessica
Walter, School Psychologist

Learning Assistants

Mrs. Deborah Dempsey
Mrs. Jodie Jahnke

Librarian

Ms. Kari Gardner-Cuhna
Mrs. Lisa Makowski

Support Staff

Mrs. Sally Anderson
Mrs. Melissa Erickson
Mrs. Patrice Baker
Ms. Megan Brown
Mr. Nigel Ciesko
Mrs. Bettina Hughes
Mrs. Mindy Schouviller
Mrs. Tami Walker

Health Room

Mrs. Lori Ciesko, Health
Room Assistant
Mrs. Andie Zilles, District
Nurse

Floating Substitute Teacher

Ms. Lisa George

Custodial Staff

Mrs. Janice Kannegiesser
Mr. Chris McCabe, Head Custodian

Hartland North Primary School

Nut, Candy and Latex Free Environment

- Hartland Lakeside School District is a Nut Free district. Please refer to the Process in Following District Procedures for Classroom Treats & Snacks in the handbook.
- Hartland North Elementary School is a “Candy Free” school. Candy is not allowed at any class party or to be given out to students by anyone for any Holiday or celebration. This is in alignment with our “Nut Free Policy” and encourages healthy eating.
- Hartland North Elementary School is a “Latex Free” environment.
- We encourage you to take advantage of our snack program through Chartwell. If you choose to send a snack with your child, please only send fresh fruit and vegetables, yogurt or cheese.

Absences, Tardiness and Leaving School Early

Please be sure to always notify the office about any absences, tardiness, or requests to leave school early using the Student Absence Reporting Form. Our teachers get busy once the bell rings and the message does not always get to the office.

Birthdays

Please do not send birthday party invitations to school with your child to pass out at school unless all students in the classroom are receiving one. The district is unable to provide classroom lists with family contact information as per our student data directory policy. Families can login to family access to check the family access student data directory. Please check with the office on birthday treat requirements (reference the allowable snack flowchart). Birthday treats can be ordered directly through Chartwells. Information can be found on the District’s Food Service tab.

Lost and Found

Please make sure to label your child’s snow pants, coats, gloves, hats, etc. There is a lost and found table in the hallway going towards first grade. Please check periodically.

Parking Lot Safety

Please remember to follow all traffic signs and the traffic flow route for drop off and pick up included at the beginning of the Hartland North section of this handbook. Also, please make sure to park in designated parking spots only. It is extremely important for the safety of our children, families, and staff.

Snow and Cold Weather

Please make sure that your child comes to school with the appropriate weather/winter attire. When there is snow on the ground, your child will need to wear boots and snow pants in order to play in the snow during recess. **If your child does not have boots and snow pants, they will only be allowed on the black top only.**

Facebook Pages

Please do not message staff through Facebook or post any personal information on your child’s classroom Facebook page. We ask that you contact staff only through Hartland Lakeside email or voicemail.

Hartland North Expectations for Student Behavior

Children at Hartland North can expect to grow, learn and play in a safe, kind and respectful atmosphere. With this expectation comes responsibility. Our children share with us the responsibility for treating everyone in our school communities with kindness and respect. We believe all children should behave appropriately and their kindness and respect should be noted and praised. Occasionally, everyone makes mistakes—we are all works in progress. An important part of our role as parents and educators is to help our students develop into considerate, respectful adults. To this end, when a child makes a behavioral mistake, our efforts will focus on helping the child understand why his/her behavior may have been harmful to him/herself, to others, or to our school environment. Every misdeed provides an instructional opportunity. Our goal is to help children learn more effective and appropriate strategies for solving conflicts and managing their emotions. Consequences, such as time-out, loss of privilege and/or suspension from school, may be used, at times, to help reinforce the importance of kind, respectful behavior.

When a child makes any mistake, an important opportunity for growth is present. Our ability to work together to help guide that growth is very important. In order to help us establish an excellent learning environment, please review the Rights and Responsibilities with your child, sign the form and return to school. Thank you for your continued support and strong partnership. Our Focus is on being: Responsible, Respectful, and Safe

Hartland North School Rules for Hallway, Lunchroom, Playground and Bus

Hallway Rules

Be Responsible:

- Always walk in the hallway. Never run.
- Walk directly to your destination
- Stay with your group

Be Respectful:

- Use quiet voices in the hallway
- Respect the “personal space” of others
- Respect artwork and projects on display

Be Safe:

- Walk on the right side of the hall
- Keep hands, feet and objects to yourself

Lunchroom Rules

Be Responsible:

- Eat only your own food. No trading.
- Always clean up your space to help keep the lunchroom clean
- Use your inside voice
- Stay in your seat while eating

Be Respectful:

- Raise your hand if you need help
- Use positive, helpful words only
- Use voices that can only be heard at your table.
- Eat with appropriate table manners
- Follow directions first time given

Be Safe:

- Keep hands, feet and objects to yourself
- Use appropriate body basics
- Remain seated until dismissed

Playground/Recess Rules

Be Responsible:

- Leave bikes, backpacks and other items in the designated spot
- Follow the equipment rules
- Line up immediately when the bell rings with quiet voices

Be Respectful:

- Treat all others with respect and courtesy. Teasing, bullying, and fighting are not allowed.
- Use positive, helpful words only
- Include everyone that wants to play
- Follow directions first time given

Be Safe:

- Keep hands, feet and objects to yourself
- Never push or rough house on the equipment

- Keep hands, feet and objects to yourself
- Use appropriate body basics

Bus Rules

Be Responsible:

- Be at your bus stop five minutes before the scheduled pick-up time
- When boarding, find your seat quickly and sit down
- Stay in your assigned seat
- Keep your hands, head, backpacks, etc. inside the bus and out of the aisles while riding
- Keep the bus clean. If you drop trash, pick it up.

Be Respectful:

- Listen to and follow the directions given to you by your bus driver
- Treat all others with respect and courtesy. Teasing, bullying, and fighting are not allowed.
- Do not distract drivers of other vehicles with gestures, faces or behave in a rude or inappropriate manner to others who are on or off the bus

Be Safe:

- Stay off the road while waiting for your bus
- Stay in your seat and face forward, do not kneel on the seat. Never stand on a moving bus.
- When getting off the bus, cross only where the driver permits. Always look and listen before crossing. the street.

HARTLAND SOUTH ELEMENTARY

2023-2024 Parent and Student Handbook



HARTLAND SOUTH ELEMENTARY SCHOOL
651 E. Imperial Drive
Hartland, WI 53029

Telephone (262) 369-6720
Attendance (262) 369-6725
District Nurse in Health Room Tuesday & Thursday

Mr. Dave Risch,
Principal

Mrs. Heidi Kafkas,
Secretary

Mrs. Chris Peglow,
Secretary

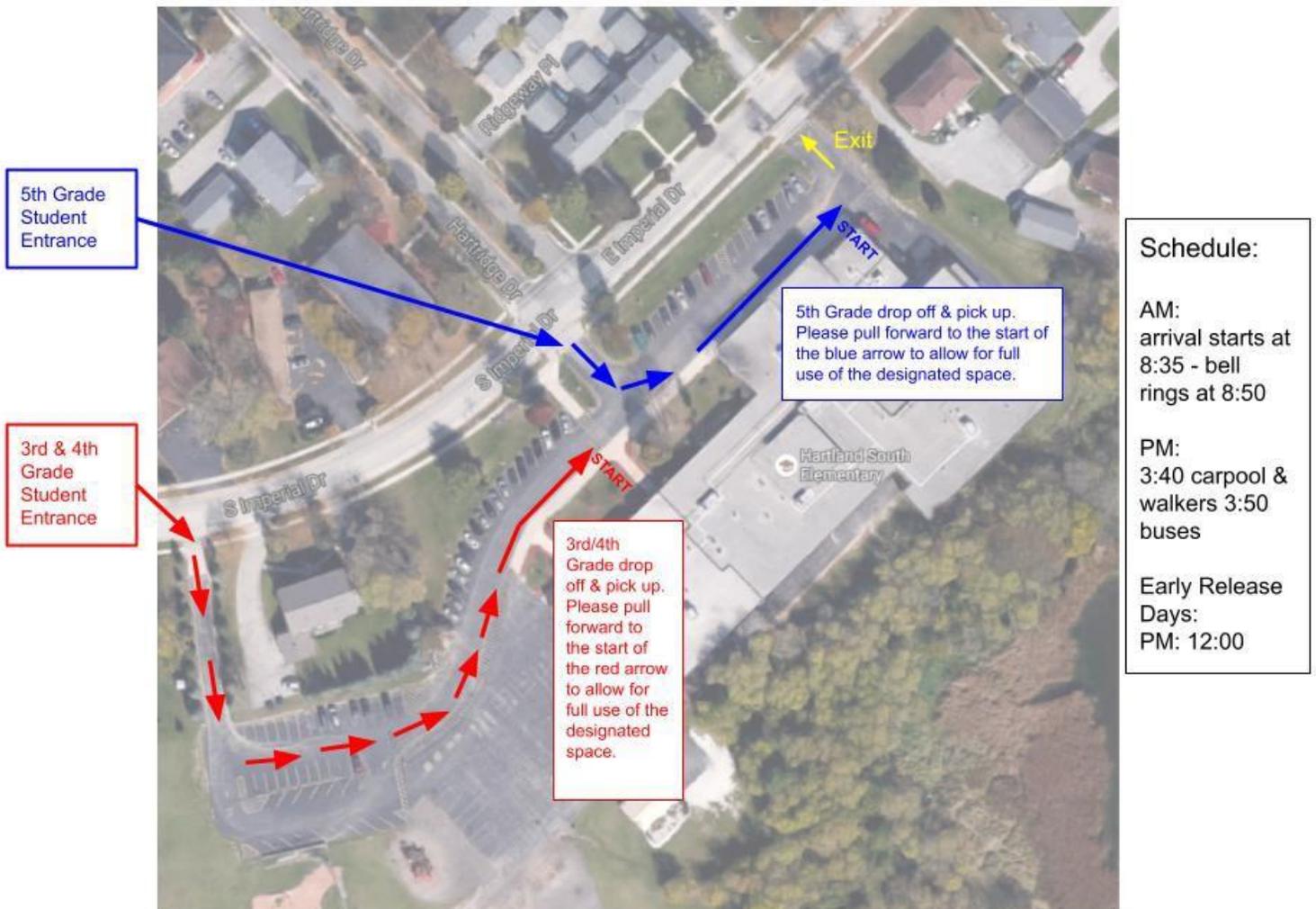
Best Time to Contact Teachers
8:15 a.m. to 8:30 a.m. or 3:50 p.m. to 4:00 p.m.
Leave message in the teacher's voicemail or email teachers

School Bell Schedule
8:50 a.m. – 3:50 p.m.

Early Release Dismissal
12:00 p.m.

Hartland South CARPOOL Drop Off & Pick Up Directions

Please enter and exit following the carpool arrows. To ensure the safety of all students, please drive slowly.



Please note for end-of-day dismissal, older siblings should meet up with the younger sibling for carpool pickup.

Early Release Wednesday:

- Final Day Bell: 12:00 pm
- Walkers are Dismissed at 12:00 pm
- Busses are dismissed at 12:00 pm

Walking to NSMS: If you will be picking your child up from NSMS, please send them with a note giving them permission to walk up the path. This practice is rare and we encourage families to pick students up at their buildings.

Parking Lot Safety:

Please remember to follow all traffic signs and the traffic flow route for drop off and pick up. Also, please make sure to park in designated parking spots only. It is extremely important for the safety of our children, families, and staff.

Hartland South Staff

Principal

Mr. David Risch

Secretaries

Mrs. Heidi Kafkas

Mrs. Christine Peglow (office assistant)

Third Grade

Mrs. Heather Bogie

Mrs. Laura Funk

Ms. Martica Hazelwood

Ms. Allison McMillen

Mrs. Therese Pease

Fourth Grade

Ms. McKenna Bond-Kepler

Ms. Chelsie Ferstl

Mrs. Elizabeth Hall

Mrs. Ashley Quick

Ms. Danielle Scarpaci

Fifth Grade

Ms. Jamie Blank

Ms. Rachel Cook

Mr. Joe Harrop

Ms. Rachael Pritchard

Ms. Miranda Stone

Specialist

Mrs. Gillian Borga, Interventionist

Mr. Josh Breslow, Art Teacher

Ms. Julie Taylor, Counselor

Ms. Angela Klisz, Physical Therapy

Mr. Dan Kreif, Art Teacher

Ms. Samantha Krueger, Music Teacher

Mrs. Jennifer LaCroix, Speech Therapy

Mrs. Sandra Malkin, Special Education

Mr. Kyle O'Rourke, Phy Ed Teacher

Ms. Lisa Shuberg, Occupational Therapy

Mrs. Angela Sundstrom, Band Teacher

Ms. Kathryn Schneider, Music Teacher

Mrs. Jessica Walter, Psychologist

Special Education

Mrs. Lindsey Buchholz

Mrs. Julie Korn

Ms. Ashley Loroff

Mrs. Sandra Malkin

Support Staff

Ms. Brynne Armstrong

Mrs. Susan Dollins

Ms. Rebecca Soya

Floating Teachers

Ms. Kelly Bandur

Ms. Erin Zajc

Librarian

Ms. Lisa Markowski

Mr. John Raven -Librarian Assistant

Health Room

Mrs. Christine Desportes, Health Rm.
Assistant

Mrs. Andi Zilles, District Nurse

Custodial Staff

Mr. Dan Gottschalk, Head Custodian

Mr. Tim Ferati, Custodian

Procedures

Birthdays:

Please do not send birthday party invitations to school with your child to pass out at school unless all students in the classroom are receiving one. The district is unable to provide classroom lists with family contact information as per our student data directory policy. Families can login to family access to check the family access student data directory. Please check with the office on birthday treat requirements (reference the allowable snack flowchart). Classroom treats can be through Chartwells. All treats/snacks brought into school must meet the snack policy.

Absences, Late Arrivals, and Leaving School Early:

Please be sure to always notify the office about any absences, late arrivals, or requests to leave school early. Our teachers get busy once the bell rings and the message does not always get to the office. Reporting can be done through the [Student Attendance Reporting Form](#) located on the District's website under Quick Links.

Classroom Treats:

Hartland Lakeside School District is a Nut Free district for all areas except the lunchroom. Please refer to the Process in Following District Procedures for Classroom Treats & Snacks in the handbook.

Expectations for Student Behavior:

Children at Hartland South can expect to grow, learn and play in a safe, kind and respectful atmosphere. With this expectation comes responsibility. Our children share with us the responsibility for treating everyone in our school communities with kindness and respect. We believe all children should behave appropriately and their kindness and respect should be noted and praised.

Occasionally, everyone makes mistakes—we are all works in progress. An important part of our role as parents and educators is to help our students develop into considerate, respectful adults. To this end, when a child makes a behavioral mistake, our efforts will focus on helping the child understand why his/her behavior may have been harmful to him/herself, to others, or to our school environment. Every misdeed provides an instructional opportunity. Our goal is to help children learn more effective and appropriate strategies for solving conflicts and managing their emotions. Consequences, such as time-out, loss of privilege and/or suspension from school, may be used, at times, to help reinforce the importance of kind, respectful behavior.

School Rules for Hallway, Lunchroom, Playground and Bus:

Bus Rules:

Be Responsible

- Be at your bus stop five minutes before the scheduled pick-up time
- When boarding, find your seat quickly and sit down
- Stay in your assigned seat
- Keep your hands, head, backpacks, etc. inside the bus and out of the aisles while riding
- Keep the bus clean. If you drop trash, pick it up.

Be Respectful

- Listen to and follow the directions given to you by your bus driver
- Treat all others with respect and courtesy. Teasing, bullying, and fighting are not allowed.
- Do not distract drivers of other vehicles with gestures, faces or behave in a rude or inappropriate manner to others who are on or off the bus

Be Safe

- Stay off the road while waiting for your bus
- Stay in your seat and face forward, do not kneel on the seat. Never stand on a moving bus.
- When getting off the bus, cross only where the driver permits. Always look and listen before crossing the street.

The School District and Dousman Transport may suspend any student from riding the bus for a period of time if the above rules are not followed.

Students who ride the bus are expected to take the shuttle bus from Hartland South to North Shore to transfer to their home bus.

Hallway Rules:

Be Responsible

- Always walk in the hallway. Never run.
- Walk directly to your destination
- Stay with your group

Be Respectful

- Use quiet voices in the hallway
- Respect the “personal space” of others
- Respect artwork and projects on display

Be Safe

- Walk on the right side of the hall
- Keep hands, feet and objects to yourself

Lunch Room Rules:

Be Responsible

- Eat only your own food. No trading.
- Always clean up your space to help keep the lunchroom clean
- Use your inside voice
- Stay in your seat while eating

Be Respectful

- Raise your hand if you need help
- Use positive, helpful words only
- Use voices that can only be heard at your table
- Eat with appropriate table manners
- Follow directions first time given

Be Safe

- Keep hands, feet and objects to yourself
- Use appropriate body basics
- Remain seated until dismissed

Playground/Recess Rules:

Be Responsible

- Leave bikes, backpacks and other items in the designated spot
- Follow the equipment rules
- Line up immediately when the bell rings with quiet voices

Be Respectful

- Treat all others with respect and courtesy. Teasing, bullying, and fighting are not allowed.
- Use positive, helpful words only
- Include everyone that wants to play
- Follow directions the first time given

Be Safe

- Keep hands, feet, and objects to yourself
- Never push or rough house on the equipment
- Keep hands, feet, and objects to yourself
- Use appropriate body basics

Be an Example!

Lost and Found:

Please make sure to label your child's snow pants, coats, gloves, hats, etc. There is a lost and found inside the front entrance to the school.

Personal Phone Expectations:

Students are not encouraged to bring their personal phones or iPads to school. Students are expected to keep their phones in their backpacks. This expectation is in place to keep students focused on learning and minimize distractions to others. If a student is asked by a staff member to put their phone in their backpack, they are expected to do so on the first request. If a student chooses not to comply with the request to put their phone away, the staff member will keep the student's phone in the teacher's desk for safekeeping or bring it down to the office, where the student can pick it up at the end of the day. Students are not allowed to record other students or staff members (unless they have been given permission by the person they want to record), and phones are not allowed in bathrooms.

If you must contact your child about something urgent during the school day, please call the school office at 262-369-6720 ext. 3100, and our secretary will either give your child a message or connect you to your child.

Snow and Cold Weather:

Please make sure that your child comes to school with the appropriate weather/winter attire. When there is snow on the ground, your child will need to wear boots and snow pants in order to play in the snow at recess. **If your child does not have boots and snow pants, they will only be allowed on the blacktop only**

NORTH SHORE MIDDLE SCHOOL

2023-2024 Parent and Student Handbook



**800 E. North Shore Drive
Hartland, WI 53029-1729**

Telephone (262) 369-6767
Attendance (262) 369-6765

**Mrs. Michele Schmidt, Principal
Mrs. Judy Cieminski – NSMS Secretary
Mrs. Lisa Lederman - NSMS Secretary**

TIME SCHEDULE

Class Bell 8:35 a.m.
End of Day Bell 4:03 p.m.
Early Release Bell 12:10 p.m.

Best Time to Contact Teachers

8:00 a.m. to 8:25 a.m. or 4:00 p.m. to 4:15 p.m.
Leave a message in the teacher's voicemail or email teachers

ACKNOWLEDGEMENT AGREEMENT This handbook is given to every student to ensure that rules, policies, procedures, and expectations for behavior have been made available. Parents/Guardians are asked to review this handbook with their student(s). Please call the school if you have questions or concerns regarding the content. I understand I am responsible for knowing and abiding by the contents of the Student and Family Handbook and I understand that School Board policies are available on our district website (www.hartlake.org)

North Shore Middle School Non-Negotiable Core Values

- Strong Student and Family Relationships
- Joyful learning
- Student centered
- Honesty/Integrity
- Collaboration
- High Expectations
- Respect
- Reflection
- Safety/Comfort
- Balance
- Professionalism

Hallway Expectations	Cafeteria Expectations	Technology Expectations	School Event Expectations	House Area Expectations	Bathroom Expectations
<ul style="list-style-type: none"> ● Be kind and polite ● Be considerate of other classrooms ● Be considerate of others' space ● Take the correct route to your classroom ● Walk on the right side of the hallway ● Pick up any items or garbage ● Cell phones are kept in lockers 	<ul style="list-style-type: none"> ● Be kind and polite to peers and staff ● Include others at your table ● Eat food from your lunch tray or lunchbox only ● Walk to the food line and to/from tables ● Keep hands and feet to yourself ● Only take items from the food line you will be paying for ● Raise your hand and ask to get up after you are seated ● Wait to be dismissed by supervisor ● Clean up after yourself and keep the cafeteria clean ● Keep noise level appropriate 	<ul style="list-style-type: none"> ● Follow and sign you have read the district acceptable use policy (link) ● Bring Chromebooks to school charged daily ● Keep Chromebook clean and damage free ● Chromebook screens are shut in the classroom unless the teacher prompts student to be on the device ● Chromebooks screens should be closed when walking ● Personal cell phones are kept in student lockers during the school day 	<ul style="list-style-type: none"> ● Welcome students/families from other schools ● Stay in the space where the event is taking place ● Applaud and show sportsmanship ● Be considerate of space ● If playing in a sport, be respectful to referees, coaches, fans, teammates, and players from visiting teams ● If attending a concert or play, listen quietly and applaud appropriately ● Report unsafe behavior to an adult 	<ul style="list-style-type: none"> ● Keep the house area picked up and free of trash ● Be kind and polite to peers and staff ● Get items out of your locker and go directly to classes ● Fill water bottles between class periods ● Use and inside voice in the house areas ● No running, kicking, pushing, or hitting in the house areas 	<p>Use the bathroom between class periods, during lunch and at recess</p> <p>Get a bathroom pass from your teacher to use the bathroom during class time</p> <p>* Use the bathroom closest to the classroom you are in</p> <p>* No more than two people allowed in the bathroom during lunchtime</p>

NSMS Certified Teaching and Support Staff

Teacher Name	Grade Level	Subject Taught	Email Address
Josh Breslow	6-8	Art	jbreslow@hartlake.org
Amy Buttner	7 & 8	Spanish	abuttner@hartlake.org
Julie Debelack	6-8	ELA/Theater	jdebelack@hartlake.org
Nicole Dillon	6	Math	ndillon@hartlake.org
Kristin Grady	6	Special Education	kgrady@hartlake.org
David Grevenkamp	7	Science STEM	dgrevenkamp@hartlake.org
MaryAnne Hohmann	6	Special Education	mhohmann@hartlake.org
Connor Johnson	6-7	Phy. Ed./Health	cjohnson@hartlake.org
Morgan Johnson	6	Comm. Arts	mjohnson@hartlake.org
Jennifer Klang	7 & 8	Comm. Arts	jklang@hartlake.org
Micah Leach	6-8	In House Sub	mleach@hartlake.org
Scott LeNoble	6	Social Studies	slenoble@hartlake.org
Susan Martz	7	Language Arts	smartz@hartlake.org
Heather Molnar	6 & 7	Soc. Studies	hmolnar@hartlake.org
Tami Mount	6 & 7	Math	tmount@hartlake.org
John Nekich	6-8	Phy Ed/Health	jnekich@hartlake.org
Alexis Nyren	6 & 8	Soc. Studies & ELA	anyren@hartlake.org
Kathleen Richards	8	Science/ELA	krichards@hartlake.org
Julie Ryan	7 & 8	Special Education	jryan@hartlake.org
Kathryn Schneider	6-8	Choir/Music	kschneider@hartlake.org
Carrie Smith	7	Special Education	csmith@hartake.org
Kim Soik	6 & 7	Science/STEM	ksoik@hartlake.org
David Stanchfield	7-8	Math	dstanchfield@hartlake.org
Angela Sundstrom	6-8	Band	asundstrom@hartlake.org
Jim Vento	7 & 8	Math	jvento@hartlake.org

Student Services Staff:

Sarah Blankenheim	Literacy Coach	sblankenheim@hartlake.org
Patty Eckerman	Math Coach	paeckerman@hartlake.org
Erika Farina	Behavior Specialist	efarina@hartlake.org
Emily Hill	Special Ed. Assist	ehill@hartlake.org
Lisa Makowski	Librarian	lmakowski@hartlake.org
Kyle O'Rourke	Adaptive Phy. Ed	korourke@hartlake.org
Crystal Petrie	Special Ed. Assistant	cpetrie@hartlake.org
Jessica Schilling	Special Ed. Assistant	jschilling@hartlake.org
Lisa Shuberg	Occupational Therapy	lshuberg@hartlake.org
Jazmine Solarno	Special Ed. Assistant	jsolarno@hartlake.org
Beth Stone	School Psychologist	bstone@hartlake.org
Stacy Tully	Speech Therapist	stully@hartlake.org
Chelsey Windl	School Counselor	cwindl@hartlake.org
Andrea Zilles	District Nurse	azilles@hartlake.org

2023-2024 North Shore Middle School Bell Schedule

Hour	All Grades	Lunch Period	
1	8:35-9:13		
2	9:16-9:54		
3	9:57-10:35		
4	10:38-11:16		
5	11:19-11:57	8th Grade Lunch	
6	12:00-12:38	6th Grade Lunch	8th Gr. Encore
7	12:41-1:19	7th Grade Lunch	8th Gr. Encore
8	1:22-2:00		7th Gr. Encore
9	2:03-2:41		7th Gr. Encore
10	2:44-3:22		6th Gr. Encore
11	3:25-4:03		6th Gr. Encore
*Walkers and Carpoolers should arrive between 8:25 a.m. and 8:30 a.m. Doors will open at 8:25 a.m. Students should be in their first hour class by 8:35 a.m.			
*Dismissal Time for all students 4:03 p.m.			
Early Release Dismissal 12:10 p.m.			

Absences, Late Arrivals, and Leaving School Early:

Please be sure to always notify the office about any absences, late arrivals, or requests to leave school early. Reporting can be done through the [Student Attendance Reporting Form](#) located on the District's website under Quick Links.

Arrival and Dismissal Procedures:

Start time is at 8:35 a.m. Students should not be arriving at school before 8:25 a.m. unless they are scheduled for a before school club, activity, or have an appointment with a teacher before school. Upon arrival, students should go directly to their first hour class. The dismissal bell is at 4:03 p.m. Early Release dismissal is at 12:10 p.m.

Eighth Grade Carpool Families:

Please use the outside lane when dropping off and picking up students. Please stop at the stop sign that is in the middle of the two carpool lanes and have your eighth grader exit the car at that point. Please do not have your child exit your car at the door the eighth graders enter, as it clogs up the carpool lane for our sixth and seventh grade families and can become a safety issue.

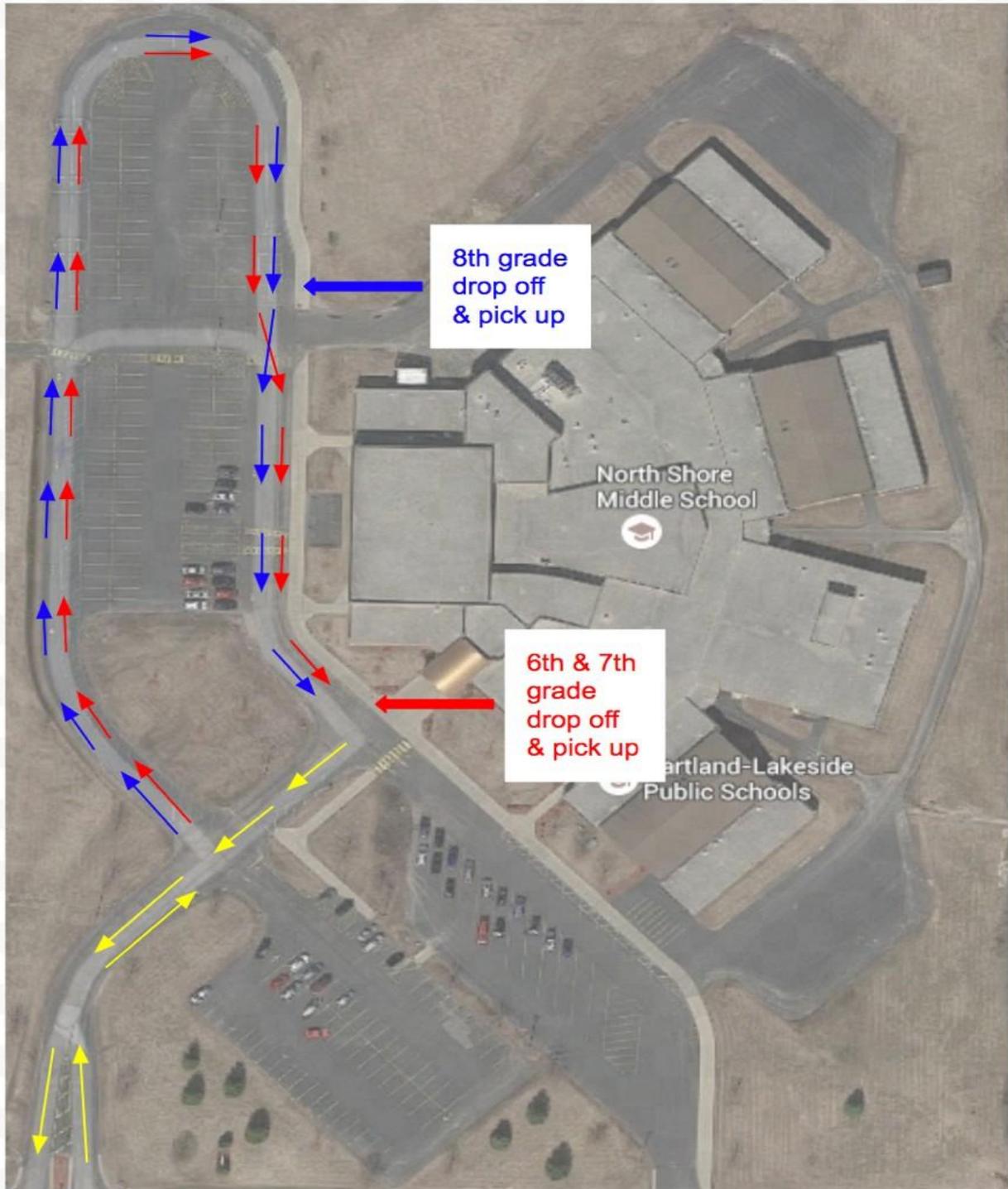
Sixth and Seventh Grade Carpool Families:

Please use the inside lane of the carpool lanes. Directly after the stop sign, you will merge into the lane closest to the sidewalk. For safety, please continue to pull up to the front entrance of the school to drop off and pick up your sixth and seventh graders.

Please adhere to a very slow rate of speed, as safety is our number one priority. All carpoolers should be using their prospective lanes. Please do not park in the lot and call your student over to you. This is a safety issue. Also, please refrain from texting while in the carpool lane, as we have student walkers and bikers leaving the grounds at the same time.

North Shore Carpool Drop Off & Pick Up Directions:

Please enter and exit following the carpool arrows. To ensure the safety of all students, please drive slowly.



General Information for North Shore Middle School:

NSMS Student Cell Phone Expectations:

Students are allowed to bring their personal phones to North Shore Middle School. We understand that many parents communicate after-school activities, pick-up arrangements, and evening details to their children throughout the day. Students are expected to keep their phones in their lockers during class time. Please remind your child to lock their lockers during class time, so that their personal devices are safe.

Students are not allowed to record other students or staff members (unless they have been given permission by the person they want to record). Student cell phones are not allowed in hallways or bathrooms.

As mentioned above, students are expected to keep their phones in their lockers during class time. This expectation is in place to keep students focused on learning and minimize distractions to others. If a student is asked by a staff member to put their phone in their locker, they are expected to do so on the first request. If a student chooses not to comply with the request to put their phone away, the staff member will keep the student's phone in the teacher's desk for safekeeping or bring it down to the office, where the student can pick it up at the end of the day. On the third offense, the student's phone will be secured in the office and picked up at the end of the school day. After the third offense, the student will turn their phone into the office at the start of the school day. They may check their phone at lunchtime and then retrieve their phone at the end of the day from the office.

We ask that parents be mindful that our goal is to keep students engaged and focused on learning during class time. If you must contact your child about something urgent during the school day, please call the school office at 262-369-6767 ext. 2100, and our secretary will either give your child a message or connect you to your child. Students will be allowed to check their cellphones for messages at their lockers when they are on their way or returning from lunch.

Family Access and Google Classroom

Family Access is a web application for parents and students to view attendance, class schedules, discipline information, missing homework, grades, and more. If you are a parent or legal guardian of a current North Shore Middle School student, you can sign up for Family Access during the registration process. You should only complete Family Access registration one time for the duration of your student's enrollment with our district. If you are enrolled in Family Access and do not know your login credentials, please contact the school office.

All North Shore Middle School teachers use Google Classroom to post assignments, resources, keep track of assignments, etc. If you would like to join a particular teacher's Google classroom, please email your child's teacher directly for access.

Nut, and Latex-Free Environment:

Hartland Lakeside School District is a Nut Free district. Please refer to the Process in Following District Procedures for Classroom Treats & Snacks in the handbook.