

School District of Hartford Jt. 1

2025-26 Student & Family Handbook

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

District Administrator

Tara Villalobos, Ph.D.

District Office Hours

School Year: M-F, 8:00AM-4:30PM
Summer: T-R, 8:00AM-4:00PM

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

Curriculum & Instruction
Katie Malterer, Director
Phone: 262-673-3155

Pupil Services
Jennifer Eason, Director
Phone: 262-673-8042

Lincoln Elementary School
755 S. Rural Street
Hartford, WI 53027
Phone: 262-673-2100
Fax: 262-673-0148
Mr. Neil Hanlon, Principal
Joe Navarre, Asst. Principal

Rossmann Elementary School
600 Highland Avenue
Hartford, WI 53027
Phone: 262-673-3300
Fax: 262-673-3543
Dr. Doan Bui, Principal
Theresa Azoff, Asst. Principal

Central Middle School
1100 Cedar Street
Hartford, WI 53027
Phone: 262-673-8040
Fax: 262-673-7596
Dr. Lori Rugotska, Principal
Jordan Stephans, Asst. Principal
Morgan Ramey, Dean of Students

ADDITIONAL SERVICES PROVIDED TO OUR DISTRICT

Buildings & Grounds
402 W. Sumner Street
Hartford, WI 53027
Phone: 262-673-3155
Doug Carroll, Facilities Manager

Food Service Department
1100 Cedar Street
Hartford, WI 53027
Phone: 262-673-8048
Sara Flitter, Food Service Director

Technology Department
402 W. Sumner Street
Hartford, WI 53027
Phone: 262-670-1678
Ryan Radschlag, Technology Director

GO Riteway Transportation Group - Busing

511 Wacker Drive
Hartford, WI 53027
Phone: 262-673-3777
hartford@goriteway.com
www.goriteway.com/school-bus-directory/hartford

Whom do I contact?

- Allergies District Nurse Consultant
Pupil Services Dept. 262-673-8042
- Bus Information GO Riteway Transportation Group
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
Food Service Director
- General School Information Contact your child's school
- Health Concerns District Nurse Consultant
Pupil Services Dept. 262-673-8042
- Immunizations Pupil Services Department
- 4K and 5K Registration Pupil Services Department
- Policies District Administrator's Office
- School Closings Consult page 15 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. 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 (including sexual orientation or gender identity), in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972, 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 Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. 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. 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/hjt1/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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HJT1 ACADEMIC CALENDAR 2025/26

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| October | | | | | | |
|---------|----|----|----|----|-----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | c31 | |

| November | | | | | | |
|----------|----|-----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | E25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| |
|------------------------------------|
| End of Terms |
| Holidays |
| Professional Development/No School |
| No School |
| Evening Hours |
| New Teacher In-Service |
| Conference Day |

BOE Approved 1/28/2025

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| October | | | | | | |
|---------|----|----|----|----|-----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | c31 | |

| November | | | | | | |
|----------|----|-----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | E25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 7 | | | 9 | 10 | 11 | 12 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | | | | | |

| May | | | | | | |
|-----|------------------------------------|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 22 | Prof. Development Day/No School | | | | | |
| 25 | Memorial Day - No School | | | | | |
| 9 | Last Day of Classes; early release | | | | | |

| |
|--|
| 1 Additional Professional Learning Day - TBD |
|--|

| |
|-----------------------|
| Central Middle School |
|-----------------------|

| | |
|--------------|----|
| 1st Quarter: | 42 |
| 2nd Quarter: | 45 |
| 3rd Quarter: | 43 |
| 4th Quarter: | 44 |

| |
|-----------------|
| Lincoln/Rossman |
|-----------------|

| | |
|---------------|----|
| 1st Semester: | 58 |
| 2nd Semester: | 57 |
| 3rd Semester: | 59 |

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

| Required Fees – must be paid prior to the start of school | | Prorated Required Fee – | |
|---|---------|---|---|
| | FEE | Entering or Withdrawing DEC / JAN / FEB | Entering MAR / APR / MAY or Withdrawing SEP / OCT / NOV |
| Early Childhood & 4K | \$42.00 | \$27.00 | \$15.00 |
| Kindergarten – Grade 5 | \$55.00 | \$36.00 | \$19.00 |
| Grades 6 – 8 | \$65.00 | \$43.00 | \$22.00 |
| Technology Applications Fee (K-8) | \$25.00 | \$15.00 | \$10.00 |

Families needing payment plans or assistance regarding fees should contact the Business Office at 262-673-9033 for more information. Required student fees may be waived or reduced for students who are approved for free or reduced lunch fees. (Please see page 19.)

Other Applicable & Optional Fees – must be paid before the student will be allowed to participate in the activity.

| | | | |
|---------|---|---|---|
| CENTRAL | Band & Orchestra Equipment Rental* | \$120.00 <small>*Rental includes class materials</small> | Prorated Costs: 3 quarters = \$90.00 2 quarters = \$60.00 1 quarter = \$30.00 |
| | Band & Orchestra Class Materials* | \$30.00 <small>*Only paid if not using equipment rental.</small> | |
| | Maintenance & Repair Plans are available through the White House of Music <i>(Prices subject to change per the external vendor.)</i> | \$5.00 per month \$6.00 per month | Flute, Clarinet, Trumpet, Trombone, Viola, Violin Alto Sax, Oboe, French Horn, Cello |
| | 6 th Grade Camp | \$60.00 | |
| | 6 th Grade Extended Day Camp – OPTIONAL ADD ON | \$10.00 <small>(\$70.00 camp total)</small> | |
| | Technology Education Class | \$21.50 per class | |
| | Co-Curriculars (Athletics & Clubs) | \$40.00 per co-curricular | |
| | Check returned for insufficient funds | \$30.00 | |

As a convenience, payments can be made by visiting the Skyward Family Access link on our website. These online payments may be posted to students' lunch accounts 24 hours a day, 7 days a week. Please be aware that a convenience fee is charged by E-Funds.

Unpaid fee balances at the end of the school year may be sent to collections.
Please see [Policy 6152 Student Fees, Fines and Charges](#).

THE SCHOOL DAY

ARRIVAL & SCHOOL HOURS

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

| | | |
|----------------------|-------------------|--------------------|
| <u>School Hours:</u> | Morning session | 8:10 AM – 11:10 AM |
| | Afternoon session | 12:10 PM – 3:10 PM |

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

| | | |
|----------------------|-------------------|--------------------|
| <u>School Hours:</u> | Morning session | 8:10 AM – 11:10 AM |
| | Afternoon session | 12:10 PM – 3:10 PM |

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

- 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: 8:10 AM – 3:10 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. 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 8:05 AM and instruction will begin promptly at 8:10 AM.

Central Middle School

School Hours: 8:00 AM – 3:28 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 7:50 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 8:00 AM.

BACKPACKS & WINTER CLOTHING

Backpacks and winter clothing 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.

Age appropriate 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. Accordingly, the school prohibits student dress or grooming practices 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 their own educational objectives because of blocked vision or restricted movement.

Dress that is speech-related 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 (e.g. 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 and hoods 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. Elementary teachers will let students know when boots and snow pants are no longer necessary.

ENTRY – PARENTS and VISITORS

During the school day, 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

Breakfast and lunch are provided at all schools. Students must pay in advance for all school meals. If students/families have a negative balance (i.e. owe money) the school reserves the right to provide a substitute meal. Breakfast is served for Rossman and Lincoln Elementary Schools 7:45 AM – 8:05 AM and Central Middle School 7:45 AM – 7:55 AM. *Please see [Policy 8500 Food Services](#).*

The District has an automated food service system. Every family has an account. All students in grades 4K-8 are issued a four-digit pin number. This pin number remains with that student through 8th grade. When eating meals, students will punch in this pin number and the purchases will be deducted from their account.

Extra Items

All Central, Lincoln and Rossman School students may purchase extra items from the lunch line. These purchases are deducted from the family account. When a student takes a milk only, they will be charged for the milk as an a la carte item. A milk only does not qualify as a Free/Reduced meal. If you do not want your child to purchase extra items, please discuss with your child as the District will not be responsible for additional purchases.

Payment

One payment can be made for all students on that family account. This is a debit system. Checks or electronic payment are the preferred methods of payment. **Checks should be made payable to the Hartford Jt.1 Food Service Department and can be brought to the school and placed in the lunch payment drop box.**

E-Funds

As a convenience, electronic payments can be made by visiting the Skyward Family Access link on our website. These automatic payments may be posted to students' lunch accounts 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. 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. Forms are also available on the District website, at the District office or in each school office. *Please see [Policy 8531 Free and Reduced-Price Meals](#).*

Lunch Procedure for Parents / Guardians To Eat with Child:

- Call the school office before 9:00 AM to reserve a meal and make a choice (if one is offered). This allows for enough food to be prepared for visitors.
- Register as a visitor in the main office upon arrival. Parents need to sign in and wear a visitor's badge.

- A meal can be paid for with the exact cash amount due in the lunch line or by using the child's pin number. This will eliminate waiting in the office to pay.

TRANSPORTATION

Transportation is provided for all rural children or children living in an area designated by the sheriff's department as a "hazardous" area. Eligible children will be transported to and from school. *Please see [Policy 8600 Transportation](#).*

Students of the School District of Hartford Joint No. 1 are entitled to transportation to and from their assigned elementary or middle school building if their residence is two miles or more from that school. The distance is determined by the shortest walking route along recognized sidewalks and walkways between the student's residence and the applicable District property. Students are also entitled to transportation if their walk would be considered "unusually hazardous," defined as an existing transportation condition that constitutes more than an ordinary hazard and seriously jeopardizes the safety of pupils traveling to and from school. These areas are determined by the Washington County Sheriff's Department (Please see the Business Services web page for more information.)

Students with disabilities may be eligible for District-provided transportation as designated by their Individual Education Plan.

Students that open enroll into the District are not eligible for transportation. Students that are approved for a boundary variance to attend a different HJT1 elementary school than what would be assigned based on their residential address are not eligible for transportation.

If your child does not qualify for transportation, your child will not be allowed to ride a school bus unless there is an emergency and the student's school office is notified.

Any permanent changes necessary to your child's transportation plan need to be communicated to the District Administrative Office immediately at 262-673-3155 and implementation requires at least one-week advance notice.

In order to efficiently transport students and cover all the needs, some students are taken to and/or from their school building directly, while other students take a transfer bus to Central Middle School for their eventual delivery to their school building or to their end-of-day destination.

4K Transportation Eligibility

To qualify for transportation at the 4K level, students must meet district policy requirements **and** be enrolled in:

- **Morning 4K with the corresponding 4K extension program** – transportation **from school only**
- **Afternoon 4K only** – transportation **to and from school**

Bus drivers are responsible for managing student behavior during transit. Failure to follow bus rules or directives may result in temporary or permanent loss of 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.

Appropriate Bus Behavior - [aq8600](#)

- A. Stay in your seat at all times.
- B. Keep all parts of your body and all objects inside the bus at all times.
- C. No littering, eating or drinking. Keep the bus safe and clean at all times.
- D. Keep books, packages, instruments, and coats out of the bus aisle.
- E. Do not tamper with or vandalize other riders' property or any bus equipment. Parents will be held responsible for damage caused by a child.
- F. Keep a conversational voice. Do not scream, swear or use disrespectful or abusive language.
- G. Keep your hands and feet to yourself; no hitting, pushing, tripping or spitting. Physical abuse and fighting will not be tolerated.
- H. No pushing or shoving when entering or exiting the bus.
- I. Follow the driver's direction the first time they are given.
- J. In general, conduct yourself in a safe manner and do not endanger the safety and wellbeing of others on the bus.

If a child does not obey the instructions above rules, he/she 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 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) along with the reason for the absence. Prompt notification of absences helps keep your child safe and accounted for.

NOTE: Early childhood parents who receive busing will also 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.

| | | |
|------------------------------|----------------------------------|----------------------------------|
| Central Middle School | Lincoln Elementary School | Rossman Elementary School |
| 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.

AFTER SCHOOL ACTIVITIES & EVENTS

Students who are absent for all or part of the school day are generally not permitted to attend or participate in after-school activities or events on that day. In exceptional circumstances, prior approval may be granted by the building principal. Families must contact the principal in advance to request permission if a student must be absent but still wishes to participate in an after-school event.

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 FOR ELEMENTARY SCHOOL DESIGNATION

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 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 Lincoln/Rossmann 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.
- Students may receive a tardy slip and may be asked to complete homework and/or activities that were missed.

A tardy student at Central Middle School is defined as a student who arrives after the beginning of any class. Daily attendance is taken along with attendance for each class period. Students may be marked tardy to each of their class periods. After school detentions are assigned after three (3) unexcused tardies.

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. *Please see [Policy 5130 Withdrawal/Transfer From School](#).*

GENERAL SCHOOL INFORMATION

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 need to arrange to rent or purchase an instrument from a vendor of choice. Limited larger 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. Families can apply to the White House of Music's Foundation for reduced cost instrument rentals or the HJT1 Scholarship for a lesser "one-time" rental fee (subject to change based on external vendor and instrument availability.)

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 member of the pupil services team (speech pathologist/school psychologist) 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 old's 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 Services for Bilingual Students/English Learners](#).*

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.

ADVANCED LEARNERS 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.

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 & 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), they should take the book to the checkout desk. When the book is returned, it should be placed in the book return box. Parental approval must be granted and on file for students at the middle school who wish to check out a young adult book.

Parents are responsible for library materials lost or damaged beyond normal wear. Materials not returned will be charged to the original cost of the material. If a book is out of print, the cost of an average book will be charged. If a book is returned undamaged within the same school year, any associated fines will be removed or refunded if already paid. All payments are final after the school year ends. Books returned after this time are not eligible for a refund and may be kept or donated back to the library. Library items with replacement costs exceeding \$25.00 will need to get parent permission before a student is allowed to check out this item. For example, digital devices such as Playaways can cost up to \$75.00 to replace.

LIGHTSPEED ALERT PROGRAM

All student Chromebooks contain the Lightspeed Alert Program. Lightspeed Alert is an at-risk student identification solution that monitors and analyzes online activity for signs of self-harm, violence and bullying. Students often confide in their devices in ways they may not be willing or able to in person. Looking for warning signs in online activity identifies students in need of help who might otherwise go unseen. By allowing staff to focus efforts on early intervention, Lightspeed Alert empowers schools to have proactive student safety measures. Monitoring may include, but is not necessarily limited to, visual observations of online activities and internal communication networks during class sessions; or use of specific monitoring tools to review browser history and network, server and computer logs. The timing and scope of such monitoring is at the discretion of the District except where state or federal law requires specific monitoring protocols.

MASS COMMUNICATIONS SYSTEM

On occasion, the District may use an automated notification 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. **Please note:** Standard text messaging rates may apply for text messages.

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 notify families of the dates and times. Conferences are held during two evenings in the fall and the spring. 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 community coordinators are also available to work with families. Appointments can be made by calling your child's school. Parents are encouraged to utilize these services when students are facing challenges that may impact school success.

PHYSICAL EDUCATION (PE) CLASS

Attire

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. Students at the elementary schools will not change for PE class. Middle school students may change clothes for PE class.

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 District uses an automated communications system to communicate important information with parents and guardians. This includes emergency messages as well as information related to our educational mission and classroom communications.

Families will receive notifications via email, text, voice call and on the mobile app, depending on the contact information provided to the District. Parents/Guardians are automatically registered to receive notifications when their child is enrolled. Please contact your school office to make changes to your phone numbers on record with the District. Please note: Standard text messaging rates may apply for text messages.

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).

The District may also use a mass text, email and/or phone system to disseminate information. Parents of children at Lincoln and Rossman 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

WTMJ – TV4 – www.tmj4.com

FOX 6 News – www.fox6now.com

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

WISN TV 12 – www.wisn.com

An automated notification 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

Rossmann Elementary School

262-673-3300

SCHOOL DESK & LOCKER REGULATIONS

School desks, lockers and other furniture are furnished for the children's use. Students 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:

- 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 District 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:

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|---------------------------------|---------------------------------|-------------------------------|-------------------------|
| Autism | Intellectual Disability | Specific 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."

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 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.

STUDENT BEHAVIOR

The Hartford Jt. 1 School District, including administrators, staff, parents and students, fosters a welcoming, positive school environment. The mission of the District is to prove a multidisciplinary approach to learning, which promotes life-long learning and a sense of belonging for all students as they continue to be challenged academically. The District used the Collaborative and Proactive Solutions (CPS) approach as a tool for identifying the problems that are causing concerning behaviors in kids and solving those problems collaboratively and proactively.

Code of Conduct

Students attending Hartford Jt. 1 are required to conduct themselves with respect for themselves and others through their actions and language. Students' behavior should reflect positively on themselves as well as their school.

Based on [ag5500](#), the following code of conduct has been adopted and will be in effect in the schools, on school grounds, in classrooms, at school sponsored events or on contracted school transportation. It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and administrative guidelines;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive, or unruly;
- D. interferes with the ability of the teacher to teach effectively;
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. is inconsistent with class decorum and the ability of others to learn.

Such behavior includes, but is not limited to the following:

1. possession or use of weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
2. being under the influence of alcohol or a controlled substance(s) or controlled substance analogs, or otherwise violating the District alcohol and drug policy;
3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
6. pushing, striking, or other inappropriate physical contact with a student or staff member;
7. interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
8. Dressing or appearing in a manner that presents a danger to health or safety, causes interference with work, intimidates students or staff, or creates classroom disorder;
9. restricting another person's freedom to properly utilize classroom facilities or equipment;
10. repeated classroom interruptions, confronting staff, making loud noises, or refusing to follow directions;
11. throwing objects in the classroom;
12. repeated disruptions or violations of classroom rules, including disruptive talking;
13. behavior that causes the teacher or other students fear of physical or psychological harm;
14. willful damage to or theft of school property or the property of others;
15. repeated use of profanity;
16. possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.

Basic Rules

It is the responsibility of staff members to maintain a proper, productive learning environment. In order to do that, students must follow basic rules and be accountable for their own behavior and actions. Each teacher will establish rules and procedures for his or her classroom. Although most procedures are common in all classrooms, they may slightly vary from classroom to classroom. Since it is not possible to list every misbehavior that can occur, the staff and administration reserve the right to respond to any misbehavior not included here. Continuing inappropriate behavior will be dealt with through progressive discipline; however, certain behaviors may result in stronger disciplinary action.

- No student shall be in the hallway without adult permission.
- Students are expected to be in their classroom at the start of the class period.
- Only water is allowed in the classroom at teacher discretion.
- Personalized snacks are allowed in the classroom at teacher discretion.

- Personal belongings that cause a disruption should not be brought to school. If brought to school, they are the sole responsibility of the student.
- 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. They are to be parked in the bike area or stored in their locker.
- Inappropriate language, both verbal and written are not allowed.
- No inappropriate public displays of affection will be allowed in school, on school grounds, at school activities, or on the school bus.
- Students attending school-sponsored after school events are required to remain in the building once they enter. If they leave the building, they are not permitted to return. Students who are suspended from school are not permitted to attend school functions during the length of their suspension. When attending non-school sponsored events, students must remain in their designated areas.
- No caps, hats or hoods may be worn within the school building. Exceptions based on health plans and individualized educational plans.
- No student may leave the school grounds without permission. If they do leave without permission, the student's parent/guardian and possibly the Hartford Police Department will be notified.
- Students are not allowed to damage or steal other's property and may be subject to restitution.
- Fighting is not allowed. Fighting may result in suspension, expulsion, or police referral depending on frequency and severity.

Harassment/Bullying

Harassment or bullying refers to intentional, unwelcome and unwanted behavior that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe and upsets the recipient to the point that he or she cannot learn. The District's Bullying Matrix Guidelines are found [HERE](#).

The District does not tolerate acts of harassment and bullying under any circumstances. We firmly believe that all people should be treated with respect and dignity. Harassment, bullying, and violent incidents will be responded to in a manner that effectively deters future incidents.

If a student feels that his or her emotional well-being, his or her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his or her school counselor, principal, or another adult employee. For more information on the district's student anti-harassment policy, refer to [Policy 5517](#).

Lunch & Playground Rules

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. When the temperature and/or wind chill reaches 0°F, students have indoor recess.

- At breakfast and lunch, students should behave in a responsible manner including cleaning up after themselves, speaking at appropriate voice levels, and be given permission to leave their seat.
- Only throw equipment meant to be thrown such as balls. Do not throw woodchips, snowballs, or ice.
- Students should wear weather appropriate clothing.
- At the elementary schools, in order to play in the snow, students must wear boots, snow pants, and gloves.
- Do not tackle or play rough.
- Include all who ask to play, everyone can play.
- Engage in safe gymnastics.
- Use the playground equipment safely.
- Stay within the boundaries established by the playground supervisors.
- Stop games and playing when the recess is over and line up quickly, quietly, safely, and respectfully.

Discipline System

Violation of behavioral expectations may result in one or more of the following depending on the frequency and severity of the behavior: Warning, loss of incentive, loss of recess, written assignment, lunch detention, after school detention, alternative placement, in- school suspension, out of school suspension, and/or expulsion. Lunch detention earned before lunch will be served the same day. Lunch detentions earned after lunch will be served on the next consecutive day. Students who fail to serve their detentions may face additional consequences. Notice of after school detentions will be communicated as soon as possible. If the after-school detention is unable to take place that day, the parent/guardian will make arrangements with school staff to serve it within a timely manner.

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 meal application (which is mailed to all District families in July and available on the District website, in the District office or in each school office. 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. Other applicable and optional fees are not eligible to be waived. (See page 1.)

The District bills all families for fees. If you qualified for free and reduced meals the previous school year, your free/reduced meal benefit runs through the first thirty (30) school days of the current school year. This 30-day benefit does NOT apply to fee waivers. You must complete the free/reduced application per the instructions above to qualify for fee waivers in the current school year.

Please see [Policy 6152.01 Waiver of School Fees or Fines](#).

TEXTBOOK REGULATIONS

When a pupil is issued textbooks or equipment, they are 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. More information is found on the District website: <https://www.hjt1.org/parents/virtual-education-program>.

WORTHLESS PAYMENTS

Whoever issues a payment returned for insufficient funds will be charged a service fee. (See page 6 – Other Applicable & Optional Fees.) 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 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia](#).

BICYCLES

Students riding bicycles to school should be made aware of safe riding habits. Bicycles may not be ridden on the playground at recess time or during the noon hour. All bicycles must be placed in the racks provided; they are not to be parked against the building or in the open. It is suggested that bicycles be locked as a further precaution against theft.

COMMUNICABLE DISEASE

If a student is diagnosed with a communicable disease (measles, mumps, chicken pox, pink eye, strep throat, etc.) the parent should report this immediately to the school office. The parent will then be given instructions as to when the student can return to school, as per Wisconsin Department of Health and Family Services guidelines.

For example:

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

A student should be kept home when the 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 24 hours.

| | |
|--|--|
| <ul style="list-style-type: none">✓ a temperature of 100 degrees or more✓ complaints of earache, severe stomach ache, sore throat, severe headache✓ purulent (green, yellow, thick or otherwise unusual) nasal or eye drainage✓ lethargy, general complaints of muscular aches and pains✓ red throat, swollen glands around the jaws, ears, or neck✓ shortness of breath✓ loss of taste or smell✓ feeling excessively tired | <ul style="list-style-type: none">✓ diarrhea (liquid, colored stools)✓ a productive cough✓ nausea, vomiting, or recurrent vomiting✓ skin rashes/eruptions✓ excessive cough✓ chills✓ runny nose✓ 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 city and District share the cost of the crossing guard program. The District hires and trains the crossing guards, and places them at strategic locations in the district based upon the hazardous intersection report developed by the sheriff's department. 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 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 District 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 within 30 school days of admission. The current age/grade specific requirements are available from schools and local health departments. These requirements can only be waived if a properly signed health, religious or personal conviction waiver is filed with the school. The purpose of this form is to measure compliance with the law and will be used for that purpose only. If you have questions regarding immunizations, contact Pupil Services at 262-673-8042. Please see [Policy 5320 Immunization](#).

Student Immunization Law

Age/Grade Requirements

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations. [STUDENT IMMUNIZATION LAW AGE / GRADE REQUIREMENTS](#)

| Age/Grade | Required Immunizations (Number of Doses) | | | | | | | | |
|------------------------------|--|--------|---------|-------|-------|---------|-------|-------|----------|
| 5 months through 15 months | 2 DTP/DTaP/DT | | 2 Polio | | | 2 Hep B | 2 Hib | 2 PCV | |
| 16 months through 23 months | 3 DTP/DTaP/DT | | 2 Polio | 1 MMR | | 2 Hep B | 3 Hib | 3 PCV | |
| 2 years through 4 years | 4 DTP/DTaP/DT | | 3 Polio | 1 MMR | 1 Var | 3 Hep B | 3 Hib | 3 PCV | |
| Kindergarten through grade 6 | 4 DTP/DTaP/DT | | 4 Polio | 2 MMR | 2 Var | 3 Hep B | | | |
| Grade 7 through grade 11 | 4 DTP/DTaP/DT | 1 Tdap | 4 Polio | 2 MMR | 2 Var | 3 Hep B | | | 1 Mening |
| Grade 12 | 4 DTP/DTaP/DT | 1 Tdap | 4 Polio | 2 MMR | 2 Var | 3 Hep B | | | 2 Mening |

1. Requirements did not take effect until February 1, 2023, and the rule was therefore not in effect for the 2021-2022 or 2022-2023 school years. The Tdap requirement for grades 7-11 was implemented for the 2023-2024 school year. The Meningococcal (serogroup A,C,W,Y) requirement was implemented for the 2024-2025 school year.
2. Schools are not required to verify Hib and PCV vaccines for Pre-K students.

3. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
4. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** A dose four days or less before the 4th birthday is also acceptable.
5. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. **Note:** a dose four days or less before the 4th birthday is also acceptable.
6. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
7. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** a dose four days or less before the 4th birthday is also acceptable.
8. Laboratory evidence of immunity to hepatitis B is also acceptable.
9. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1st birthday is also acceptable.
10. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A physician, physician assistant, or advanced practice nurse prescriber must document a reliable history of varicella disease by indicating that the student has had varicella and signing the Student Immunization Form (DHS Form 04020L). Students (excluding new enterers and kindergartners) with a parental report of disease prior to May 2024 are considered compliant.
11. One dose of Meningococcal vaccine (serogroup A,C,W,Y) is required for students entering 7th grade, and a booster dose is required for students entering 12th grade. Students are assessed for this requirement in 7th grade and 12th grade only. Current Wisconsin students in 8th-11th grade will not be assessed for this requirement until they enter 12th grade. A second dose is not required for students who received their first dose of MenACWY at age 16 years or older.

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 "Enrollment & 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. Over the counter medication can only be given according to the manufacturer's recommendation based on birthdate. Any other dosage must have a physician signature on file. 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.**

HEALTHCARE PREVENTION PRODUCTS

Based on the Department of Public Health sunscreen, cough drops, and insect repellants could be considered medications and need parental consent depending on the ingredients used. Students may bring sunscreen and insect repellent to school if they choose, however, there are a few rules to follow:

1. The permission slip, as part of registration, must be filled out and consent granted.
2. If the insect repellent contains DEET, the Over the Counter medication authorization form must be completed and turned into the health room (where the DEET product will be kept and administered).
3. Each student's products must be labeled with their name on it and stored in a clear sealable bag.
4. Students may not share their products with others due to potential allergies and skin reactions.

PREVENTATIVE CARE

Students, staff, and families have access to Gaggle Reach Out. Gaggle Reach Out is a comprehensive crisis helpline designed to provide immediate, 24/7 support for children and adolescents. This service connects students with licensed counselors or therapists who can offer assistance through text, chat, or phone calls, addressing any concerns they may have. The mostly confidential service is also available for parents and teachers who wish to discuss concerns about students. There is a link to Gaggle ReachOut on our website or counselors are available at the following number: 262-988-2113. If follow- up with a student is necessary, and the student is known, Gaggle Reach Out may contact the school to arrange in-person support.

RECESS & PLAYGROUND RULES

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. When the temperature and/or wind chill reaches 0°F, students have indoor recess.

Each principal, in collaboration with staff, will establish criteria (weather conditions) in determining, on a day-by-day basis, when recess will be held. Conditions which are considered are temperature, wind chill, humidity, age, length of time outdoors, adequacy of clothing of children and condition of the playground. See [Policy ag5360 Recess Guideline for Harsh Weather](#).

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, ROLLER BLADES / SKATES / SHOES, BIKES & SMALL MOTOR VEHICLES

Skateboards, scooters (manual or motorized), rollerblades/skates/shoes, bikes, and small motor vehicles (e.g., ATVs, dirt bikes, lawn mowers, snowmobiles) may not be used on school property during the school day. These items are brought at the owner's risk, and the school is not responsible for lost, stolen, or damaged equipment. Unauthorized use may result in disciplinary action or confiscation.

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 quickly handle 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

4K EXTENSION

Students enrolled in the district's morning 4K session are eligible to participate in our Extension Program. The program runs from 11:10 AM to 3:10 PM and costs \$17 per student, per day. During the program, students will have lunch, recess, craft time, imaginative play, quiet time, and academic reinforcement activities. Lunch costs will be the same as those for all students in the district. Each month, families will receive a calendar to indicate their child's attendance needs. Both the completed calendar and tuition payment must be submitted before the start of the next month to reserve a spot. Tuition will not be refunded for missed days. If the district sends a student home due to discipline or illness, and the student must stay home for 24 hours, the following day's tuition will be credited. If a student attends on a day that hasn't been paid for, the family will be billed. Date changes may be approved on a case-by-case basis by staff, if space is available. Extension care is not available on district early release days or when school is not in session. Students participating in the extension care program must be registered for the morning 4K program, and must be in attendance for some, or all, of that morning prior to attending the extension program. Families must provide a sleeping bag (sent home weekly for cleaning), an extra set of clothes, an individual afternoon snack, and a water bottle. Families may choose to bring a lunch to school instead of participating in the school lunch program; milk will be available for purchase. Students in the extension program must be toilet-trained and are subject to all other pieces of this handbook and district policies.

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 District 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 & 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

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 assure security and privacy. Your account gives you the information on all your children in the school district. Go to 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 academic growth. Growth is determined by formative classroom assessment and/or increased participation in classroom content discussions.
- Respect & Responsibility Trait – Spirit Award
- PAW Winners (Rossman) & Lion Eyes Winners (Lincoln)
- History Fair Participants & Awards
- Science Fair Awards
- Delta Kappa Gamma Writing Contest
- Perfect Attendance Award (Zero days absent for the month)
- Academic Recognition based on the District screener and/or practice program results. These awards may be done for individual students and/or the top class in the grade level or school.

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 responsibility throughout the year. They show that they are willing to work through different art activities and create to the best of their ability.

Young Library Patron Award (K-5)

This award recognizes students who consistently demonstrate excellent library habits, responsibility, and a genuine interest in exploring and enjoying the books. Their enthusiasm for reading and respectful use of library resources make them a role model for others.

Rossmann Leadership Group / Lincoln Pride Group

The 4th/5th 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 4th and 5th grade students. These students volunteered their time and talents to design and display the quarterly character education boards. The quarterly themes were: respectful, responsible and safe behaviors, patience, service to others and fairness.

Mary Jo Nettesheim Literary Contest

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

Physical Education Awards (Grades 1 – 5)

The Physical Education Award is handed out to one student from each class based on who has shown proficiency in physical skills, knowledge, attitude, effort, and sportsmanship throughout the school year.

Presidential Academic Excellence Award (Grade 5)

Presidential Academic Achievement Award (Grade 5)

R.O.A.R.

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

| ROAR "Toppers Club" (Grade 1) | ROAR AWARDS (Grade 2) | ROAR AWARDS (Grade 3) |
|----------------------------------|---------------------------|----------------------------|
| Bronze - 2500-2999 minutes read | Bronze - 50-74 hours read | Bronze - 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 & Reading Achievement Awards

The elementary awards will be based on the following:

Gold Award - Student achieved 95-99th percentile on the Spring Diagnostic.

Silver Award - Student achieved 90-94th percentile on the Spring Diagnostic.

Bronze Award - Student achieved 85-89th percentile on the Spring Diagnostic.

Young Music Awards – (Grades 1 – 5)

The student participates to the best of their ability in activities during music class to perform, create, respond and connect in musical ways. They may also work to improve their personal musicianship and act as a positive role model for their peers.

Battle Of the Books (BOB) and Beyond (Grades 4 – 5)

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

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 Behavior Incidents in NextPath
- Positive attitude
- Shows initiative and effort

Academic Award

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

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

Ready to Learn Award

- On time to each class 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

8th Grade Recognition Awards

Student Council Officer Awards

National Junior Honor Society Officer Awards & Cords

Gold Academic Award

- Cumulative GPA of 3.5-4.0

Silver Academic Award

- Cumulative GPA of 3.0-3.49

Wildcat Way Award

- No Behavior Incidents in NextPath
- Positive attitude
- Shows initiative and effort

END OF THE YEAR INCENTIVES

Day Field Trip

- Student has a passing grade for all 4th Quarter classes
- Meets behavior expectations - no more than 3 after school detentions and no suspensions from school for 4th Quarter

End-of-the-Year Dance

- Student has a passing grade for all 4th Quarter classes
- Meets behavior expectations - no more than 3 after school detentions and no suspensions from school for 4th 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.

ACADEMIC ENRICHMENT OPPORTUNITIES

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.

TELEPHONE USE

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.

Per [Policy 5136 Personal Communication Devices](#):

Students may use PCDs before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored in the student's locker.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person all may have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. After-school situations where the public is invited and no expectation of privacy exists are not included the foregoing prohibition. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale, up to and including expulsion, based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless

they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. A student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

Cell Phone Discipline Procedure:

1st Offense: Warning and asked to power off and put in backpack or locker.

2nd Offense: Phone is turned into the office and a behavior incident is entered.

3rd Offense: Phone is turned into the office, a behavior incident is entered, and parents are notified by the principal, assistant principal or Dean.

4th Offense: Phone will be turned in daily to the office and returned to the student at the end of each day.

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 January 2024. 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.

All policies may be found on the District website at www.hjt1.org or contact the District Office to request a copy.

[ACADEMIC HONESTY - 5505](#)

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

[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](#)

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

[DRESS AND GROOMING - 5511](#)

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

[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](#)

[PROGRAM OR CURRICULUM MODIFICATIONS - 2451](#)

[RECESS GUIDELINE FOR HARSH WEATHER - ag5360](#)

[RELIGION IN THE CURRICULUM - 2270](#)

[SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS - 2700.01](#)

[SCHOOL VISITORS - 9150](#)

[SEARCH AND SEIZURE - 5771](#)

[SERVICES FOR BILINGUAL STUDENTS / ENGLISH LEARNERS - 2260.02](#)

[STUDENT ANTI-HARASSMENT - 5517](#)

❖ [BULLYING - 5517.01](#)

[STUDENT ASSESSMENT - 2623](#)

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

❖ [CONDUCT IN VIRTUAL CLASSROOM – 5500.01](#)

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

❖ [WAIVER OF SCHOOL FEES OR FINES – 6152.01](#)

[STUDENT HAZING – 5516](#)

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

[STUDENT RECORDS – 8330 & aq8330](#)

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

[STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA – 5530](#)

[STUDENTS OF DIVORCED/SEPARATED PARENTS AND RELEASE OF STUDENTS TO AUTHORIZED PERSONS – 5230](#)

[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 TOBACCO AND NICOTINE BY STUDENTS – 5512](#)

[USE OF SOCIAL MEDIA – 7544](#)

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

[WEAPONS – 5772](#)

[WELLNESS – 8510](#)

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

