

# School District of Hartford Jt. 1

# 2021-2022 Parent / Student Handbook

[www.hjt1.org](http://www.hjt1.org)

## 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

**Business Services**  
Phone: 262-673-9033  
Fax: 262-673-3548  
Adam Majerus, Director

**Pupil Services**  
Phone: 262-673-8042  
Fax: 262-673-8045  
Alex Kenealy, Director

**District Administrator**  
Mark Smits, Ph.D.

**Curriculum & Instruction**  
Cheryl Simonson, Director

**Educator Effectiveness & Professional Development Coordinator**  
Lori Rugotska

**District Office Hours**  
School Year: M-F, 8:00AM-4:30PM  
Summer: M-R, 8:00AM-4:00PM

**District Math Coach**  
Nicole Emmer

**District Reading Coach**  
Katie Malterer

### SCHOOLS

**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

**Central Middle School**  
1100 Cedar Street  
Hartford, WI 53027  
Phone: 262-673-8040  
Fax: 262-673-7596  
Joseph Viste, Principal  
Andrea Rose, Assistant Principal

**Crossroads Program**  
244 W. Loos Street  
Hartford, WI 53027  
Phone: 262-670-1680  
Joseph Viste, Principal

### 4K SITES

**Lincoln Elementary School**  
755 S. Rural Street  
Hartford, WI 53027  
Phone: 262-673-2100  
Fax: 262-673-0148  
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

*The School District of Hartford Jt. 1 4K program is a community-based program in which four-year-old children receive pre-kindergarten instruction in a childcare center or at a public/private preschool site.*

## ADDITIONAL SERVICES PROVIDED TO OUR DISTRICT...

<p><b>Buildings &amp; Grounds</b>                  402 W. Sumner Street                  Hartford, WI 53027                  Phone: 262-673-3155                  Doug Carroll, Facilities Manager</p> <p><b>Wittenberger Bus Service</b>                  511 Wacker Drive                  P.O. Box 270352                  Hartford, WI 53027                  Phone: 262-673-3777                  www.wittenbergerbus.com</p>	<p><b>Food Service Department</b>                  1100 Cedar Street                  Hartford, WI 53027                  Phone: 262-673-8048                  Jill Seefeld, Food Service Director</p>	<p><b>Technology Department</b>                  402 W. Sumner Street                  Hartford, WI 53027                  Phone: 262-670-1678                  Ryan Krause, Technology Director</p>
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### Whom 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, 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 & Registration..... Your child's school or Pupil Services Department
- Special Education Questions..... Pupil Services Department

#### NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School District of Hartford Jt. 1 Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. *Federal laws Title IX, 34 CFR 106.9, Section 504, 34 CFR 104.8, Title II, 28 CFR 35.106; Student Policy 2260, AG 2260D & Form 2260 F2; Staff Policy 1422, 3122, 4122.*

The Board designates the following individual to serve as the District's "Compliance Officer" – Alex Kenealy, Director of Pupil Services, School District of Hartford Joint #1, 402 W. Sumner St, Hartford, WI 53027, 262-673-8042, [kenealy@hjt1.org](mailto:kenealy@hjt1.org). Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. The complaint procedure will follow Board Policy 2260.

The Board of the Hartford Jt. 1 School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is: Alex Kenealy, Director of Pupil Services, School District of Hartford Joint #1, 402 W. Sumner St, Hartford, WI 53027, 262-673-8042, [kenealy@hjt1.org](mailto:kenealy@hjt1.org).

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/hfj1/Board.nsf/Public?open&id=policies>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

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**Central Middle School**



**Lincoln Elementary School**



**Rossman Elementary School**

# REGISTRATION

## **ENROLLMENT & REGISTRATION**

Enrollment for new students is available online through the District's website at <https://www.hjt1.org/parents/registration-enrollment-information>.

Registration for all students is accessible online. Computers and paper forms are available for registration in the school offices or District Office for families without computer access. Questions or Skyward Family Access assistance should be directed to the school office.

## **FEES**

<b>Required Fees – must be paid prior to the start of school</b>		<b>Prorated Required Fee – for students entering after the beginning of the year</b>		
	FEE	DEC / JAN / FEB	MAR / APR / MAY	
Early Childhood & 4K	\$38.00	\$33.00	\$28.00	
Kindergarten – Grade 5	\$51.00	\$41.00	\$31.00	
Grades 6 – 8	\$61.00	\$51.00	\$41.00	
Technology Applications Fee	\$25.00			
<b>Due to the consumable nature of District supplies &amp; books, no refunds will be issued 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.</b>				
<b><i>Families needing payment plans or assistance regarding fees should contact the Business Office at 262-673-9033 for more information. <u>Required</u> student fees may be waived or reduced for students who are approved for free or reduced lunch fees prior to the third Friday in September. (Please see page 11.)</i></b>				
<b>Other Applicable &amp; Optional Fees – must be paid before the student will be allowed to participate in the activity</b>				
CENTRAL	Band & Orchestra Equipment Rental	\$80.00 per instrument	Prorated – DEC / JAN / FEB \$55.00	Prorated – MAR / APR / MAY \$30.00
	6 <sup>th</sup> & 7 <sup>th</sup> Grade Camp	\$33.50		
	6 <sup>th</sup> & 7 <sup>th</sup> Grade Overnight Camp - OPTIONAL	\$37.50		
	Technology Education Class	\$17.50 per class		
	Clubs	\$32.50		
Check returned for insufficient funds	\$20.00			
<b><i>As a convenience, payments can be made by visiting the Skyward Family Access link on our website. These online payments may be replenished to students' lunch accounts 24 hours a day, 7 days a week. Please be aware that a convenience fee is charged by E-Funds.</i></b>				
<b><i>Please read important information on pages 18-19 regarding non-payment of school fees or negative lunch account balances and the effect it may have on your student(s) participation in school activities.</i></b>				

## **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

### Lincoln Four-Year Old Kindergarten (4K) & Early Childhood

<u>School Hours:</u>	Morning session	8:15 AM – 11:00 AM
	Afternoon session	12:20 PM – 3:05 PM

### Rossman Four-Year-Old Kindergarten (4K) – Dream Center, Hartford Recreation Center, Sycamore Tree

<u>School Hours:</u>	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.

- Morning 4K sessions are available at all locations. Afternoon sessions are available at select locations.
- Early childhood is held at Lincoln Elementary School.
- 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 directly into the building through designated doors to the classroom to start the day. For their safety and supervision, Lincoln and Rossman students should not arrive at school prior to 8:00 AM. This is to decrease comingling and ensure social distancing. 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 8:00 AM and instruction will begin promptly at 8:15 AM.

### Central Middle School

School Hours: 8:05 AM – 3:23 PM (Grades 6, 7, 8)

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

- Children should report directly into the building through designated doors to classroom to start the day.
- For their safety and supervision, please understand the school cannot be responsible for unsupervised pupils on school property or in the buildings before 7:55 AM. Prior to the start of the school day, staff are meeting, planning and/or preparing for the school day.
- Instruction will begin promptly at 8:05 AM.
- Central has a 'closed campus' in that all students are required to eat at school.

### Crossroads Program

School Hours: 8:05 AM – 2:53 PM

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

## BACKPACKS

Backpacks should remain in the student's locker or other designated area.

## 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.

Dress and grooming guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Parents/guardians should insist that their children are properly dressed for school. Excessive skin-bearing clothing is not regarded as appropriate school clothing. Guidelines prohibit dress or grooming which: 1) present a hazard to the health or safety of the student or to others in school, including by way of communicating threats of harm or depictions of harmful conduct directed at others; 2) interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity such as illegal drug use, underage alcohol consumption or similar activities; 3)

cause excessive wear or damage to school property; and 4) prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the education environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit. No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (eg. permitting depictions of support for one political party but prohibiting depictions of support for the other). Other inappropriate school attire includes, but is not limited to, items depicting 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 appropriately, but are not allowed to be worn during classes without administrative approval. *Please see [Policy 5511 Dress and Grooming](#).*

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. Adult visitors in all schools will need to present a photo state ID or driver's license for entry. Parents and visitors will be required to wear badges issued by the school office for safety requirements. *Please see [Policy 7440 Facility Security](#) and [9150 School Visitors](#).*

### **SCHOOL NUTRITION PROGRAM**

The USDA announced free meals for all children will continue through June 2022. Breakfast and lunch will be provided at no cost to all students. **Milk only or extra items** may be purchased at an additional cost. In order for students to be able to purchase these items, the family meal account must have a positive balance. Meals for virtual students learning at home can be ordered in advance from the Food Service department and can be picked up at Central Middle School. Meals for multiple days may be requested and picked up at the same time. Children may only receive **one** breakfast and **one** lunch per scheduled school day and receiving meals from more than one community location is prohibited.

All families are encouraged to continue to complete the free and reduced-price meal application if they believe they qualify as this information is used to waive eligible school fees and to help determine educational funding.

Breakfast is served for Rossman and Lincoln Elementary Schools 7:50 AM – 8:10 AM and Central Middle School 7:40 AM – 8:00 AM. *Please see [Policy 8500 Food Services](#).*

#### **Payment**

Breakfast and lunch will be provided to all students at no cost. Students must pay in advance for milk only or extra items. **Checks should be made payable to the Hartford Jt.1 Food Service Department.**

The District has an automated food service system. Every family has an account. 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 8<sup>th</sup> grade.

#### **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**

Once the school lunch account reaches a zero (\$0.00) balance, parents will be reminded daily Monday through Friday between the hours of 4:00-8:00 PM by an automated phone system. In addition, parents have the option to sign up for email low balance alerts through Family Access. *Please see [Policy 8500.01 Meal Ticket Policy on Negative Balance in Student Account Food Service Management](#).*

#### **Free / Reduced Meals**

Per USDA regulations, all schools are required to complete direct certification for free and reduced meals, even though meals will be provided at no cost to all students. Households that are receiving FoodShare, FDPIR or W-2 cash benefits **may not** have to fill out an application. **If you are not notified by the first week in August, please submit an application at that time.**

All families are still encouraged to complete the free and reduced-price meal application if they believe they qualify. This information may be used to waive eligible school fees and help determine the District's educational funding.

Applications and eligibility forms will be mailed to each household in July. After the start of school, applications may be picked up at your child's school. *Please see [Policy 8531 Free and Reduced-Price Meals](#).*

## **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. *Please see [Policy 8600 Transportation](#).*

Students in 4K that need transportation and qualify under District policy must attend the 4K program afternoon session at Lincoln Elementary School. 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 and will be returned to the site or school.

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 may lose bus riding privileges.

## **ATTENDANCE INFORMATION**

*Please see [Policy 5200 Attendance](#).*

### **ABSENCE – Attendance**

#### **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.

- Dream Center, Hartford Recreation Center and Sycamore Tree 4K students will call Rossman School at 262-673-3300.
- Lincoln 4K and Early Childhood students will call Lincoln School at 262-673-2100.

**NOTE:** Early childhood parents need to contact the bus company if their child will not be attending.

#### **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.

<i>Central Middle School</i>	<i>Lincoln Elementary School</i>	<i>Rossman Elementary School</i>
262-673-8040	262-673-2100	262-673-3300

#### **Crossroads Program**

If a student is going to be absent, the parent must notify the school. Call your child's school or Crossroads at 262-670-1680 (the message will direct you to the school the child would normally attend). State the parent's name, student's name, date of absence and reason for the absence. Parents should also call Wittenberger Bus at 262-673-3777 if transportation is not needed that day.

<i>Central Middle School</i>	<i>Lincoln Elementary School</i>	<i>Rossman Elementary School</i>
262-673-8040	262-673-2100	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, if possible, 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 can 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 Schoology page for their child. 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. *Please see [Policy 5113 Open Enrollment Program](#).*

### ***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 online through the Open Enrollment Application Log (OPAL). Parents must submit the online application during the 3-month open enrollment application period which begins 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. 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. Transfers between the elementary schools have not been allowed unless authorized through a boundary variance request to the District Administrator. *Please see [Policy 5120 Assignment Within District](#).*

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. *Please see information on OPEN ENROLLMENT above.*

## 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

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. If your child attends 4K at the Hartford Recreation Center, Dream Center or Sycamore Tree, please go to Rossman School to fill out withdrawal forms. *Please see [Policy 5130 Withdrawal/Transfer From School](#).*

# 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**

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. Students may begin band or orchestra in sixth grade or at any grade thereafter. Central band, orchestra and chorus are school year long classes.

Parents of students interested in participating in either band or orchestra may arrange to rent an instrument from one of the music companies that put on demonstrations in the early part of the year, but parents are free to obtain an instrument from any source. Instruments may be rented through Central Middle School for a fee under a rental agreement. Current students must pay the rental fee by the last day of the current school year to secure an instrument for the

next school year. Rentals will not be guaranteed for current students after this date. **Please note:** Rental fees must be paid before the instrument will be given to the student.

## **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 throughout the year. If you have concerns for your preschooler, 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.

## **ENGLISH LEARNERS PROGRAM**

The District provides services for resident students whose primary language is not English. In accordance with state statute, the District provides appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all-English classroom and complete the District's required curriculum. *Please see [Policy 2260.02 English Language Proficiency](#).*

These services shall include: 1) the identification of students who are English Learners (EL's); 2) the implementation of curricular and instructional modifications; 3) the assessment of the EL student's academic progress; 4) the identification of EL students that achieve English Language Proficiency (ELP); and 5) the continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT & PROTECTION OF PUPIL RIGHTS AMENDMENT**

Parents and students may file a complaint if they believe their rights under Federal Law of the Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment have been violated. The complaint should be sent to the District Administrator, 402 W. Sumner Street, Hartford, WI 53027. *Please see [Policy 8330 Student Records](#).*

## **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 gifted students.

## GYM CLOTHING

All children in kindergarten through eighth grade will need tennis shoes (shoes that cushion the foot). Please have your kindergarten child practice tying his/her shoes. No students will change clothing for gym class.

## 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 part of 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 District offers a Human Growth and Development program for students in fifth through eighth grade. The 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 review program materials. Your child may be excused from this program by providing a written request to the District health education coordinator or your child's teacher. Please see [Policy 2414 Human Growth and Development](#).

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

<u>5th grade</u>	Menstruation, female and male development, appropriate behavior, hygiene and social and emotional growth.
<u>6th grade</u>	Responsible decision-making, self-concept, appropriate behavior, menstruation, female and male development, interpersonal relationships, protective behaviors (child abuse, harassment) and abstinence.
<u>7th grade</u>	Responsible decision-making, appropriate behavior, sexually transmitted diseases, peer pressure, protective behaviors (child abuse, harassment) and abstinence.
<u>8th grade</u>	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 have 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 COMPUTER INITIATIVE

Students K-8 are part of the District's 1:1 computing initiative. Each parent and student are responsible for signing an equipment checkout form and/or Student/Parent Laptop Agreement. Students in grades 6-8 are permitted to take their laptops home. Case requirements are intended to prevent accidental damage to laptops, and help ensure students always have access to working technology. Failure to use an appropriate carrying case on a consistent basis may result in the loss of take-home privileges or carrying the laptop in school. Specific information is available on the District website at <https://www.hjt1.org/central-middle-school/1-1-computer-initiative>.



## **PARENT – TEACHER CONFERENCES**

Conferences are held throughout the year and may be held virtually. 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 psychologists, counselors and parent involvement coordinators will also 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 area 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 sites and early childhood).

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.hjt1.org](http://www.hjt1.org)

WTMJ – TV4 – [www.tmj4.com](http://www.tmj4.com)

FOX 6 News – [www.fox6now.com](http://www.fox6now.com)

District Facebook - [@HartfordJt1](https://www.facebook.com/HartfordJt1)

WISN TV 12 – [www.wisn.com](http://www.wisn.com)

*The Skylert communication system will be used to send emails, texts and/or phone calls for notifications to families.*

## **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. Please see [Policy 5771 Search and Seizure](#).

## **SCHOOL NURSE & NURSING SERVICES**

School nursing services are available to all students in the district. The District nurse consultant is in all 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:

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

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."

### **Crossroads Program**

Crossroads is an alternative education program designed for students who need intense social and emotional instruction. While the short-term goal of alternative education is to meet the needs of some students, the long-term goal must be to help students identify and learn successful strategies and use them as a basis for improving learning opportunities in any setting. Entrance into the program is decided through an IEP team decision. The District is committed to providing the best education possible for every student. The goal of the Alternative Education Program is to first and foremost instill the belief in students that adults and peers care about their social, emotional and physical well-being. By incorporating high academic standards and goals, social emotional learning standards, and community service based on a foundation of a therapeutic approach, we strive to help students meet and exceed expectations.

### **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. 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 <https://dpi.wi.gov/parental-education-options/special-needs-scholarship>.

### **STUDENT SCHOOL FEE WAIVERS**

Required school fees may be waived for students under the following criteria:

1. A parent/guardian must complete the free/reduced lunch application (which is mailed to all District families in July and available on the District website after July 1). The completed application should be submitted to the District Business Office.
2. The student must qualify for free or reduced lunch under the guidelines provided by the USDA.
3. The qualified application must be approved by the third Friday in September.
4. Other applicable and optional fees are not eligible to be waived. (*See page 1.*)

After the third Friday in September, new students to the District will have 30 days to submit the application and qualify for waived fees.

The District bills all families for fees. If you qualified for free and reduced meals the previous school year, your benefit runs through October 15. This October 15 benefit does NOT eliminate your potential responsibility for current year fees. You must complete the free and reduced application per the instructions above.

### **STUDENT ACCELERATION PROGRAMMING**

Acceleration programming is designed to provide all students additional opportunity to meet their individual learning needs. Students in fourth through eighth grades will be eligible for acceleration in reading and mathematics. Furthermore, students in sixth through eighth grades will be eligible for acceleration in elective courses for high school credit.

### **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**

Students have the opportunity to participate in HJT1's virtual partnership, an online education program in a non-traditional format. Students and parents may choose virtual education for a variety of reasons. Virtual online programming options are available in the following formats: school-based, home-based and a hybrid of the two home-school-based. More information is found on the District website: [Virtual Education Program](#).

## 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 are 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.

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.

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed. Please see [Policy 5530 Alcohol/Drug Prevention](#).

### 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).

**If a student is diagnosed with COVID-19 or lives with a person diagnosed with COVID-19, the parent should keep the student home from school and immediately report the diagnosis to the school. The parent will be given instruction as to when the student can return to school per Washington-Ozaukee County Health Department guidelines.**

**A student should be kept home when the listed signs and symptoms prevail. 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 72 hours.**

- |  |   |
|--|---|
| ✓ a temperature of 100degrees or more  | ✓ diarrhea (liquid, colored stools)       |
| ✓ complaints of earache, severe stomachache, sore throat, severe headache    | ✓ a productive cough                      |
| ✓ purulent (green, yellow, thick or otherwise unusual) nasal or eye drainage | ✓ nausea, vomiting, or recurrent vomiting |
| ✓ lethargy, general complaints of muscular aches and pains                   | ✓ skin rashes/eruptions                   |
| ✓ red throat, swollen glands around the jaws, ears, or neck                  | ✓ excessive cough                         |
| ✓ shortness of breath  | ✓ chills                                  |
| ✓ loss of taste or smell   | ✓ runny nose                              |
| ✓ feeling excessively tired  | ✓ poor appetite                           |

**In order for a child to remain in the building during recess after an illness, a doctor's excuse is required.**



## 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 updated information on file with the school office. This information includes updated emergency contact names and numbers, preferably local, as well as any health conditions the school should be aware of. It is the parent's responsibility to notify the school with any changes during the year.

## 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 District nurse consultant at 262-673-8042, ext. 4113.

## HEAD LICE

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. 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 a child in the District is found to have lice, the parents will be notified and asked to pick up their child immediately, and students in that classroom may be checked.

Parents may purchase over the counter shampoos available for this purpose and treat their child accordingly. 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.

The District practices a policy of "no live lice" as criteria for return to school. Please see [Policy 8451 Pediculosis \(Head Lice\)](#).

## ILLNESS AT SCHOOL

Should a student become sick, ill or have a temperature of 100 degrees or more at school, the student will be sent to the health room for further evaluation and the parent/guardian or authorized emergency contact person will be called to take the student home or to receive appropriate care. Students should notify their teacher if they are feeling ill. Students should not email, text or call their parent/guardian 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. *Please see [Policy 5320 Immunization](#).*

### **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 <sup>1</sup> 3 Polio 3 Hep B <sup>5</sup> 1 MMR <sup>6</sup> 1 Varicella <sup>7</sup>
Grades K through 5	4 DTaP/DTP/DT/Td <sup>1, 2</sup> 4 Polio <sup>4</sup> 3 Hep B <sup>5</sup> 2 MMR <sup>6</sup> 2 Varicella <sup>7</sup>
Grades 6 through 12	4 DTaP/DTP/DT/Td <sup>1</sup> 1 Tdap <sup>3</sup> 4 Polio <sup>4</sup> 3 Hep B <sup>5</sup> 2 MMR <sup>6</sup> 2 Varicella <sup>7</sup>

1. DTaP/DTP/DT/Td vaccine for students Pre-K through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable.)
2. DTaP/DTP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> 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 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> 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 1<sup>st</sup> 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 for each school year. **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." Please see [Policy 5330 Administration of Medication/Emergency Care](#).

For any prescription medication, written instructions signed annually by the physician issuing the prescription will be required, as well as the parents' signature. For any non-prescription medication, written instructions signed annually 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. **All medication must be picked up from the office at the end of the school year.**

## 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, reminding them to stop and look both ways to be sure it is safe to cross the street. Students and parents are expected to follow drop off and pick up procedures set by the school's administrator, including directions of school attendants on duty. Parents are **not** to drive onto any of the Lincoln, Rossman or Central 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.

## MISCELLANEOUS INFORMATION

### DISTRICT & SCHOOL REPORT CARD

School and District Report Cards provide an accountability rating system for school and district performance in the state. Detailed information for these reports may be accessed on the District's website at <https://www.hjt1.org/district-office/school-performance-assessments> or send a written request to the District Office. *Please see [Policy 2261.03](#).*

### EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT

The District recognizes that students learn in different ways and therefore provides a variety of educational programs and options. *Please see [Policy 2370](#).*

### 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. Proof of liability insurance and non-profit status, if applicable, must also be submitted. *Please see [Policy 7510 Use of District Facilities](#).*

### 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 Director of Pupil Services, 262-673-8042, the Director of Curriculum & Instruction or 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. *Please see [Policy 2261 Title I Services](#) & [Policy 2261.01 Parent & Family Member Participation in Title I Programs](#).*
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 coaching as part of their professional development.
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.
7. Title IV – This is the Student Support and Academic Enrichment (SSAE) grant. SSAE is a flexible block grant to be used to support programming or activities in three areas: Well Rounded Education in all areas, Safe and Healthy Students and Effective Use of Technology.

### SCHOOL & SCHOOL DISTRICT PERFORMANCE REPORTS

The School District Performance Report serves as a district's annual public report with data comparison to other districts. Detailed information for these reports may be accessed on the District's website at <https://www.hjt1.org/district-office/school-performance-assessments> or send a written request to the District Office. *Please see [Policy 2700.01](#).*

### SHOW and TELL / PLAYGROUND ITEMS

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

### SKYWARD FAMILY ACCESS

Do you have internet access? Student information such as attendance, report card, medical information and food service may be found in Skyward Family Access. Please 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.hjt1.org](http://www.hjt1.org) 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 (Rossman)
- Math- Each classroom will acknowledge one student each month based on mathematical growth. Growth is determined by progress in Exact Path assessment, formative classroom assessment and/or increased participation in mathematical discourse.
- Respect & Responsibility Trait – Spirit Award
- PAW Winners (Rossman) & Lion Eyes Winners (Lincoln)
- Citizenship
- History Fair Participants & Awards
- Science Fair Awards
- Delta Kappa Gamma Writing Contest
- Book-it Awards
- Perfect Attendance Award (Zero days absent for the month)
- Exact Path Individual - The top 5 students, per grade level, who earn the most trophies in their learning paths of math, reading and language arts, will earn individual awards.
- Exact Path Class (Grade Level) - One class, per grade level, who earns the most trophies in their learning paths of math, reading and language arts, will earn a class award.

##### **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 4<sup>th</sup>/5<sup>th</sup> Grade Leadership Group students work 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 4<sup>th</sup> and 5<sup>th</sup> 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 4<sup>th</sup> and 5<sup>th</sup> 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 5<sup>th</sup> 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.

<b>ROAR “Toppers Club” (Grade 1)</b>	<b>ROAR AWARDS (Grade 2)</b>	<b>ROAR AWARDS (Grade 3)</b>
Bronze - 2500-2999 minutes read	Bronze - 50-74 hours read	Bronze - 60-85 hours read
Silver - 3000-3999 minutes read	Silver - 75-99 hours read	Silver - 86-125 hours read
Gold - 4000 or more minutes read	Gold - 100+ hours read	Gold - 126+ 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 4<sup>th</sup> and 5<sup>th</sup> 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 4<sup>th</sup> and 5<sup>th</sup> 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.

### **5th Grade Recognition**

All outstanding school fees and negative lunch account balances must be paid for students to participate in the fifth-grade recognition program.

## **Central Middle School**

### **QUARTER STUDENT AWARDS**

#### **Wildcat Way Award**

- No Skyward referrals
- Positive attitude
- Completes work at least 90% of time
- Shows initiative and effort

#### **Academic Award**

- Completes all work (100%) on time
- Contributes positively to the class learning environment
- Exceeds academic standards

### Spirit of Math Award

- Noticeable growth on classroom assessments
- Increase in class discussion participation

### Applied Fine Arts Award

- Excels in Applied Fine Arts
- Positive member of the class

### Great Effort Award

- Increase in class discussion participation
- Improvement on test or assessment scores
- Improvement in work completion

### Perfect Attendance Award

- Zero absences and no tardies for the quarter

### Honor Roll

- High Honors: Quarter grade point average of 3.5 - 4.0
- Honors: Quarter grade point average of 3.0 – 3.49

### END OF YEAR STUDENT AWARDS

#### Math Award

- Gold Award - Student placed in the 95<sup>th</sup>-99<sup>th</sup> percentile ranking on the May Exact Path assessment.
- Silver Award - Student placed in the 85<sup>th</sup>-94<sup>th</sup> percentile ranking on the May Exact Path assessment.
- Bronze Award - Student placed in the 75<sup>th</sup>-84<sup>th</sup> percentile ranking on the May Exact Path assessment.

### END OF THE YEAR INCENTIVES

#### 6<sup>th</sup> & 7<sup>th</sup> Grades:

##### Day Field Trip

- Student may **not have** a D or U for 4<sup>th</sup> Quarter 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 4<sup>th</sup> Quarter.

##### End-of-the-Year Dance

- Student may **not have** a D or U for 4<sup>th</sup> Quarter, 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 4<sup>th</sup> Quarter.

#### 8<sup>th</sup> Grade:

##### Day Field Trip

- All outstanding school fees and negative lunch account balances must be paid for students to participate in this activity.
- Student may not have a D or U for 4<sup>th</sup> Quarter 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 4<sup>th</sup> Quarter.

##### End-of-the-Year Dance

- All outstanding school fees and negative lunch account balances must be paid for students to participate in this activity.
- Student may not have a D or U for 4<sup>th</sup> Quarter, 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 4<sup>th</sup> Quarter.

##### Recognition Ceremony

- All outstanding school fees and negative lunch account balances must be paid for students to participate in this activity.
- 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 student 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**

Students 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.

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## **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 December 2020. 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.



## DISTRICT POLICIES

*This section includes selected District policies. Click on each title to view the full policy.  
All policies may be found on the District website at [www.hjt1.org](http://www.hjt1.org) or contact the District Office to request a copy.*

[ADMINISTRATION OF MEDICATION / EMERGENCY CARE – 5330](#)

[ALCOHOL/DRUG PREVENTION – 5530](#)

[ANIMALS ON DISTRICT PROPERTY - 8390](#)

[ASSIGNMENT WITHIN DISTRICT – 5120](#)

[ATTENDANCE – 5200 & ag5200](#)

[CHILD ABUSE AND NEGLECT – 8462](#)

[CHILDREN AND YOUTH IN FOSTER CARE – 5111.03](#)

[CONTROVERSIAL ISSUES IN THE CLASSROOM – 2240 & ag2240B](#)

[DISTRICT AND SCHOOL REPORT CARD – 2261.03](#)

[DRESS AND GROOMING – 5511](#)

[EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT – 2370](#)

[ENGLISH LANGUAGE PROFICIENCY – 2260.02](#)

[FACILITY SECURITY – 7440](#)

[FOOD SERVICES – 8500](#)

❖ [MEAL TICKET POLICY ON NEGATIVE BALANCE IN STUDENT ACCOUNT FOOD SERVICE MANAGEMENT – 8500.01](#)

[FREE AND REDUCED-PRICE MEALS – 8531](#)

[HOMELESS STUDENTS - 5111.01](#)

[HUMAN GROWTH AND DEVELOPMENT – 2414](#)

[IMMUNIZATION – 5320](#)

[NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY – 2260](#)

❖ [SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY – 2260.01](#)

[OPEN ENROLLMENT PROGRAM – 5113](#)

[PEDICULOSIS \(HEAD LICE\) – 8451](#)

[PERSONAL COMMUNICATION DEVICES – 5136](#)

❖ [TECHNOLOGY RESOURCES & OTHER ELECTRONIC EQUIPMENT - 5136.01](#)

[RELIGION IN THE CURRICULUM – 2270](#)

[SCHOOL PERFORMANCE AND ACCOUNTABILITY REPORTS – 2700.01](#)

[SCHOOL VISITORS – 9150](#)

[SEARCH AND SEIZURE – 5771](#)

[STUDENT ANTI-HARASSMENT – 5517](#)

❖ [BULLYING – 5517.01](#)

[STUDENT CODE OF CLASSROOM CONDUCT – 5500](#)

[STUDENT FEES, FINES, AND CHARGES – 6152](#)

[STUDENT HAZING – 5516](#)

[STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION – 2416](#)

[STUDENT RECORDS – 8330 & ag8330](#)

❖ [WITHDRAWAL OF CONSENT FOR THE RELEASE OF PUPIL RECORDS – 8330 F2](#)

[TITLE I SERVICES – 2261](#)

❖ [PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS – 2261.01](#)

❖ [TITLE I – PARENTS' RIGHT TO KNOW – 2261.02](#)

[USE OF DISTRICT FACILITIES – 7510](#)

[USE OF SOCIAL MEDIA – 7544](#)

[VIDEO SURVEILLANCE AND ELECTRONIC MONITORING - 7440.01](#)

[WEAPONS – 5772](#)

[WELLNESS – 8510](#)

[WITHDRAWAL/TRANSFER FROM SCHOOL – 5130](#)

# SCHOOL DISTRICT OF HARTFORD JT. 1

## 2021-22 DISTRICT CALENDAR



2021	August 23	Lincoln Open House, 3:30 – 6:30 PM
	August 24	Central Open House, 3:30 – 6:30 PM
	August 25	Rossman Open House, 3:30 – 6:30 PM
	September 1	FIRST DAY OF SCHOOL – Classes begin for all students
	September 6	NO CLASSES – Labor Day
	September 28	Lincoln Family Night, 4:00 – 7:00 PM
	September 29	Central Family Night, 4:00 – 7:00 PM
	September 30	Rossman Family Night, 4:00 – 7:00 PM
	November 2	Lincoln & Rossman Parent-Teacher Conferences, 4:00 – 7:00 PM
	November 4	Lincoln & Rossman Parent-Teacher Conferences, 4:00 – 7:00 PM
		End of 1 <sup>st</sup> Quarter – Central
	November 5	NO CLASSES, Parent-Teacher Conferences, 8:00 AM – 1:30 PM
	November 9	Central Parent-Teacher Conferences, 4:00 – 7:00 PM
	November 11	Central Parent-Teacher Conferences, 4:00 – 7:00 PM
	November 23	End of 1 <sup>st</sup> Trimester – Lincoln & Rossman
	November 24 – 26	NO CLASSES
	December 23 – 31	NO CLASSES – Winter break
2022	January 3	Classes resume for all students
	January 20	End of 2 <sup>nd</sup> Quarter – Central
	January 21	NO CLASSES
	February 8	Parent-Teacher Conferences, 4:00 – 7:00 PM
	February 21	NO CLASSES
	March 1	End of 2 <sup>nd</sup> Trimester – Lincoln & Rossman
	March 23	End of 3 <sup>rd</sup> Quarter – Central
	March 28 – April 4	NO CLASSES – Spring break
	April 15 & 18	NO CLASSES
	May 30	NO CLASSES – Memorial Day
	June 3	EARLY RELEASE*
		LAST DAY OF SCHOOL
		End of 3 <sup>rd</sup> Trimester – Lincoln & Rossman
		End of 4 <sup>th</sup> Quarter – Central

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