

School District of Hartford Jt. #1

2017-2018 Parent / Student Handbook

www.hartfordjt1.k12.wi.us



OUR MISSION

The School District of Hartford Jt. #1 is dedicated to the success of each student through the active participation of students, staff, family and community.

We believe in . . .

- honoring individual strengths
- accommodating varying learning styles
- celebrating diversity
- providing a sense of belonging
- promoting a safe and positive environment

Together, we will create an academically challenging environment and a desire for life-long learning.

DISTRICT OFFICE 402 W. Sumner Street Hartford, WI 53027 Phone: 262-673-3155 Fax: 262-673-3548 District Administrator Phone: 262-673-3155 Mark Smits, Ph.D.	Business Office Phone: 262-673-9033 Fax: 262-673-3548 John Stellmacher, Dir. of Business Services	Pupil Services Department Phone: 262-673-8042 Fax: 262-673-8045 Laura Schieffer, Dir. Of Pupil Services
	Director of Student Affairs Phone: 262-673-3155 Matt Haldemann	Curriculum/Staff Development Coor. Phone: 262-673-3155 Donna Dinco
	District Math Coach Phone: 262-673-3155 Nicole Emmer	District Reading Coach Phone: 262-673-3155 Dan Zielinski

SCHOOLS			
Central Middle School 1100 Cedar Street Hartford, WI 53027 Phone: 262-673-8040 Fax: 262-673-7596 Joseph Viste, Principal	Lincoln Elementary School 755 S. Rural Street Hartford, WI 53027 Phone: 262-673-2100 Fax: 262-673-0148 Neil Hanlon, Principal	Rossman Elementary School 600 Highland Avenue Hartford, WI 53027 Phone: 262-673-3300 Fax: 262-673-3543 Doan Bui, Principal	
4K SITES			
Early Learning Center 244 W. Loos Street Hartford, WI 53027 Phone: 262-673-8049 Fax: 262-673-3438 Neil Hanlon, Principal	Dream Center 1190 Western Drive Hartford, WI 53027 Phone: 262-673-3154 Fax: 262-673-3262 Doan Bui, Principal	Hartford Recreation Center 125 N. Rural Street Hartford, WI 53027 Phone: 262-670-3741 Fax: 262-673-8303 Doan Bui, Principal	Sycamore Tree 320 N. Wilson Avenue Hartford, WI 53027 Phone: 262-673-0161 Fax: 262-670-7012 Doan Bui, Principal
<p><i>The School District of Hartford Jt. #1's 4K program is a community-based program in which four year olds receive pre-kindergarten instruction in a child care center or at a private/public preschool site.</i></p>			

ADDITIONAL SERVICES PROVIDED TO OUR DISTRICT...

Food Service Department
 1100 Cedar Street
 Hartford, WI 53027
 Phone: 262-673-8048
 Fax: 262-673-8047
 Jill Seefeld, Food Service Director

Wittenberger Bus Service
 511 Wacker Drive
 P.O. Box 270352
 Hartford, WI 53027
 Phone: 262-673-3777
 www.wittenbergerbus.com



Who do I call for . . .

- Allergies..... District Nurse Consultant, Jeannine Biewer
Pupil Services Dept. 262-673-8042
- Bus Information..... Wittenberger Bus Service
See above for contact information
- Calendar Questions..... Consult calendar attached or any school
- Classroom / Student Concerns..... Classroom teachers
- Facility Usage..... Contact each school
- Fiscal or Financial Questions..... Business Office
- Food Service..... Food Service Department
Jill Seefeld, Taher Food Service Director
See above for contact information
- General School Information..... Contact your child's school
- Health Concerns..... District Nurse Consultant, Jeannine Biewer
Pupil Services Dept. 262-673-8042
- Immunizations..... Pupil Services Department
- 4K and 5K Registration..... Pupil Services Department
- Policies..... Administrator's Office
- School Closings..... Consult page 6 of the handbook
- School Enrollment..... Your child's school or Administrator's Office
- Special Education Questions..... Pupil Services Department

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REGISTRATION

FORMS

Registration forms are provided by the school. The following forms must be completed as applicable and returned to the school of enrollment prior to the beginning of the school year:

- **Student Enrollment Form** (all students)
- **Medical Emergency Form** (all students)
- **Early / Emergency Dismissal Form** (early childhood through 5th grade**)
- **After School Travel Arrangements** (kindergarten through 2nd grade)
- **Computer Use Permission Policy** (kindergarten & 6th grade, new students to the District)
- **Census Card** (new families to the District or families with changes in information)

**A school may request this information from additional students.

FEES

Required Fees:

The following school supply and book rental fees must be paid prior to the start of school:

4K & Early Childhood	\$35.00 per student
Kindergarten – 5 th Grades	\$48.00 per student
6 th – 8 th Grades	\$58.00 per student

Due to the consumable nature of school fees, no refunds will be paid after the first day of school.

A charge of \$10.00 per student will be assessed for payments received after the first day of school.

Late payment should be mailed to or dropped off at the District Business Office.

School fees will be prorated for students entering school **after** the beginning of the year as follows:

	<u>4K and Early Childhood</u>	<u>Kdg. – 5th grade</u>	<u>6th – 8th grade</u>
Sept./Oct./Nov.	\$35.00	\$48.00	\$58.00
Dec./Jan./Feb.	\$30.00	\$38.00	\$48.00
Mar./Apr./May	\$25.00	\$28.00	\$38.00

Other Fees as Applicable:

The following school fees must be paid before the student will be allowed to participate in the activity. Your child will be notified how and when payment needs to be received.

- Technology Laptop Fees (Grades 6 – 8).....\$25.00
- Intramurals.....\$26.00
- Clubs.....\$31.00
- Band/Orchestra Equipment Rental.....\$61.00 / instrument
- Technology Education.....\$14.50 / project
- 6th Grade Camp.....\$32.00
- Laptop Carrying Case (Required to take laptop home).....OPTIONAL.....\$30.00
- Laptop Accessory Fee (mouse & earbuds).....OPTIONAL.....Fees vary
- Check returned for insufficient funds.....\$20.00

ELEMENTARY SCHOOL DESIGNATION:

Information regarding which elementary school a child will attend is provided below and in the "Attendance" section of the handbook.

Rossman Elementary School:

Entire area NORTH of Highway 60 (Sumner St. in the city), SOUTH side of Highway 60 from the east city limits to Kettle Moraine Drive (includes west side of Pike Lake).

Lincoln Elementary School:

Entire area SOUTH of Highway 60 (Sumner St. in the city) with the exception of east city limits to Kettle Moraine Drive and the west side of Pike Lake.

THE SCHOOL DAY

ARRIVAL & SCHOOL HOURS

Four-Year-Old Kindergarten (4K) and Early Childhood

School Hours: Morning session 8:05 AM – 10:50 AM
Afternoon session 11:45 AM – 2:30 PM

Early Release Days: Only morning early childhood and 4K classes will be in session. Afternoon sessions will not be held.

- 4K and early childhood children can enter the building starting five (5) minutes before the start of the session.
- Morning 4K sessions are available at all locations. Afternoon sessions are available at select locations.
- Early childhood is held at the Early Learning Center.
- Site locations and times may change due to student enrollment and site availability.

Lincoln & Rossman Elementary Schools

School Hours: 8:15 AM – 3:05 PM (Grades K – 5)

Early Release Days: 11:30 AM Dismissal (Students are served lunch before they are released.)

- Children should report to their playground area upon arrival at school. Staff supervision of students begins at 8:00 AM.
- For their safety and supervision, Lincoln and Rossman students should not arrive at school prior to 8:00 AM. There is no organized supervision on the playgrounds prior to this time. Please understand the school cannot be responsible for unsupervised pupils on the playgrounds or in the buildings before 8:00 AM. Prior to the start of the school day, staff are meeting, planning and/or preparing for the school day.
- The children enter the building at 8:10 AM so that instruction may begin promptly at 8:15 AM.

Central Middle School

School Hours: 8:07 AM – 3:23 PM (Grades 6, 7, 8)

Early Release Days: 11:50 AM Dismissal (Students are served lunch before they are released.)

- Doors will open at 8:00 AM.
- Instruction will begin promptly at 8:07 AM.
- Central has a 'closed campus' in that all students are required to eat at school.

CLOTHING

Please mark your child's clothing with his/her name or initials so that lost articles can be returned. If your child has lost something, please stop at the appropriate school and check for the item in the lost and found. All unclaimed articles will be donated to charity.

Parents/guardians should insist that their children are properly dressed for school. Short-shorts, halter tops, spaghetti straps, excessive skin-bearing clothing, etc. are not regarded as appropriate school clothing. Other inappropriate school attire includes, but is not limited to, items depicting drugs, tobacco, alcohol, weapons, profanity, offensive words or suggestive slogans or pictures depicting the same, any style of clothing or accessories that are gang related and clothing worn inappropriately. Students wearing excessive make-up, skin decorations, etc. are not considered appropriately attired for school and may be sent home. Hats may be worn on the playground and should be worn appropriately. Hats are not allowed to be worn during classes without administrative approval.

It is expected that students go outside for recess; therefore, boots and appropriate outdoor clothing should be worn during the winter months. A child's health is more important than the desire to use his/her own judgment in the matter of dress during inclement weather. Elementary teachers will let students know when boots and snow pants are no longer necessary.

ENTRY – PARENTS and VISITORS

All parents and visitors to a school will be required to sign in and out in the school office prior to entering any area of the school. All parents and visitors will be required to wear badges issued by the school office for safety requirements. Please review information in the "School Nutrition Program" for eating lunch with a child.

SCHOOL NUTRITION PROGRAM

Payment

Lunch/Breakfast is provided at all of our schools. Students must pay in advance for all school meals. If students/families have a negative balance (i.e. owe money) the school reserves the right to provide a substitute meal. Milk is available for anyone interested in purchasing it. Soda is discouraged and is not recommended as a beverage option.

The School District of Hartford Jt. #1 has an automated food service system. Every family has an account. One payment can be made for all students in that account. **Checks should be made payable to the Food Service Department.** This is a debit system. All students in grades K-8 are issued a four-digit pin number. This pin number remains with that student through 8th grade. When eating meals, they punch in this pin number and the price of a meal is deducted from their account. An automated mass phone system calls households Monday through Friday between the hours of 4:00 – 8:00 PM with accounts having a negative balance.



Extra Lunch Items

All Central, Lincoln and Rossman School students may purchase extra items from the lunch line. These purchases are deducted from the family lunch account. If you do not want your child to purchase extra items, please discuss with your child as the District will not be responsible for additional purchases.

E-Funds

As a convenience, payments can be made by visiting the Skyward Family Access link on our website. These automatic payments may be replenished to students' lunch account 24 hours a day 7 days a week and you can view your payment history. Please be aware that a convenience fee is charged by E-Funds.

Low Balance Notice

A student whose balance goes negative \$20.00 or more during the year will be given a bag lunch. An administrative fee per lunch will be charged to the school lunch account to cover the cost of food and extra time it takes to prepare bag lunches. Once the school lunch account reaches a zero (\$0.00) balance, parents will be reminded daily by an automated phone system. In addition, students will be given low balance notes in line when school lunch accounts reach a negative balance, parents have the option to sign up for email low-balance alerts through Family Access. If a student account has a negative balance, he/she is not eligible for a la carte.

Free / Reduced Meals

Per USDA regulations, all schools are required to complete direct certification for free and reduced meals. Households that are receiving FoodShare, FDPIR or W-2 cash benefits **may not** have to fill out an application. School officials will notify you of your child's eligibility and your child will be provided free benefits, unless you tell the school that you do not want benefits. **If you are not notified by the first week in August, please submit an application at that time.**

Applications and eligibility forms will be mailed to each household in July. Families may fill out an application anytime throughout the school year if they feel they qualify or are having financial difficulty. After the start of school, applications may be picked up at your child's school. **NOTE: Students approved for free meals are not eligible to receive free milk when bringing a bag lunch. Milk is available at an additional cost.**

Procedure for Parents / Guardians to eat Breakfast or Lunch with their child:

- Call the school office before 9:00 AM to reserve a meal and make a choice (if one is offered). This allows for enough food to be prepared for visitors.
- Register as a visitor in the main office upon arrival. Parents need to sign in and wear a visitor's badge.
- A meal can be paid for with the exact cash amount due in the lunch line or use the child's pin number. This will eliminate waiting in the office to pay.

TRANSPORTATION

Transportation is provided for all rural children or children living in an area designated by the sheriff's department as a "hazardous" area. Eligible children will be transported to and from school. For students that are **ineligible** to ride the bus, tickets may be purchased from Wittenberger Bus (262-673-3777) to ride the Hartford City Bus (www.wittenbergerbus.com).

Students in 4K that need transportation and qualify under District policy must attend the 4K program afternoon session at the Early Learning Center. If you would like to request a site other than this site or a morning session, you will need to provide your own transportation. A bus driver is responsible for the discipline on his/her bus and his/her instructions are to be obeyed. If a child does not obey the instructions, he/she may lose bus riding privileges.

4K "No One Home" Transportation Procedure:

1. It is very important that a parent or designated adult be at the bus stop or within visual contact when the child is dropped off after 4K.
 2. If a parent or other designated adult is not at the stop, the driver will make an effort to call the parent. If the parent cannot be reached, the driver will attempt communication with the emergency contact.
 3. If a parent or other designated adult or emergency contact does not come out to meet the bus within five (5) minutes after the calls have been made, the child will remain on the bus.
 4. The driver will notify the transportation company and then drop the child off at the Hartford Police Department (262-673-2600).
- If you or the person you deem responsible is not there to meet your child when they get off the bus twice in a school year, your child will lose bus riding privileges.



GENERAL SCHOOL INFORMATION

ALL CALL PHONE SYSTEM

On occasion, the District may use their computerized Skylert phone system as a means to communicate with families. Using this system gives us the ability to send urgent or important voice or electronic phone messages to families. Because timely information is important, especially in the event of a school or district emergency, we may need to be able to communicate with families quickly. The number the system contacts will be taken from the school enrollment information on file in Skyward.

BAND / ORCHESTRA / VOCAL MUSIC



Students may begin band or orchestra in sixth grade or at any grade thereafter. Parents of students interested in participating in either group may arrange to rent an instrument for a trial period from one of the music companies that put on demonstrations in the early part of the year. Parents are free to obtain an instrument from any source.

The larger band instruments may be rented through the school for a fee. A rental agreement will be issued to parents along with a liability form that must be signed and turned in with the fee payment.

Kindergarten through fifth grade students will have general music as a regular subject. Sixth, seventh and eighth grade students will have a choice of band, chorus, orchestra or general music.

CHILD DEVELOPMENT DAYS

Child Development Days is part of the District's Child Find process for preschool-aged children. Child Development Days is an event that takes place in October. If you have concerns for you preschooler after the October event, please contact the Pupil Services office to set up a screening appointment at 262-673-8042. Child Development Days is an opportunity for parents to talk with a certified early childhood teacher and/or speech pathologist to discuss a child's development in the areas of social/emotional, speech and language or academic readiness. The process could possibly identify children who may need follow up assessment. It is open to all three-year old children in the community and four year olds not enrolled in our District 4K program. Please reference the Child Development Days link off the District website or contact the Pupil Services office for additional information.

CHILD FIND

The District is required to locate, identify and evaluate all children with disabilities, including any children with disabilities attending private schools within the school district and homeless children. The process of locating, identifying and evaluating children with disabilities is known as Child Find. Hartford Jt. #1 conducts Child Development Days as one form of Child Find.

FIELD TRIPS

Parents are required to sign a Field Trip Consent form for their child to attend a field trip. Students may be required to pay a fee to help offset the cost of field trips. The fee amount will be provided to parents along with the consent form.

Students who ride the bus to a school event will be expected to return home on the bus unless the school is notified otherwise ahead of time. If a student will be returning home with a parent or someone other than his/her parents, this information should be noted on the Field Trip Consent form indicating that parental permission has been granted.

When classes travel outside of the school on educational field trips or if special events occur in the school, students are still expected to attend school under the compulsory attendance law.

A student will still be given appropriate learning activities or lessons at school in lieu of the field trip or activity.



GIFTED STUDENTS PROGRAM

Children enrolled in the schools who show evidence of high performance in intellectual, creative, artistic, leadership or specific academic areas may be placed in the district's program for gifted students.

Students who qualify for the program may be referred by their parent(s), teacher(s) or by self-referral. A formal identification process begins in third grade. Younger students are monitored and may have their educational program modified. Programs for identified students in third through eighth grade are developed and monitored by the district's gifted education coordinator in conjunction with school personnel and parents.

The goals of this program are to appropriately identify students, provide educational opportunities for identified students, and to support and encourage parents and teachers in the instruction of students.

GYM CLOTHING

All children in kindergarten through fifth grade will need tennis shoes (shoes that cushion the foot). Please have your kindergarten child practice tying his/her shoes.

Students in sixth through eighth grade will need gym clothes. A shirt, shorts and white socks are acceptable for the girls and shorts, a T-shirt and white socks for the boys. Students are issued locks to keep their gym clothes and/or school clothes safely locked in their locker or basket.



HOMEWORK

Homework is assigned by the classroom teachers. It may also be work not finished during class or part of a special assignment. Homework will have a definite purpose and give parents an opportunity to see what type of class activities the children are involved in. Homework is directly linked to classroom instruction and is the **independent practice** necessary for students to acquire knowledge, concepts and skills. Homework is part of a planned program and limited in time based on the grade level and age of the student.

HUMAN GROWTH and DEVELOPMENT

The school district offers a Human Growth and Development program for students in fourth through eighth grade. The fourth and fifth grade Human Growth and Development classes are taught as separate classes for girls and boys. The sixth through eighth grade classes are co-educational. All parents are informed when classes begin and are invited to a parent meeting. Your child may be excused from this program by providing a written request to the district health education coordinator or your child's teacher.

The following is a basic outline of topics by grade level:

- 4th grade Menstruation, female and male development, appropriate behavior, hygiene and social and emotional growth.
- 5th grade Menstruation, female and male development, appropriate behavior, hygiene and social and emotional growth.
- 6th grade Responsible decision-making, self-concept, appropriate behavior, menstruation, female and male development, interpersonal relationships, protective behaviors (child abuse, harassment) and abstinence.
- 7th grade Responsible decision-making, appropriate behavior, sexually transmitted diseases, peer pressure, protective behaviors (child abuse, harassment) and abstinence.
- 8th grade Responsible decision-making, appropriate behavior, teen pregnancy, sexually transmitted diseases, protective behaviors (child abuse, harassment, shaken baby syndrome) and abstinence.

LIBRARY BOOK REGULATIONS

When a student wants to check out a book from the Library Media Center (LMC), he/she should take the book to the checkout desk. Each student and each book has a bar code which is read by the computer. A date due slip is taken and the book should be returned on or before the due date. When the book is returned, it should be placed in the book return box.

Parents are responsible for library materials lost or damaged beyond normal wear. Materials not returned will be charged to the student at the original cost of the material. If a book is out of print, the cost of an average library book will be charged.

1:1 LAPTOP INITIATIVE

At the beginning of the school year, students in grades 5 – 8, with parental consent, will be assigned a laptop. By providing a laptop to every student, he/she will have equal access to the valuable educational resources. Each parent and student is responsible for reading and signing the Student/Parent Laptop Agreement before a computer will be issued. Students in grades 6 – 8 are permitted to take their laptops home provided they have a District issued carrying case. A backpack is not an appropriate carrying case. Central Middle School does offer a carrying case, mouse and earbuds at a nominal cost.

PARENT – TEACHER CONFERENCES

Conferences are held throughout the year. Each school will send a letter home with your child notifying you of the dates and times. Additional evening conferences will be scheduled throughout the school year for parents with whom the teachers have requested a conference. Your child is not required to attend parent-teacher conferences unless specifically requested by the teacher. ***Parents may request a conference at any time by calling their child's teacher.***

School psychologist and counseling personnel will be available to work with families. Appointments can be made with them by calling your child's school. Parents are urged to use these services when students are having difficulty that affects their school success.

PHYSICAL EDUCATION EXCUSES

Notes from **parents** requesting that a child not take physical education because of a medical reason will be honored for one (1) class period. In the absence of such a note, all children will be expected to participate in regular physical education activities. A doctor's excuse will be required if the child is expected to be out for an extended period of time, i.e. more than three physical education classes. Also, the doctor or parents will be asked to send written directions for limited physical education for children with disabilities or those returning from extended illness, broken bones or any other special physical problems. Children may be asked by the instructor to do other related physical education activities (scorekeeper, timekeeper, alternative assignments, etc.) in lieu of the physical activity.

PROTECTIVE BEHAVIORS

A protective behaviors curriculum is offered to all students in the district, 4K through eighth grade. School counselors teach 1-2 lessons at the 5K through fifth grade levels. Classroom teachers at 4K teach one lesson each year. At the middle school, protective behaviors are included in the human growth and development classes and taught by the human growth and development instructor. The content of protective behaviors is the awareness of our rights and the rights of others to feel safe.

SCHOOL CLOSINGS

Emergency Closings Notifications

The School Emergency & Electronic Communications letter included with registration packets contains information to opt in for emergency text messages and emails from the District. A "Skylert" tab is available in the Skyward Family Access system. Skylert allows parents to easily setup their emergency contact preferences. If you have questions about your Skyward Family Access account or password, please contact your school office. If you have problems with the setup, please call 262-670-1666 for technical support.

School closings for the School District of Hartford Jt. #1 schools, other K-8 consortium schools and Hartford Union High School are announced as "**HARTFORD AREA SCHOOLS.**" If the School District of Hartford Jt. #1 has to close alone for an emergency, the closing will be announced as "**HARTFORD JT. #1 SCHOOL DISTRICT**" (this includes Central, Lincoln & Rossman Schools as well as our 4K and early childhood sites).

The District may also use a mass text, email and/or phone system to disseminate information. Parents of children at Lincoln, Rossman 4K and early childhood sites are required to complete an Emergency Dismissal form indicating where their child is to go in the event it becomes necessary to dismiss before the end of the regular school day. If you have not completed this form or if information on this form has changed, it is your responsibility to notify the school your child attends. *When the District or school closes due to inclement weather or other emergency, all activities in the District or at the school will also be canceled for public use.*

Inclement Weather

The closing of school due to inclement weather is based on information received from the county sheriff's department, city police department, the transportation company, weather forecasting, city and town road crews and personal observation on the part of the district administrator in cooperation with the high school district.

We believe that parents/guardians know what is best for your child. If your child would be safer at home in poor weather conditions, your child's absence will be marked as excused. In addition, if you are uncomfortable with the weather conditions throughout a poor weather day, we encourage you to make the necessary arrangements to pick up your child. Please communicate with your school in these circumstances.

To acquire up-to-date school closing information, please utilize the following resources:

District website – www.hartfordjt1.k12.wi.us

WTMJ – AM 620 – www.620wtmj.com

WTMJ – TV4 – www.tmj4.com

WISN TV 12 – www.wisn.com

WTKM Radio – AM1540 or FM104.9 or www.wtkm.com

FOX 6 News – www.fox6now.com



SCHOOL COUNSELING SERVICES

The goal of the counseling department is to help students succeed at school. The District has licensed school counselors to assist students, teachers and parents. Counseling services are extended to all students and may involve personal and educational matters. Counselors also work with outside agencies when appropriate. Parents are encouraged to confer with the counselors as they wish.

Central Middle School
262-673-8040

Lincoln Elementary School
262-673-2100

Rossman Elementary School
262-673-3300



SCHOOL DESK and LOCKER REGULATIONS

School desks, lockers and other furniture are furnished for the children's use. They are responsible for any damage beyond normal wear. There will be occasional locker and desk checks. The school maintains the right to inspect lockers and desks, as they are school property.

SCHOOL NURSE & NURSING SERVICES

School nursing services are available to all students in the district. The school nurse is in all District buildings on a part time basis to serve student physical needs, to consult with staff and parents and to contact outside medical personnel if necessary. The nurse may be contacted through the Pupil Services Department at 262-673-8042.

SCHOOL PSYCHOLOGICAL SERVICES

School psychologists are specially trained professionals who help teachers and parents work together for the benefit of the student. They are experts in the applications of psychological knowledge to educational practice and work to solve problems that affect learning. Services provided by the school psychologist include those listed below:

- Administer a variety of individual tests and other behavioral assessment devices.
- Interpret test findings and behavioral data to pupils, professional staff members, parents and practitioners outside the school.
- Participate in program planning efforts with other professional staff in order to appropriately meet the needs of individuals and groups of children.
- Assist school staff members and parents to better understand and manage the child's behavior and learning as well as to assist in the development of improved conditions for learning.
- Assist school staff members in understanding the legal aspects of special education services as well as those services available to students classified as disabled under Section 504.
- Provide counseling and mental health treatment services to help pupils successfully cope with their life situations which may affect school success.

Contact the school psychologist at your child's school for additional information.

SPECIAL EDUCATION

The School District of Hartford provides a full range of service delivery for children identified with a disability. Services are provided for students with identified needs in the area of:

Learning Disability	Autism	Significant Developmental Delay
Emotional Disability	Visual Impairment	Orthopedic Impairment
Speech or Language Disability	Hearing Impairment	Other Health Impairment
Traumatic Brain Injury	Intellectual Disability	

If you feel your child may have a disability, you have the right to make a referral to the school district. Students age 3 through 21 who have a disability have the right to participate in a free and appropriate educational program. Determining that a student has a disability is a formal and thorough process. During every step of this process, the civil rights of the parent and the child must be protected while the school fulfills its responsibility to determine and provide an appropriate educational program. The following steps must and will be followed when it is suspected that a child may have a disability and a need for special education services:

- The referring agent (e.g. teacher, principal, non-district employee, parents) who reasonably believes a child has a disability, shall submit a referral to the Director of Pupil Services.
- Parents will be notified that a referral will be submitted to the Director of Pupil Services by a school employee or other non-district employee.
- The Director of Pupil Services or designee will seek the parent's consent to evaluate the referred child.
- An Individualized Education Program (IEP) team of professionals will evaluate the referred student by consulting with the parents, examining existing information about the student and conducting formal and informal testing.
- Following the evaluation, an IEP team meeting is held to determine whether or not the child has a disability and a need for special education. If the child qualifies for special education services, a team of professionals will then write an IEP for the referred child.
- The IEP evaluation report and the IEP will be submitted to the Director of Pupil Services for review and processing and then sent to the parent.

Throughout the referral, diagnosis and placement process, the parent has a right to remain fully informed. It is the intent of the District to keep parents informed and to collaborate with the parents in developing an appropriate educational program for the referred student. Contact the Pupil Services Department with questions/concerns. For additional information, visit the District website under "Pupil Services."

SPECIAL NEEDS SCHOLARSHIP PROGRAM

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. Starting with the 2016-17 school year, the Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49.

This is a state-administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria and application procedures of the scholarship program with the DPI. Additional information about the program should be available on the website of the Wisconsin Department of Public Instruction at <http://dpi.wi.gov/>.

TEXTBOOK REGULATIONS

When a pupil is issued textbooks or certain equipment, he/she writes their name in the place provided and is responsible for its care. If a book or item is marked, torn or damaged, the parents are responsible for the cost of a replacement and the damaged book or equipment becomes the property of the parent.

VIRTUAL EDUCATION

Central Middle School students have the opportunity to participate in a Virtual Education experience. Virtual or online education provides students with educational programming in a non-traditional format. Students and parents may choose virtual education for a variety of reasons. From the Odysseyware curriculum, students may choose either academic and/or lecture options, including foreign language. Educational programming formats range from the traditional model, to a virtual-traditional blended program, or entirely virtual either at school or in a home-school environment.

WORTHLESS CHECKS

Whoever issues a check returned for insufficient funds will be charged a service charge. The current charge is \$20.00 per check. If the debt is not paid, the matter will be turned over to the appropriate authorities for prosecution under Wisconsin Statute 943.24 which states, "Whoever issues any check or other order for the payment of money less than \$2500.00 for which, at the time of issuance, he or she intends shall not be paid, is guilty of a Class A misdemeanor."

HEALTH & SAFETY INFORMATION

ALCOHOL and DRUGS

The alcohol and drug prevention program is offered in early childhood through eighth grade as indicated by the Federal Drug Free Schools Act. The primary objective of the alcohol and drug prevention program is to send a clear, drug-free message to all youth and members of the community. To accomplish this goal the school district provides classroom-based programs for grades 2-5 and 6-8. Program materials are based on state standards and designed to motivate students to avoid drug use and to give students the skills and strategies to build positive habits and relationships. Students in grade 5 also are able to participate in the DARE program which emphasizes drug and alcohol abuse prevention. This is a 17-week program taught by a trained law enforcement officer.

Parents are encouraged to contact your child's school building counselor or building principal should you have any alcohol or drug related concerns for your child. Students can also seek help from the school by talking with a building counselor.

Your child may be excused from the alcohol and drug prevention program by sending a written request to your child's building principal. Please contact the AODA coordinator or building principal for additional information.

Federal law, on December 12, 1989 requires that schools enforce firm drug education policies and programs. Policies may be found on the District website at <https://www.hartfordjt1.k12.wi.us/district-office/board-education-policies>.

This policy is important because it is a statement that the use of drugs, their unlawful possession and the use of alcohol is wrong and harmful to yourself, others and society. Following the standards of conduct in the policy is mandatory for all students in the School District of Hartford Joint No. 1. Please read them carefully and explain them to your children.

BICYCLES

Students riding bicycles to school should be made aware of safe riding habits. Each year the schools get reports of children cutting in front of cars, not stopping for stop signs and creating a variety of other hazards by not following safety rules. Bicycles may not be ridden on the playground at recess time or during the noon hour. All bicycles must be placed in the racks provided; they are not to be parked against the building or in the open. It is suggested that bicycles be locked as a further precaution against theft.



COMMUNICABLE DISEASE

If a student is diagnosed with a communicable disease (measles, mumps, chicken pox, pink eye, strep throat, etc.) the parent should report this immediately to the school office.

The parent will then be given instructions as to when the student can return to school, as per Wisconsin Department of Health and Family Services guidelines. For example:

- Pink eye, strep throat, impetigo – exclude from school until 24 hours of antibiotic therapy has been completed.
- Chicken pox – exclude from school until sores are crusted over (usually 10 days).

A student should be kept home when the following signs and symptoms prevail:

- ✓ a temperature of 100 degrees or more;
- ✓ a productive cough;
- ✓ purulent (green, yellow, thick or otherwise unusual) nasal or eye drainage;
- ✓ diarrhea (liquid, colored stools);
- ✓ skin rashes/eruptions;
- ✓ red throat, swollen glands around the jaws, ears, or neck;
- ✓ complaints of earache, severe stomachache, sore throat, severe headache;
- ✓ nausea, vomiting, or recurrent vomiting;
- ✓ lethargy, general complaints of muscular aches and pains.

Students should not return to school until they have been without symptoms and without the need for medications to control symptoms (e.g. fever-reducing medications) for a full 24 hours.



DISTRICT CROSSING GUARDS

The District hires and trains the crossing guards. Both the city and District share the cost of the program. We ask parents to join the schools in helping the children develop a respect for crossing guards and an understanding of their importance.

The crossing guards are present at each corner from 7:30 – 8:15 AM and 3:05 to 3:50 PM. On early dismissal days, crossing guards are present 11:30 AM – 12:15 PM. Guards are stationed at the following corners:

- Intersection of Lincoln/Grand Avenue and Branch Street
- Intersection of Monroe and Grand Avenue (Hwy. 83)
- Intersection of South Rural and Main Street
- Intersection of Monroe Avenue and Main Street

EMERGENCY INFORMATION

Parents are required to have on file in the school a card noting whom the school should call if their child is involved in an emergency. If at all possible, the emergency contact should be a local number. The form also notes any health conditions the school should be aware of. It is the parent's responsibility to notify the school about changing health conditions during the year, as well as any change in address.

FOOD ALLERGY MANAGEMENT

The School District of Hartford Jt. #1 recognizes that it cannot guarantee an allergy free environment but will take all appropriate steps to minimize risks and provide emergency procedures as necessary. Because each student's allergy and situation is different, an individualized plan of action may be created for some students. Parents/guardians are expected to provide the school nurse with written medical documentation of the life threatening allergy and instructions and current medications as directed by a physician. The nurse, in conjunction with the building principal or designee, the student's parent/guardian and the physician, will prepare an Individual Health Plan/Alert. A photo of the student will be included on the Individual Health Plan/Alert so staff can learn to recognize the student.

The school nurse is expected to review this plan with parents/guardians annually or as changes in the student's medical condition or environment occur. A copy of the student's food allergy plan will be distributed and reviewed with all necessary school staff at the beginning of each school year or as needed. Instruction of staff will include preventive and emergency procedures for life-threatening allergic reactions. Training will include the administration of any medication such as Epinephrine. The school nurse will be responsible for providing specific guidance to staff members in handling students with food allergies in the classroom, in the cafeteria and on school field trips.

For more information, contact the school nurse at 262-673-8042, ext. 4113.

HEAD LICE

The School Board has passed a policy for the schools to follow regarding head lice. It establishes the responsibility of the school personnel to conduct head checks in the school when there is knowledge of an infestation.

If there is reasonable evidence that a student is infested with lice or is not nit free, the parents will be notified and asked to pick up their child, and students in that classroom may be checked.

The child may be taken to a doctor who may confirm the diagnosis. If the diagnosis is confirmed, the parents are to follow the doctor's treatment plan before the child will be allowed to re-enter school. If the doctor indicates the child is free of lice, the child may return to school immediately.

The parents may also buy any of the over-the-counter shampoos available for this purpose and treat their child accordingly. However, no child will be allowed to return to school without a written statement from the parents that the treatment was given as instructed. Children may be checked by school personnel before being allowed to enter the classroom.

Treatment does not stop the possibility of re-infestation of the child or infestation of other family members. The parents should make every effort to be sure that the student's bedding, caps, jackets, scarves, combs, brushes, hair ribbons and barrettes, etc. are thoroughly cleaned in soap and hot water. Anything that cannot be cleaned should be enclosed in a plastic bag and sealed for thirty days. The best way to find head lice early and prevent their spread is for each parent to get in the habit of checking their own children's heads for signs of head lice frequently, even weekly. Remember to notify the school if head lice are found.

ILLNESS AT SCHOOL

Should a student become sick or ill at school the parent/guardian or authorized emergency contact person will be called to take the student home or to receive appropriate care. In order for a child to remain in the building during recess after an illness, a doctor's excuse is required. Students should come to the office if they are feeling ill. Students should not email, text or call their parent from their electronic devices.

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases (diphtheria, tetanus, Pertussis (whooping cough), polio, measles, rubella, mumps, Hepatitis B, Varicella, Tdap (tetanus, diphtheria and acellular pertussis vaccine) within 30 days of admission. These requirements can be waived only if a properly signed health (signed by a physician), religious or personal conviction (signed by the parent) exemption is filed with the school. Non-compliance can lead to legal consequences.

Student Immunization Law

Age/Grade Requirements

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses
Pre K (2 years through 4 years)	4 DTP/DTaP/DT ¹ 3 Polio 3 Hep B ⁵ 1 MMR ⁶ 1 Varicella ⁷
Grades K through 5	4 DTaP/DTP/DT/Td ^{1, 2} 4 Polio ⁴ 3 Hep B ⁵ 2 MMR ⁶ 2 Varicella ⁷
Grades 6 through 12	4 DTaP/DTP/DT/Td ¹ 1 Tdap ³ 4 Polio ⁴ 3 Hep B ⁵ 2 MMR ⁶ 2 Varicella ⁷

1. DTaP/DTP/DT/Td vaccine for students Pre K through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
2. DTaP/DTP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
3. Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. (Note: a dose 4 days or less before the 1st birthday is also acceptable.) Laboratory evidence of immunity to all 3 diseases (measles and mumps and rubella) is also acceptable.
7. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

If a parent/guardian has questions concerning immunizations please contact the Pupil Services Department at 262-673-8042.

Other features of the law include:

1. It applies to all students in the early childhood program, 4 year old kindergarten through 12th grade, as well as to the children attending day care centers.
2. Each student, except those with valid waivers, must have received the first dose of each vaccine required for his/her grade no later than 30 school days after admission and the second dose within 90 school days of admission. The student must remain on schedule and complete all required immunizations within one year from admission.
3. Schools are required to notify parents of non-compliant students within 15 school days after admission about the possible legal consequences of non-compliance.
4. Parents are asked to notify the Pupil Services Department at 262-673-8042 of any additional immunizations their child receives.
5. In the event of an outbreak of any vaccine preventable disease, those students who are not completely immunized against that disease may be excluded from school by the Department of Health Services to prevent further spread of the disease. Any student who claims a waiver but who has received at least some vaccine, should list those vaccines on the form so as to avoid exclusion in the event of an outbreak of disease against which the student is immunized.

Each fall the school district is required to report to the local health department, on a form provided by them, the immunization status of all its students.

LATEX ALLERGY

People with allergies to latex may develop life-threatening reactions when exposed to latex products. These people are, in fact, reacting to the protein found in natural rubber latex. Natural rubber latex can be found in many common products like balloons, rubber bands, adhesive bandages, and latex gloves. Latex balloons and gloves pose a special hazard because when balloons pop or gloves are removed from hands, rubber protein particles are released into the air. This is a very hazardous situation for people with latex allergy. Since we DO have students with latex allergies in the District, no latex balloons should be brought into the buildings. Mylar balloons are a good alternative.

MEDICATION

All medication should be administered by the child's parents. If, under exceptional circumstances, a child is required to take medication during school hours and the parents cannot be present to administer it, only the principal of the building or his/her designee will administer the medication. However, before school personnel can administer any medication, the proper medication form must be completed and on file in the school office. *THERE WILL BE NO EXCEPTIONS!* These forms are available in each school office, the District Office and on the District website under the "Parents" tab in "Registration & Forms."

For any prescription medication, written instructions signed by the physician issuing the prescription will be required, as well as the parents' signature. For any non-prescription medication, written instructions signed by the parent will be required.

Any medication, prescription or non-prescription, must be delivered by the parent/guardian and in its original container. Children may not transport medication to school. However, students may carry certain prescribed emergency medication such as inhalers or EpiPens if the school has written approval from the parent and medical provider. School personnel will not be held liable if the medication is not given in a timely manner. All medication will be stored in a secure location in the school. There will be a periodic review of all information. Each school will be responsible for establishing a record keeping procedure for each child receiving medication according to prescription/non-prescription guidelines.

RECESS and PLAYGROUND RULES - Lincoln & Rossman Schools

During recess and after lunch the playgrounds are under supervision. Weather permitting, all pupils will dress and go outside for some fresh air and exercise. This time will be limited on cold days. When the temperature and/or wind chill reaches 0°F, students have indoor recess.

Throwing snowballs, etc., will not be permitted on the school grounds or adjacent streets to prevent possible injury and for safety reasons. Because the District is not responsible for lost or stolen property, children should refrain from bringing play items from home during recess.



SAFETY

Please instruct your children to cross streets at the corners. Teach them how and when to cross streets. Remind them to stop and look both ways to be sure it is safe to cross the street. For reasons of SAFETY, parents are **not** to drive onto any of the Lincoln or Rossman School playgrounds or bus areas between the hours of 7:30 AM and 3:30 PM during the days school is in session.

SKATEBOARDS, SCOOTERS and ROLLER BLADES / SKATES / SHOES

Skateboards, scooters (manual push or electric or gas propelled) and roller blades / skates / shoes, etc. are NOT to be used during the school day or on school property. These items are the sole responsibility of the student if they become lost or stolen.

SUICIDE THREAT WATCH / RESPONSE

Suicide is a major health concern and the number two cause of death among adolescents in the United States. Suicide can be preventable if early warning signs are recognized and that student(s) and families get help.

Because of this, the school district has developed a procedure in conjunction with the Hartford Police Department, Washington County Department of Social Services and the Washington County Mental Health Center in order to handle quickly any threat or attempt of suicide by any student. If there are concerns regarding a child, the appropriate agency and the child's parents will be notified immediately. If you have concerns about your child and their safety, you can contact your child's school counselor or Washington County Acute Care Services at 262-365-6565.

ATTENDANCE INFORMATION

ABSENCE - 4K and Early Childhood

It is an expectation that all children enrolled in Hartford Early Learners will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to call in the absence to the elementary school associated with each 4K site prior to or on the day of the absence. Please inform the elementary secretary or the pre-recorded attendance line the name of your child, 4K teacher's name, session (AM or PM) and the site location along with the reason for the absence. Prompt notification of absences helps keep your child safe and accounted for. **NOTE:** Early childhood students need to contact the bus company if their child will not be attending.

Dream Center, Hartford Recreation Center and Sycamore Tree will call Rossman School at 262-673-3300.

Early Learning Center will call Lincoln School at 262-673-2100.

ABSENCE – Central / Lincoln / Rossman Schools

If a student is going to be absent, the parent must call the school office to leave a message between 4:00 PM and 8:00 AM on voicemail or call between 8:00 - 8:30 AM to report the absence to the school secretary. State the parent's name, student's name, teacher's name, date of absence and a reason as well as homework request. If a phone call is not received from the parent, the school may attempt to call the parent at work or home. State law requires an excuse for ALL absences, and it is the responsibility of the parent to comply with this law. Any student absent three (3) consecutive days may be required to have a physician's excuse.

Central Middle School

262-673-8040

Lincoln Elementary School

262-673-2100

Rossman Elementary School

262-673-3300

ABSENCE – School Work

Make Up Work Arrangements

Arrangements to make up class work following an absence shall be at the initiative of the student and/or parent. Make-up provisions may differ among teachers, depending upon the nature of the class and the type of work missed. Alternative assignments may be a viable option in some situations. It is the student's responsibility to check with each teacher prior to the absence to determine the make-up assignments.

Missed School Work

Lincoln & Rossman Students - In the event of absence or illness, homework can be obtained by calling your child's school by 9:00 AM the morning of an absence. It will be given to a child's sibling or can be picked up in the office at the end of the day.

Central Students - Parents wishing to obtain missed assignments for their child should access the Central Middle School webpage. On the main page of the website; parents and/or students will find access to a homework page. This page connects to Google Docs which contains homework for each class and teacher. If books are needed, parents may pick them up from school any time during the day. If a student will be absent for more than one day, parents need to notify the office in advance. The student will be responsible for getting the homework and completing it.

ATTENDANCE ON FIELD TRIPS OR SPECIAL EVENT DAYS

When classes travel outside of the school on educational field trips or special events occur in the school, students are still expected to attend school under the compulsory attendance law. If a student or parent objects to the purpose or nature of the trip the student will still be given appropriate learning activities or lessons at school in lieu of the field trip or activity.

DISTRICT BOUNDARY LINES

Rossman Elementary School:

Entire area NORTH of Highway 60 (Sumner St. in the city), SOUTH side of Highway 60 from the east city limits to Kettle Moraine Drive (includes west side of Pike Lake).

Lincoln Elementary School:

Entire area SOUTH of Highway 60 (Sumner St. in the city) with the exception of east city limits to Kettle Moraine Drive and the west side of Pike Lake.



FAMILY VACATION DAYS

A family vacation or vacation days may be excused by the parent as part or all of the ten (10) absences allowed each year, but must be pre-approved in writing by the principal at each school. Vacation days that exceed the 10 days, according to State Statutes, 118.15,

118.16, and Section 41.18 of the Municipal Code of Hartford, may be considered as unexcused. All absences not pre-arranged at least one week in advance may also be considered as unexcused.

The procedure for getting vacation days approved at Central School is to obtain an Anticipated Absence form from the main office. This needs to be done prior to the dates of anticipated absence.

The procedure for getting vacation days approved at the elementary schools is to write the teacher a note indicating the dates of anticipated absence and a plan for completing work assigned during the absence. This needs to be done at least three (3) days prior to the anticipated absence. The teacher will then forward the note to the principal for approval.

Whenever possible, parents are encouraged to avoid taking their children on family trips which would cause the student to be absent from school.

OPEN ENROLLMENT

Wisconsin's public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live.

Who may participate?

Wisconsin residents in grades kindergarten to 12 may apply to participate in open enrollment. Students in pre-kindergarten may participate in limited circumstances; parents should call their resident school district administrator to find out if their preschool-aged children qualify.

How and when may parents apply?

The Department of Public Instruction (DPI) strongly encourages applicants to apply on-line through the Open Enrollment Application Log (OPAL). Parents must submit an on-line application to the nonresident school district during the 3-month open enrollment application period in that starts in February.

PERMISSION TO LEAVE THE SCHOOL GROUNDS - STUDENT SAFETY

A student will not be allowed to leave the school grounds unless a request slip signed by a parent/guardian is presented to the student's teacher and the student stops in the school office just prior to leaving to sign out in the presence of the school secretary, or principal.

TARDY POLICY

A tardy student at Central/Lincoln/Rossman Schools is defined as a student who arrives after the beginning of his/her first class.

Steps To Follow When Late:

- Students must sign in at the office when entering the building.
- Students must have a note from home or have had a phone call to school PRIOR to being late.
- Lincoln and Rossman School students will get a tardy slip and may be asked to make up the missed time during a recess period.
- Students that are repeatedly late for school may be asked for a medical excuse.

TRANSFERS

Increased enrollment has made the task of balancing the size of our two elementary schools critical. Transfers between the elementary schools have not been allowed unless authorized through a boundary variance request to the District Administrator.

When parents move to a different school attendance area within the district, their child may finish the school year in the school in which he/she started. The following year, however, the child will be transferred to the school serving the attendance area in which the child resides.

Students who move outside of the district's boundaries during the school year may finish the year at the school he or she was attending. However, the parent/guardian must apply under open enrollment during the application period for the child to continue to attend the district the following school year.

TRUANCY

Wisconsin State Statutes 118.15, 118.16, and Section 41.18 of the Municipal Code of Hartford, define a habitual truant to mean a pupil that is absent without an acceptable excuse for all or part of five (5) school days during a semester. Act 239 allows a parent or guardian to excuse a child for up to ten days in a school year for any reason. The act requires that the parent must excuse the child in writing before the absence. Based on state law and guidelines, the School Board empowers the school to be the final determining factor as to what excuses are acceptable or unacceptable. Tardiness is considered to be part of an absence and is considered unexcused if it is not of an acceptable or legal reason. These are defined in the Regular Attendance section.

Students entering the building with an unacceptable excuse after the starting time are considered tardy. Students that have more than five (5) full or part unexcused absences in one semester can be considered truant under state law and their parent may be subject to actions by the court system. Students may be subject to consequences from the school. Absences with medical verification upon return to school will NOT be considered as part of the 5 unexcused absences.

WITHDRAWING FROM SCHOOL

K – 8th Grade Withdrawal

Parents of students withdrawing from school during the year or during the summer are asked to notify the school ahead of time and stop at your child(ren)'s school to fill out the withdrawal form. With prior notice, the school can have materials ready for a transfer and prepare reports. This will assist with a positive change for the child to his/her new school.

4K Withdrawal

When withdrawing your child from 4K, you will need to stop in at Lincoln School if your child attends the Early Learning Center. If your child attends Hartford Recreation Center, Dream Center or Sycamore Tree, please go to Rossman School to fill out withdrawal forms.

MISCELLANEOUS INFORMATION

FACILITY USAGE

Anyone interested in using one of our schools for an activity must contact the office of the school they wish to utilize. Persons or organizations that rent, request or use any of the District's schools must fill out a School Building Use Request and Contract, as well as include proof of liability insurance.

FEDERAL PROJECTS

During the course of any given school year the School District of Hartford Jt. # 1 applies for federal funds to assist in the maintenance and development of a variety of school functions. Below you will find a description of each federal project. We invite parents and interested community members to participate in the development of these projects. You may offer input by contacting the office of the Director of Pupil Services, 262-673-8042, or the office of the District Administrator, 262-673-3155.

1. PL 94-142 - This is commonly known as the Flow-Through Project. All funds acquired through this grant must be utilized on behalf of special education students. These expenditures may include staff salaries and fringe benefits, or the acquisition of a variety of materials and equipment.
2. PL 99-457 - This is commonly known as the preschool entitlement grant. All funds acquired through this source must be utilized on behalf of special education students ages 3-5. Special equipment and materials may be purchased through this grant.
3. Title 1 – These funds are used to provide intervention programs in reading and math and/or tutorial support for students in grades 6-8. A full-time coordinating teacher and part-time teachers staff the program. The Title 1 funds are dispersed to districts based on the number of low income students in the district.
4. Title II-A – This federal grant is distributed to districts based on district enrollment. The funding is used to reduce the teacher-student ratio in grades K-3. Funds not used for class size reduction must be used for professional development.
5. AGR Grant – The AGR is a state grant that is used to reduce class size in grades K-3 and to ensure that teachers receive professional development pertaining to small group instruction in class sizes of 18:1. The AGR grant also ensures that teachers have instructional coaching or support. The AGR grant provides professional learning, along with coaching rotations, to improve effectiveness in teaching reading and writing.
6. Title III-A – This is the English Language Acquisition program that provides funds for helping limited English proficient students so they can meet the same state academic content and achievement all students are expected to meet. Students are assessed annually for their level of English proficiency in speaking, listening, reading and writing.

POLICIES

District policies may be found on our website at <https://www.hartfordjt1.k12.wi.us/district-office/board-education-policies> or copies may be requested from the District Office. All policies will be updated July 2017.

SCHOOL PERFORMANCE REPORT

The Wisconsin School Performance Report (SPR) serves as the state's annual public school report card, and represents the department's most comprehensive resource for data on school performance and student achievement. Districts are required to publish data on their schools and enable a comparison of data across school districts in the same athletic conference. The performance report can be accessed online at www.hartfordjt1.k12.wi.us. If you would like a paper copy, send a written request to the District Office.

SHOW and TELL / PLAYGROUND ITEMS

If children bring toys or sports items to school it is their responsibility to care for the item so that they are not lost, stolen or broken. The school and the teacher(s) are not responsible for the safekeeping of personal items brought to school.

SKYWARD FAMILY ACCESS

Do you have internet access? To find out what your child is eating at school, child's teacher(s), attendance record, report card, medical information, all you need to do is contact your child's school for your login name and password. Your login and password assures security and privacy. Your account gives you the information on all your children in the school district. Go to www.hartfordjt1.k12.wi.us under the "Parent" link and then to "Family Access."

STUDENT AWARD & INCENTIVE CRITERIA

Lincoln & Rossman Schools

MONTHLY

Rendezvous & Lion Eyes Agendas

- Art & Poetry – Chosen by their peers and staff
- Math- Each classroom will acknowledge one student each month based on mathematical growth. Growth is determined by progress in STAR assessment, formative classroom assessment and/or increased participation in mathematical discourse.
- Respect & Responsibility Trait – Spirit Award
- Bee-Hive Winners (Rossman) & Lion Eyes Winners (Lincoln)
- Citizenship Bee Awards (Rossman) & Citizenship (Lincoln)
- History Fair Participants & Awards (March)
- Science Fair Awards (May)
- Delta Kappa Gamma Writing Contest (May or at Awards Ceremony)
- Book-it Awards (May)

Bulletin Board Recognition and Certificates

Student pictures for the Bee Your Best and Lincoln Citizenship are placed on a bulletin board at each school. Homeroom teachers will nominate a student that represents the character trait. Students are introduced at a Rendezvous / Lion Eyes and awarded a certificate.

END OF THE YEAR

Perfect Attendance (EC-5)

Zero (0) days absent per year.

Responsible Attendance (EC-5)

One to four (1-4) days excused absences per year with NO unexcused tardiness qualifies for Responsible Attendance.

Citizenship Award (Grades K-5)

This award is for students that have shown good sportsmanship, good manners, positive motivation and responsible and respectful behavior.

Art Achievement Award (Grades K-5)

The Art Achievement Award is given out to students who show great effort, attitude and hard work throughout the year. They show that they are willing to work through different art activities and create to the best of their ability.

Rossman Art Gallery Award (Grades K-5)

We value all types of learning and in this endeavor has a continuing permanent art gallery that is hung around the school. Each year one artwork from each grade level is chosen and a request is made to the student and family for it to be framed and hung as a permanent part of the gallery for all to appreciate and enjoy. Student artwork is chosen by a group of teachers and is based on effort, good craftsmanship and media.

Rossman Leadership Group / Lincoln Pride Group

The 4th/5th Grade Leadership Group students have worked together throughout the year to further develop and practice their leadership skills. These students are positive leaders and role models within our schools and the Hartford community.

Character Education Bulletin Board

The Character Education Bulletin Board Group was comprised of sixteen 4th and 5th grade students. These students volunteered their time and talents to design and display the quarterly character education boards. The quarterly themes were: respectful, responsible and safe behaviors, patience, service to others and fairness.

Mary Jo Nettesheim Literary Contest

This literary contest encourages students to use their writing skills and their artistic talents to publish a book. The Washington County chapter of Delta Kappa Gamma sponsors the literary contest each year. The contest opens in October. Books are submitted for judging in late January. Winning entries continue to state competition.

Fitness Gram Physical Fitness Awards (Grades 1 – 5)

The Fitness Gram "Get Fit Award" is a fitness award for students who reach the Healthy Fitness Zone (HFZ) in 4 or 5 out of a possible 5 tests. These tests are completed in Fall and Winter to provide practice for all children and to give each child an idea of their current level of fitness. It is completed once again in Spring. Based on these scores 4th and 5th grade students are eligible to receive an award. This program recognizes the importance of physical activity, strength, flexibility, and endurance as it pertains to the health and wellness of a child.

Presidential Academic Excellence Award (Grade 5)

Students receiving this award must achieve the performance level of Advanced on the 5th grade state standardized test for Math or Reading. In addition, the student must have advanced achievement in Math and Reading on the Standards Based Report Card.

Presidential Academic Achievement Award (Grade 5)

Students receiving this award must show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects but do not meet the criteria for the Presidential Award for Academic Excellence.

R.O.A.R.

R.O.A.R. is an activity that encourages and rewards Rossman/Lincoln students for reading for enjoyment at home.

ROAR "Toppers Club" (Grade 1)	ROAR AWARDS (Grade 2)	ROAR AWARDS (Grade 3)
Bronze-2500-2999 minutes read	Bronze - 50-74 hours read	Bronze - 100 – 149 hours read
Silver-3000-3999 minutes read	Silver - 75-99 hours read	Silver -150-199 hours read
Gold-4000 or more minutes read	Gold – 100+ hours read	Gold - 200+ hours read

Math Awards

Each classroom will acknowledge all students at the end of the year that have shown high levels of achievement in mathematics. The elementary awards will be based on the following:

Gold Award - Student achieved 100% on the end of year AYP assessment.

Silver Award - Student achieved 90%-99% on the end of year AYP assessment.

Bronze Award - Student achieved 80% - 89% on the end of year AYP assessment.

Enthusiastic Music Awards – (Grades 1 – 5)

One student in each first through fifth grade class is eligible to earn the Enthusiastic Musician Award. The following criteria was used to select the following students: participation in activities during music classes and music programs, efforts to produce a musical whole with the class, working to improve personal musicianship, support of classmate's musicianship, positive behavior and/or improvement in behavior and first time receiving this award.

Battle of the Books - B.O.B. (Grades 4 – 5)

Students in 4th and 5th grade read a variety of books from a pre-selected list and conference throughout the year with staff members on these books. In May, students form teams and are quizzed on their knowledge of the books they read from this list. Teams with the highest scores proceed through the rounds to the final competition where the top team from each homeroom competes for the Grand Champion title.

BOB and Beyond (Grades 4 – 5)

This is an award given to the students in 4th and 5th grade who have read all the books on the Battle of the Books (BOB) list before the end of the year and have continued reading self-selected books.

Central Middle School

Awards

MONTHLY & END OF YEAR	END OF YEAR
<ul style="list-style-type: none">• Wildcat Way Award• Academic Award• Spirit of Math Award• Applied Fine Arts Award• Great Effort Award• Perfect Attendance Award	Math Awards Gold Award - Student placed in the 95 th -99 th percentile ranking on the May STAR assessment. Silver Award - Student placed in the 85 th -94 th percentile ranking on the May STAR assessment. Bronze Award - Student placed in the 75 th -84 th percentile ranking on the May STAR assessment.

End of the Year Incentives

6th Grade:

Country Springs Water Park

- Student must **not have** more than 1 D or U for trimester 3, **in any class** including band, chorus, math, English, physical education, art, etc.
- There will be a final grade/behavior check before ordering the tickets.
- Student must **not have** more than 3 minors and no major referrals for trimester 3.

End-of-the-Year Dance

- Student must **not have** more than 1 D or U for trimester 3, **in any class** including band, chorus, math, English, physical education, art, etc.
- There will be a final grade/behavior check.
- Student must **not have** more than 3 minors and no major referrals for trimester 3.

7th Grade:

Milwaukee Brewers Game

- Student must **not have** more than 1 D or U for trimester 3, **in any class** including band, chorus, math, English, physical education, art, etc.
- There will be a final grade/behavior check before ordering the tickets.
- Student must **not have** more than 3 minors and no major referrals for trimester 3.

End-of-the-Year Dance

- Student must **not have** more than 1 D or U for trimester 3, **in any class** including band, chorus, math, English, physical education, art, etc.
- There will be a final grade/behavior check.
- Student must **not have** more than 3 minors and no major referrals for trimester 3.

8th Grade:

Six Flags Great America

- Student must **not have** more than 1 D or U for trimester 3, **in any class** including band, chorus, math, English, physical education, art, etc.
- There will be a final grade/behavior check before ordering the tickets.
- All lunch fees must be paid per School Board Policy.
- Student must **not have** more than 3 minors and no major referrals for trimester 3.

End-of-the-Year Dance

- Student must **not have** more than 1 D or U for trimester 3, **in any class** including band, chorus, math, English, physical education, art, etc.
- There will be a final grade/behavior check.
- All lunch fees need to be paid per School Board Policy.
- Student must **not have** more than 3 minors and no major referrals for trimester 3.

Recognition Ceremony

- All lunch fees need to be paid per School Board Policy.
- The Recognition Ceremony is a special event. Students are encouraged to dress nicely. Jeans, shorts, sweatpants and tank tops are NOT acceptable attire. Clothing should follow guidelines outlined in the handbook.
- All eighth grade students are expected to attend the last ½ day of school.

National Geography Challenge

The National Geographic Bee is an annual competition organized by the National Geographic Society, designed to inspire and reward students' curiosity about the world. Students from 10,000 schools across the United States are competing in the National Geographic Bee for a chance to win college scholarships and the glory of being the National Geographic Bee Champion. The competition is in February and open to any student in 6th-8th grades.

National Junior Honor Society (Grades 7 & 8)

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929. Participation criteria includes a GPA 3.5 or higher, 10 volunteer hours and no more than one teacher referral.

STUDENT VISITORS

A pupil who has a friend or relative visiting in his/her home for an extended period of time may bring the friend/relative to school to visit for one day only. Advanced written permission is required from the school office, the child's parent and the parent of the child that will visit, at least one day prior to the visit.

TELEPHONE USE

Pupils may use the telephone in case of urgent business only. Parents please do not call a teacher during teaching hours. Leave a voicemail message and the teacher will return your call as soon as possible. Your consideration in not interrupting the classroom and learning is appreciated.

ASBESTOS

As a result of recent Federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The goal of the School District of Hartford Jt. #1 is to be in full compliance with this law and is following the spirit, as well as the letter, of the law. As a matter of policy, the School District of Hartford Jt. #1 shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the School District prepared, and the State approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the School District of Hartford Jt. #1 had completed its 3-year re-inspection required by AHERA in April 2015. The District buildings, where asbestos-containing materials were found, are under repair, removal and/or operations and maintenance. Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected three years after a management plan is in effect. This will be accomplished under contract by Environmental Management Consulting Inc. (EMC).

Short-term workers (outside contractors i.e. telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the Facilities Manager before commencing work to be given this information.

The School District of Hartford Jt. #1 has a list of the location(s), type(s) of asbestos-containing materials found in the school buildings and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25¢ per page. Questions related to the plan should be directed to our Account Manager under contract with Environmental Management Consulting Inc, Lake Mills, Wisconsin at 920-648-6343.

2017-18 SUPPLY LISTS

EARLY CHILDHOOD

- 200 count box of facial tissue (Kleenex).
- One extra set of clothing including socks, underwear, pants and shirt in case of an accident.
- Diapers and wipes if your child is not toilet trained.
- Full size traditional backpack with zipper. The backpack will need to accommodate your child's large art projects and library books.

4K SCHOOL SUPPLY

- 2 boxes of Crayola Classic Colors Washable markers
- 1 (4 pack) of Expo Low Odor Dry Erase markers (washable if possible)
- 1 box of 24 pack of crayons (NOT JUMBO)
- 1 plastic pocket folder with three prongs **labeled with your child's name**
- 1 one-inch clear cover binder **labeled with your child's name**
- 12 glue sticks (Elmer's preferred)
- 1 box of tissues
- 2 rolls of paper towel
- 1 package of small paper plates
- 1 set of extra clothes (underwear, socks, pants and a shirt in a Ziploc bag) **labeled with your child's name**
- 1 package of baby wipes
- 1 package of large regular coffee filters

BOYS	1 box of sandwich size Ziploc bags 1 package of Lysol wipes 1 box of gallon size Ziploc bags 1 set of Crayola Classic Colors watercolor paints	GIRLS	1 bottle of 8 oz. hand sanitizer 1 box of snack size Ziploc bags 1 Elmer's glue bottle 1 box of quart size Ziploc bags
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KINDERGARTEN

- Change of clothes (**to be left at school**) shirt, pants, underwear, socks
 Non-marking tennis shoes for Phy. Ed. (**a pair to be left at school**, please label, Velcro recommended)
 2 boxes of crayons (Crayola brand recommended)
 2 boxes of thick **WASHABLE classic color** markers (Crayola recommended, no thin line markers)
 Large school bag (no wheels, they don't fit in the lockers)
 1 small scissors (Fiskars brand recommended)
 15 No. 2 pencils, sharpened
 18 glue sticks (Elmer's brand)
 1 small 8" x 5" plastic supply box (Space Maker brand recommended)
 1 pink eraser
 1 set of 4 low odor dry-erase markers (Expo brand)
 2 **LARGE** boxes of tissues
 1 set of watercolors (Crayola brand recommended)
 3 containers of baby wipes
 2 **plastic** pocket folders with 3 center prongs
 1 box of sandwich size plastic bags (slide-lock recommended)
 1 box of quart size plastic bags (slide-lock recommended)
 1 box of gallon size plastic bags (slide-lock recommended)
 2 containers of disinfectant wipes 35 count or higher (Clorox or Lysol brand recommended)

Please label **only** the scissors and paint smock with your child's name.

- Art Class: 1 set broadline markers (Crayola brand recommended)
 Old T-shirt to be used for paint smock (large enough to fit over clothes)

BOYS	1 roll of paper towels 1 bottle 8 oz. instant hand sanitizer with at least 62% ethyl alcohol 1 pack of SMALL white paper plates (no Styrofoam) 1 bottle of Elmer's Glue	GIRLS	1 package napkins 1 set of LARGE paper plates (no Styrofoam) 1 packet of clear sheet protectors (25 count or higher) 1 (2 pack) Mr. Clean Magic Erasers
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FIRST GRADE

Non-marking tennis shoes for Phy. Ed. (a pair to be left at school, please label)

24 No. 2 pencils, sharpened

2 boxes of broad classic color markers (Crayola brand recommended)

2 boxes of crayons (24 count, No fluorescent)

1 - 4 oz. bottle liquid glue (white only, Elmer's brand recommended)

18 glue sticks

3 - 3 prong folders (1 red, 1 yellow and 1 of your choice)

1 - 8" x 5" school box for supplies

2 boxes of low odor dry-erase markers (set of 4, Expo brand recommended)

1 pink eraser

1 spiral notebook – wide ruled

1 small scissors (Fiskars brand recommended)

Backpack – no wheels, they don't fit in the lockers

2 large boxes of tissues

1 - 1" Clearview binder

2 highlighters

1 container disinfectant wipes 35 count or higher (Clorox or Lysol brand recommended)

1 box of sandwich size plastic bags (Ziploc/Hefty brand recommended)

1 roll of paper towel

Art Class: 4 No. 2 pencils (sharpened)

1 large pink eraser

Old T-shirt to be used for paint smock (large enough to fit over clothes)

Please label **only** the scissors, school box and paint smock with your child's name.

BOYS	1 box of gallon size plastic bags (Ziploc/Hefty brand recommended) 1 bottle 8 oz. hand sanitizer with pump 1 packet of clear sheet protectors (25 count or higher)	GIRLS	1 box baby wipes 10 pencil top erasers 1 box of 2 gallon plastic bags
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SECOND GRADE

Non-marking tennis shoes for Phy. Ed. (a pair to be left at school, please label)

1 box of crayons (24 count, Crayola brand recommended)

3 pocket folders (1 red, 1 green and 1 yellow)

1 small bottle of white liquid glue

6 glue sticks

2 large boxes of tissues

Large school bag or backpack – no wheels, they don't fit in the lockers

1 box long colored pencils (12 count)

1 small 5" x 8" box for supplies

36 No. 2 pencils, sharpened

1 box of broad washable markers

1 small pointed scissors (Fiskars brand recommended)

2 pink erasers

1 package fine-tipped dry erase markers (NO ultra thin – Expo brand)

1 small pencil sharpener with lid

1 package of 2 highlighters

1 - 1" binder

3 wide-ruled spiral notebooks (1 blue, 1 yellow and 1 green)

1 container disinfectant wipes 35 count or higher (Clorox or Lysol brand recommended) No hand sanitizing wipes.

1 small package of page protectors

Art Class: 4 No. 2 pencils - sharpened

Optional: 1 black Sharpie

Please label all supplies. No trapper keepers.

BOYS	1 box of plastic 2 gallon size bags (Ziploc brand recommended) 1 bottle of hand sanitizer	GIRLS	1 box of plastic gallon size bags (Ziploc brand recommended) 1 box of plastic quart size bags (Ziploc brand recommended)
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THIRD GRADE

Non-marking tennis shoes for Phy. Ed. (a pair to be left at school, please label)

Large school bag or backpack - no wheels, they don't fit in the lockers

4 pocket folders (1 yellow, 1 green, 1 blue, 1 red)

1 box of crayons (16 or 24 count)

1 box of colored pencils (12 count)

1 box of classic color markers (Crayola brand recommended)

4-pack chisel tip Expo dry erase markers

8-pack fine tip Expo dry erase markers

24 No. 2 pencils - sharpened

2 pink erasers

1 package (100 sheets) wide ruled lined paper

4 spiral notebooks wide ruled 8½" x 11" (1 blue, 1 green, 1 yellow, 1 red)

2 large boxes of tissues

Small scissors (Fiskars recommended)

2 red pens

1 - 1" 3-ring binder

1 soft pouch pencil case

2 highlighters

Art Class: 1 bottle of 4 oz. Elmer's School Glue

1 glue stick

Old T-shirt to be used for paint smock (large enough to fit over clothes)

Please label all supplies.
No trapper keepers.

BOYS	1 8oz bottle of hand sanitizer 1 box of gallon size Ziploc bags	GIRLS	1 container disinfectant wipes 35 count or higher (Clorox or Lysol brand recommended) 1 box of plastic quart size bags (Ziploc brand recommended)
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FOURTH GRADE

Non-marking tennis shoes for Phy.Ed. (a pair to be left at school)

24 No. 2 pencils

2 red pens

1 blue pen

Wide-ruled loose-leaf paper

1 plastic 5 Star folder

4 glue sticks

4 plain pocket folders (1 red, 1 green, 1 yellow, 1 blue)

4 plain wide ruled notebooks (1 red, 1 green, 1 yellow, 1 blue)

Small art box (8" x 5" x 2 ½")

Large school bag – No wheels, they don't fit in the lockers

Ruler (metric and inches)

4 pink erasers

1 box of colored pencils

1 box of Crayola washable thin-tipped markers

1 box of 24 count crayons

1 small scissors (Fiskars brand recommended)

2 large boxes of tissues

1 package of highlighters (3 or more)

1 purple pocket folder with 3 prongs

4 Expo fine-tip dry-erase markers

1 fine tip black Sharpie permanent marker

2 containers disinfectant wipes 35 count or higher (Clorox or Lysol brand recommended)

3 8oz (or larger) bottles of hand sanitizer (Lysol brand recommended)

1 pencil sharpener

1 composition notebook

Art Class: 1 container of disinfectant wipes 35 count or higher (Clorox or Lysol brand recommended)

Label all supplies.
Trapper keepers and 3-ring binders
are not allowed. They do not fit in
the desks.

FIFTH GRADE

Non-marking tennis shoes for Phy.Ed. (a pair to be left at school)

12 glue sticks

1 ruler (metric and inches)

1 scissors

1 set of colored pencils

1 box of Crayola washable thin-tip markers

5 single subject WIDE-RULED spiral notebooks (1 blue,1 yellow,1 green,1 purple

1 red)

24 No. 2 pencils (sharpened)

3 ball-point pens (2 of these red)

2 pink erasers

1 pack of highlighters

2 large boxes of tissues

1 container of disinfectant wipes

1 backpack – no wheels, they don't fit in the lockers

1 pack of fine tip Expo dry erase markers

1 fine tip black marker (Sharpie recommended)

1 7 pocket accordion folder

Zippered pencil/supply pouch

1 pack of large tipped Expo dry erase markers

1 composition notebook

1 pair of headphones

Art Class: 1 - 8 color watercolor set (Crayola or Prang recommended)

Label all supplies.
Trapper keepers and 3-ring binders
are not allowed. They do not fit in
the desks.

Central Middle School Supplies All Grade Levels

<p><u>General Middle School Supplies:</u> Loose leaf paper x 2 Pack of 3 x 5 lined index cards Glue sticks #2 Pencils Blue, red & black pens Colored pencils (or markers for 6th grade) Highlighters Dry erase marker (chisel tip 5 pack) Scissors Hand sanitizer 8oz x 1 3 Facial tissue boxes Calculator (\$5 – \$10) Small laptop bag (NOT BACKPACK) Headphones/ear buds</p> <p><u>Nice to have, but not necessary:</u> Accordion folder to replace pocket folders on list below Big eraser Pencil case 1 x 2 Post It notes 4 x 4 Post It notes Scotch tape Pencil sharpener Flash Drive</p> <p><u>Virtual Classes</u> Full time – either a 5 subject spiral or 1 for each subject Part time – 1 spiral per subject</p>	<p><u>Specials Classes</u> Art – Sketchbook – white drawing paper 8 1/2x11 or 9x12 (may purchase in class for \$3.00) Tech Ed – Tech fee and mouse for laptop Spanish – 1½ inch binder, loose leaf paper, colored pen for corrections Phy. Ed. – Shorts, tennis shoes, t-shirt Orchestra – ½ inch binder with 25 clear plastic sheet protectors Choir – ½ inch binder (no larger)</p> <p><u>Band</u> <u>Woodwinds</u> (flute, oboe, bassoon, clarinet, saxophones): cleaning swab, box of five or ten reeds (except for flutes), one tube cork grease (except for flutes) <u>Brass:</u> (trumpet, French horn, trombone, baritone, tuba): One bottle valve oil (rotor oil for French Horn, slide oil for trombones), cleaning snake, mouthpiece brush <u>Percussion:</u> One pair student drum sticks, one pair yarn mallets</p> <p><i>All band supplies are available for purchase at any music store, or through Mr. Sitzman at Central. Students are also required to have an instrument by the first day of school; see Mr. Sitzman for information on how to obtain an instrument for band class.</i></p>
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	6 th	7 th	8 th	
Math	1" Binder w/ dividers Pack of loose leaf paper	1" Binder w/ dividers Pack of loose leaf paper	1" Binder w/ dividers Pack of loose leaf paper	<u>ALGEBRA</u> 3 subject notebook 1 pocket folder
Science	1 spiral notebook 1 pocket folder	1 spiral notebook 1 pocket folder	1 spiral notebook 1 pocket folder	
Literature	1 comp book 1 pocket folder	1 comp book 1 pocket folder	1 spiral notebook 1 pocket folder	
Social Studies	1 spiral notebook 1 pocket folder	1 spiral notebook 1 pocket folder	1 spiral notebook 1 pocket folder	
English	1" binder Comp. book	2 spiral notebooks 1 pocket folder	2 spiral notebook 1 pocket folder	

SCHOOL DISTRICT OF HARTFORD JOINT NO. 1
2017-18 SCHOOL CALENDAR

2017	August 28	Rossman Open House, 3:30 – 6:30 PM
	August 29	Lincoln Open House, 3:30 – 6:30 PM
	August 30	Central Open House, 3:30 – 6:30 PM
	September 4	NO CLASSES – Labor Day
	September 5	Classes begin for all students
	September 12	Central Math & Reading Night, 4:00 – 7:00 PM
	September 13	Rossman Math & Reading Night, 4:00 – 7:00 PM
	September 14	Lincoln Math & Reading Night, 4:00 – 7:00 PM
	October 9	NO CLASSES – In-service / Workday
	October 24	Parent-Teacher Conferences, 4:00 – 7:00 PM
	October 26	Parent-Teacher Conferences, 4:00 – 7:00 PM
	October 27	NO CLASSES – Parent-Teacher Conferences, 8:00 AM – 1:30 PM
	November 21	End of 1 st Trimester
	November 22	NO CLASSES – In-service / Workday
	November 23-24	NO CLASSES – Thanksgiving break
	December 22	NO CLASSES – In-service / Workday
	December 25 - January 1	NO CLASSES – Winter break
2018	January 2	Classes resume for all students
	February 13	Parent-Teacher Conferences (evening)
	February 19	NO CLASSES – In-service / Workday
	February 28	End of 2 nd Trimester
	March 2	EARLY RELEASE / Afternoon workday for teachers
	March 12	NO CLASSES – In-service / Workday
	March 26-30	NO CLASSES – Spring break
	April 2	NO CLASSES – In-service / Workday
	April 3	Classes resume for all students
	May 28	NO CLASSES – Memorial Day
	June 6	EARLY RELEASE / Afternoon workday for teachers End of 3 rd Trimester – LAST DAY OF SCHOOL

EARLY RELEASE TIMES: Lincoln and Rossman Schools will release at 11:30 AM and Central School will release at 11:50 AM.
On early release days, only morning early childhood and 4K classes will be in session. Afternoon sessions will not be held.