

HARTLAND LAKESIDE SCHOOL DISTRICT - ANNUAL NOTICES

Changing the face of Education

www.hartlake.org ● 800 E. North Shore Drive, Hartland, WI 53029 ● (262) 369-6746

Bullying Policy:

The Hartland Lakeside School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school busses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. When bullying behavior is sufficiently intense, severe and/or based on state or federal nondiscrimination protected factors it should be addressed in accordance with the district's student nondiscrimination and harassment policy/procedures.

Definitions:

Bullying is any deliberate or intentional behavior (words or actions) that involves an imbalance of power, intent to harm, threaten, intimidate, or humiliate. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, color, national origin, race, religion, gender, gender identity/expression, sexual orientation, physical attributes, physical or mental ability or disability, social or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting, kicking, theft)
- Verbal (e.g., threatening or intimidating language, name-calling, racist remarks.)
- Psychological (e.g. spreading cruel rumors, social exclusion, isolation, manipulating social relationships, extortion or intimidation, and electronic aggression commonly referred to as cyber bullying)
- Cyberbullying includes, but is not limited to the use of e-mail, instant messages, text messages, digital pictures or images, cell phones, or website postings to threaten, harass or intimidate the victim.
- Between students and students, students and adults, or adults and adults.

Bullying Roles:

Those roles include the ones who bully, those who are bullied, and bystanders. Bystanders are those aware of bullying behavior. Bystanders who join, encourage, or ignore bullying are considered to be in violation of this policy.

Reporting Procedures:

Bullying acts, observed or experienced, by students, staff, and volunteers must be formally reported to an administrator as soon as possible, preferably within 24 hours. Each building principal will establish a confidential reporting procedure. Each person concerned about bullying shall be given an opportunity to report the incident either verbally or in writing. All reports shall be taken seriously and clearly documented. There shall be no retaliation against individuals making such reports.

Investigative Response and Support:

The person assigned by the administrator to conduct an investigation of the bullying report shall, begin an investigation within one school day, interview the person(s) who are victims(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Based on the findings of the investigation, the administrator will determine appropriate interventions that may be implemented, such as:

For those bullied:

- An opportunity to meet with a staff member (principal, teacher, mentor, counselor)
- Develop a safety plan (where appropriate)
- Inform parents/guardians
- Offer ongoing support and resources to develop self-confidence
- Inform other staff members, as needed
- Report incident to the Hartland Police Department if warranted

For those who bully:

- An opportunity to meet with a staff member (principal, teacher, mentor, counselor)
- Identify the bullying behavior and develop a plan to change the behavior
- Develop a plan for appropriate consequences
- Inform parents/guardians
- Offer ongoing support and resources to assess needed behavior change

- Report incident to the Hartland Police Department if warranted

For those who witness bullying, as needed:

- An opportunity to meet with a staff member (principal, teacher, mentor, counselor)
- Education regarding the importance of reporting the impact of bullying on all involved
- Provide support for safety from retaliation
- Report incident to the Hartland Police Department if warranted

Preventative Measures:

At the beginning of each school year, staff will review the district’s positive expectations criteria for staff and students. Staff will be expected to model respect and kindness throughout their school buildings. Staff will work with students to incorporate school wide expectations that foster a climate of inclusiveness and respect.

All staff, shall review the definitions, prevention, and intervention strategies of this policy yearly. Each school principal will develop and communicate to staff an anti-bully plan. The plan must include preventative procedures, training for staff and students, methods for staff intervention, procedures for students and parents to report bullying and specific action/consequences for bullying acts. This plan will be communicated to students, parents, and the district. The district will utilize only evidence-based curriculum in any prevention curriculum in each elementary and middle school.

Sanctions and Supports:

If it is determined that students who participated in bullying behavior as a bully or bystander or retaliated against anyone due to the reporting of bullying behavior, the administration may take disciplinary action up to and including: school activity restrictions, detention, in and out of school suspension, expulsion, and/or referral to law enforcement officials for further investigation, possible fines or legal action. Students who have bullied may be required to participate in a restorative practices session. A bystander is someone who sees or knows about the bullying behavior or other forms of violence that is happening to someone else; they can either be part of the problem (hurtful bystander) or part of the solution (helpful bystander). Pupil services staff will provide support for the identified victim(s).

If it is determined that an employee of the Hartland Lakeside school district is in violation of the bullying policy the guidelines in the employee handbook will be followed.

Disclosure and Public Reporting

This policy shall be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bully policy.

A periodic summary report shall be prepared and presented to the school board which, includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

Child Nutrition Programs:

The Hartland Lakeside School District participates in the National School Lunch Program. Families can contact Maureen Lawler at mlawler@hartlake.org for a Free and Reduced Application. For additional information on the National School Lunch and Breakfast Programs, Special Milk Program, please see below.

Breakfast Prices		Full Price	Reduced Price
Grades K-5	Breakfast Meal	\$1.80	\$.30
Grades 6-8	Breakfast Meal	\$1.80	\$.30
Lunch Prices		Full Price	Reduced Price
Grades K-5	Lunch Meal	\$2.80	\$.40
Grades 6-8	Tier 1 Lunch	\$2.80	\$.40
Grades 6-8	Tier 2* Lunch	\$3.40	\$.40

PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM

This is the public release that we will send to: Lake Country Reporter, Hartland Public Library, Village of Hartland, Lake Country Caring and Hartland Food Pantry sent on August 3, 2017.

RELEASE STATEMENT

The Hartland Lakeside School District today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program or milk for split-session students served under the Special Milk Program. Each school office and the central office have a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals or free milk if a split-session student does not have access to the school lunch or breakfast service.

FAMILY SIZE INCOME SCALE - For Determining Eligibility for Free and Reduced Price Meals or Milk

Family (Household) Size	ANNUAL INCOME LEVEL				MONTHLY INCOME LEVEL			
	Free	Reduced Price			Free	Reduced Price		
	<i>Must be at or below figure listed</i>	<i>Must be at or between figures listed</i>			<i>Must be at or below figure listed</i>	<i>Must be at or between figures listed</i>		
1	\$15,678	\$ 15,678.01	and	\$22,311	\$ 1,307	\$ 1,307.01	and	\$1,860
2	21,112	21,112.01	and	30,044	1,760	1,760.01	and	2,504
3	26,546	26,546.01	and	37,777	2,213	2,213.01	and	3,149
4	31,980	31,980.01	and	45,510	2,665	2,665.01	and	3,793
5	37,414	37,414.01	and	53,243	3,118	3,118.01	and	4,437
6	42,848	42,848.01	and	60,976	3,571	3,571.01	and	5,082
7	48,282	48,282.01	and	68,709	4,024	4,024.01	and	5,726
8	53,716	53,716.01	and	76,442	4,447	4,447.01	and	6,371
For each additional household member, add	+ 5,434	+ 5,434	and	+7,733	+ 453	+ 453	and	+ 645

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the FoodShare, FDPIR or W-2 case number, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, total number of household members, and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy Maureen Lawler will review applications and determine eligibility. Maureen Lawler's contact information is mlawler@hartlake.org or 262-369-6780. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: *Nancy Nikolay, Assistant Superintendent of Curricular Programs, 800 E. North Shore Drive, Hartland, WI 53029, 262-369-6753.*

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.

Updated 2017

Compulsory Student Attendance:

The Board of Education of the Hartland Lakeside School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and future employment. If student learning and growth are to take place, parents, students and school personnel must recognize their responsibilities to assure regular school attendance.

Wisconsin Statutes 118.15 and 118.16 require school attendance of a child ages six to eighteen unless that child: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having the control of such a child shall require him/her to attend school regularly during the full period hours that school is in session.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school administration to determine whether the absence is excused or not acceptable, which could lead to a determination of truancy. If contact from the child's parent/guardian has not been received, a call to inquire about the child's well-being will be made by school staff.

The Board of Education considers the following as excused absences:

1. Illness - mental or physical. The school principal or designee may request the parent or guardian of the child to obtain a written statement from an authorized health care provider such as: a physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner as defined in s. 255.06 (1)(d).
2. Family emergency or crisis.
3. Attendance at the funeral of relative or friend.
4. Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended. Verification of appointments may be required under the same conditions as set forth in paragraph 1, above.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for a student to accompany their parent or guardian on a vacation, which cannot be scheduled when school is not in session. Prior to leaving on vacation, a parent or guardian shall notify the school administration in writing of the pending absence.
6. Attendance at special events of educational value as approved by the school administration.
7. Attendance at religious holidays or religious instruction.

Tardy:

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

Habitual Truancy:

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

Process:

- If a student is absent eight (8) cumulative days in a school year, a letter will be sent home notifying the parent/guardian that their child is approaching the district limit of ten (10) excused or unexcused absences.
- When a student reaches ten (10) excused or unexcused cumulative absences in a school year, a letter will be sent home notifying the parent/guardian that all future absences will need a written excuse from an authorized healthcare provider to be considered excused. Absences that do not have a written note from a doctor will be considered unexcused unless approved by an administrator.
- If a student continues to be absent after the 10 (ten) day notification letter, the principal or another designated person will make contact with the parent to determine if there are extenuating circumstances and to offer additional support if needed in getting their child to school.
- If a plan is agreed upon, and the student is attending school regularly, the principal or another designated person will continue to meet with the student to ensure continued success with school attendance.

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

Agree to Succeed (mediation) or a Truancy referral.

Drug Free Schools:

The Hartland Lakeside School District is drug free and has made a major commitment to remain so. The district cooperates with CESA1 and Arrowhead Area Schools, as well as with community, business and church groups. Your Choice www.yourchoice-live.org has many resources for parents.

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

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

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

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

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

Family Educational Rights and Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Hartland Lakeside School District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Hartland Lakeside School District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another

school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Hartland Lakeside School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Educational Options

Children who reside in the Hartland Lakeside School District have the following educational options:

Attendance at public schools

- Attendance at private schools participating in the Wisconsin Private School Choice Program
- For the 2017-2018 school year, there are currently no private schools located within the Hartland Lakeside School District that are participating in the Private School Choice Program.
- Attendance at charter schools
- For the 2017-2018 school year, there are currently no independent charter schools located within the Hartland Lakeside School District.
- Attendance at virtual schools
- For the 2017-2018 school year, there are currently no virtual schools located within the Hartland Lakeside School District

- Full-time open enrollment; and
- Options for pupils enrolled in a home-based private educational program including, interscholastic athletics and extracurricular activities

Parents of children with disabilities are able to participate in the Special Needs Scholarship Program (SNSP) that allows a student with a disability meeting specified eligibility requirements to receive a scholarship from the Department of Public Instruction in order to attend participating private schools. The program is in effect for the 2017-2018 school year. More information regarding this program as well as a list of participating private schools can be found on the DPI website- <http://dpi.wi.gov/sms/special-needs-scholarship>

Equal Educational Opportunities:

The Hartland Lakeside School District is committed to equal educational opportunity for all students in the District.

No person, on the basis of sex, race, color religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap, may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational, or other program, pursuant to state law. Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the District's special education policies and procedures

The Hartland Lakeside School District shall implement the McKinney-Vento Homeless Education Assistance Act to ensure that students experiencing homelessness are provided with equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths. Students experiencing homelessness shall have equal opportunity to meet state and district academic achievement standards, and are free from discrimination, segregation and harassment.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the Assistant Superintendent of Curricular Programs. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Harassment:

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

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

Harassment:

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

Sexual Harassment:

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

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

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

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

Homeless Children:

The Hartland Lakeside School District shall implement the McKinney-Vento Homeless Education Assistance Act to ensure that students experiencing homelessness are provided with equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths. Students experiencing homelessness shall have equal opportunity to meet state and district academic achievement standards, and are free from discrimination, segregation and harassment.

It is the policy of the Hartland Lakeside Board of Education to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Wisconsin and Hartland Lakeside School District academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from the discrimination on the basis of their homelessness.

Human Growth and Development:

The Hartland Lakeside School District has a Human Growth and Development curriculum appropriate for each child's grade level. Curriculum outlines will be available at the annual open house at each school or by stopping by the District office. No student may be required to take instruction in human growth and development generally or in specified subjects within the program if the parent/guardian files a written request that the student be exempted. Students exempted from human growth and development instruction will still receive instruction in the knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body, unless exempted, and knowledge of effective means by which students may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations which may be harmful to students.

Latex in Schools:

Individuals with allergies to latex rubber products can potentially experience an allergic reaction to latex that is life threatening and/or result in permanent damage to the individual. In a school setting, latex typically is used in latex balloons for classroom parties and school celebrations, as well as latex rubber gloves that are used in health rooms and kitchens.

For these reasons, the District will be using vinyl gloves instead of latex gloves in health rooms and food service areas. Rubber latex balloons can no longer be on the premises. Balloons made out of Mylar materials are still permissible.

Meningococcal Disease Information:

Information about meningococcal disease, including (a) the causes and symptoms of the disease, (b) how it is spread, and (c) how to obtain additional information about the disease and the availability, effectiveness, and risks of vaccinations against the disease is available by visiting: <https://www.cdc.gov/meningitis/index.html>.

Non-Discrimination Statement:

It is the policy of the Hartland Lakeside School District that no person may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

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

Any questions concerning this policy should be directed to:
Hartland Lakeside School District
Superintendent
800 E. North Shore Drive
Hartland, WI 53029-2713
(262) 369-6746

No Social Promotion:

The Hartland Lakeside School District assures that no students will be advanced from 4th to 5th grade or from 8th to 9th grade unless specific achievement criteria are met. The criteria are designed to improve student and teacher accountability for students progressing through the school system to ensure a meaningful and profitable educational experience. To insure comprehensive assessment and fairness there shall be multiple elements utilized in making these decisions. These criteria shall include: scores on the State Assessments; pupil academic performance; attendance; teacher recommendations; and other criteria that the Board may deem relevant. Multiple measures ensure a broader look at student achievement, creating a clear picture of a student's strengths.

Parents Rights Regarding Limited English Proficient Students:

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

- The reasons for identifying the child as limited English proficient and for placing the child in a language instruction education program for LEP students.
- The child's level of English proficiency, including how the level was assessed and the status of the child's academic achievement.
- The instructional methods to be used in the program in which the child is participating or might be assigned to and a description of all language programs that differ in content, use of English, and native language.
- How the program will meet the educational strengths and needs of the child.
- How the program will help the child learn English and meet age-appropriate academic achievement standards.
- Specific exit requirements of the program, including when the transition will take place. Secondary schools also inform parents of the child's expected date of graduation.
- For children with a disability, how the program will meet the objectives of an individual education program (IEP).

The notification must include written guidance that explains the following:

- The parent's right to have his or her child removed, immediately upon request, from the language instruction program.
- The other possible programs or methods of instruction available and the parent's option to decline enrolling his or her child.
- How parents will receive assistance in selecting another program or method if one is offered by the district.

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

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

Right to Receive Teacher Information:

Federal law requires that the Hartland Lakeside School District share with you the qualifications of teachers in this school district. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers in the Hartland Lakeside School District have at least a bachelor's degree, and the majority have advanced degrees. In addition, all of the teachers in this school district are fully licensed for their assignments. If you want to see the state

qualification for your child's teacher you may call the District office at 262-369-6746 or find it on the DPI website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

School Closings:

In case of unplanned school closings, informational messages will be sent through the district automated School Messenger system by contacting home, work or cell phone numbers as designated by families. Please also see our website for closing or watch local television or listen to the radio for announcements when bad weather forces school delays, cancellations, or early dismissal. Announcements may list the Hartland Lakeside School District or may state Arrowhead Area Schools. *Arrowhead Area Schools includes all Hartland Lakeside schools.* Also, each family should complete the Emergency School Closing Information Form that will be on file at the school giving directions as to where your child(ren) should go in the event of an unexpected early dismissal.

School Performance Data:

On the Department of Public Instruction website, district and school information about test results, attendance, other academic indicators, teacher quality, and more can be accessed by visiting: <https://dpi.wi.gov/wisedash/winss>. To find test results for the Hartland Lakeside School District visit our district website at <http://hartlake.org/5580-2>.

School Accountability:

The Wisconsin Department of Public Instruction (DPI) issues a School Report Card and a District Report Card for every public school and district in Wisconsin. These Report Cards help parents and educators understand how their school is doing, as well as where it can improve to help all children learn. The most recent School Report Card information available for the Hartland Lakeside School District is for the 2015-2016 school year and can be found by visiting <http://hartlake.org/5580-2>. The Hartland Lakeside School District received the following scores:

- Hartland Lakeside District – 91.9 – Significantly Exceeds Expectations
- North Shore Middle School – 94.0 – Significantly Exceeds Expectations
- LIFE Entrepreneurial School – 86.7 – Significantly Exceeds Expectations
- Hartland School of Community Learning – 88.7 – Significantly Exceeds Expectations
- Hartland South Elementary – 80.6 – Exceeds Expectations
- Hartland North and HAFALA do not receive school report card grades. But in comparison, the reading proficiency at Hartland North for first and second graders is 93%.
 - Hartland Fine Arts Leadership Academy – Alternate Rating
 - Hartland North – Alternate Rating

The full report of the most recent school report can be accessed via the District's website: <http://hartlake.org/school-report-cards/>.

Special Education Referral & Evaluation Procedures:

Upon request, the Hartland Lakeside School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

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

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

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

Heather Grindatti (Grades EC-4), Special Education Director

hgrindatti@hartlake.org

262-369-6710

232 Church Street, Hartland, WI. 53029

or

Michele Schmidt (Grades 5-8), Special Education Director
mschmidt@hartlake.org
262-369-6767
800 E. North Shore Drive, Hartland, WI 53029

Section 504/ADA:

Section 504 of the *Rehabilitation Act* and the *Americans With Disabilities Act (ADA)* are federal laws that prohibit discrimination against persons with a disability in any service, program or activity of Hartland Lakeside School District.

§504 and the ADA define a person with a disability as an individual who

1) has a physical or mental impairment that substantially limits one or more major life activities (e.g., learning, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, and working);	<i>Students who qualify under criterion 1 are eligible for a Section 504 plan that would identify accommodations deemed necessary to ensure that he/she would have equal access to educational opportunities.</i>
2) has a record of such an impairment; or	<i>Those eligible under criteria 2 or 3 are protected from disability-based discrimination under Section 504 but are not entitled to an accommodation plan</i>
3) is regarded as having such an impairment.	

In order to fulfill its obligations under §504 and ADA, Hartland Lakeside School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in Hartland Lakeside School District.

Hartland Lakeside School District has specific responsibilities under §504 that include the obligation to identify, to evaluate and, if the child or student is determined to be qualified, to afford access to appropriate educational services.

If the parent or legal guardian disagrees with the determination made by the professional, he or she has the right to file a grievance with Hartland Lakeside School District, have a hearing with an impartial hearing officer, or submit a complaint to the U.S. Department of Education, Office for Civil Rights, which enforces §504 and Title II.

Student Academic Standards:

The Hartland Lakeside School District has established K-8 student academic standards/learning targets in reading, writing, mathematics, science, geography, and history. The standards/learning targets in reading, writing, and mathematics align with the *Common Core State Standards* formerly adapted to Wisconsin by the Department of Public Instruction. The science learning targets reflect *Next Generation Science Standards*, while the geography and history standards align with *Wisconsin Academic Standards*.

The Hartland Lakeside 2017-18 Student Academic Standards/learning targets can be found on the district website at <http://hartlake.org/assistant-superintendent-of-curriculum>.

Student Directory Data:

Wisconsin State Statutes provide that some public information may be disclosed if the school has given public notice of the categories of information which it has designated as Directory Data with respect to each pupil and has allowed a reasonable time for parents or legal guardian of any pupil to inform the school that the Directory Data information may not be released.

FERPA (Family Educational Rights and Privacy Act) permits school districts to disclose directory information pertaining to students as provided under FERPA and the Wisconsin pupil records law. Directory information can be disclosed without prior written consent either in school publications or to outside organization.

Two federal laws require the Hartland Lakeside School District to provide military recruiters, upon request, with three directory information categories - names, address, and telephone listings - unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

NOTICE IS HEREBY GIVEN that the Hartland Lakeside School District has designated the following types of information pertaining to students to be "directory information" which will be made publicly available:

- Student's name
- Grade
- Participation in officially recognized activities
- Degrees and awards received
- Student's date of attendance
- Student's photographs

Any parent, guardian, or guardian ad litem of a student or any eligible student may notify the District within 14 days of publication of this notice that all or part of the directory data may not be released without the prior consent of the parent, guardian, guardian ad litem, or eligible student. Please be aware that exclusion could restrict your child's name from recognition publications. All questions or requests should be sent to Michele Davis at mdavis@hartlake.org.

Student Locker Searches:

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

Student Transportation:

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

- Who reside more than two (2) miles by the most usually traveled and direct route.
- Students with exceptional educational needs as defined in State Statute 115.76(3).
- Private school students who are residents of the District in accordance with State Statute 121.54(2)
- Hazardous conditions as defined by State Statute 121.54(9)(a).
- Transportation for four-year-old students is provided on existing morning and afternoon elementary routes for qualifying students. There is a dedicated route for mid-day 4K students.

Parents can help prepare students for their busing experience by using the safety brochure and coloring pamphlet that can be found on the school website under Parent | Transportation. 4K-2nd grade students will receive a backpack tag that specifies the students name and bus route number(s) to help as a reference for the student as needed.

Bus route assignments will be shared with families once received from Dousman Transportation. Please note the starting time of the route is an approximate time the driver will be near your location. Students are expected to be at their pick-up location 5 minutes earlier than printed tentative pick-up time. Buses are not required to stop at a pick-up point if nobody is present. Drivers are instructed to view the area and if nobody is present, proceed to the next point. Special considerations will be given on days of inclement weather. Students in grades K4 and K5 must have a parent or older representative visible when the bus is dropping off students in the afternoon, unless a prior arrangement has been discussed with Dousman Transportation.

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

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

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

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

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

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

Student Use of Electronic Devices:

The Hartland Lakeside School District allows students to use personal wireless electronic communication devices before, during, and after school. All personal wireless devices have the potential for increasing learning. Therefore, such devices may only be used in the classroom at the discretion of the classroom teacher. During instructional hours personal wireless devices must only be used for educational purposes.

Students who choose to bring a personal wireless electronic communication device to school do so of their own accord. Items stolen, damaged, or lost are not the responsibility of the Hartland Lakeside School District.

Personal Electronic Communication Recording Capabilities: Personal electronic communication devices may not be used in locker rooms, restrooms, or any other location where privacy is expected, except in the case of an emergency.

Students shall not use a personal electronic communication device, or any other device, to capture images, or video of confidential materials (i.e. testing materials, personal information).

Use Of Surveillance Cameras:

It is the policy of the Hartland Lakeside School District to provide a safe and healthy environment for all persons on its premises or attending any of its functions or activities. To ensure this objective, the Board authorizes the use of video surveillance/ electronic monitoring equipment at various sites throughout the District.

The Director of Buildings and Grounds will work with the District Administrator in determining where to install and operate fixed-location video surveillance/electronic monitoring equipment that is to be used on an ongoing and regular basis in the District. Such equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, libraries, cafeterias), the school parking lots, and other outdoor areas, and shall not be used in any restrooms, locker rooms or changing areas. Although this policy is not intended to otherwise directly address the use of electronic monitoring equipment on contracted school buses, the District Administrator may approve the contractor's operation of such equipment on contracted buses.

The media captured or transmitted by District-authorized video surveillance/ electronic monitoring equipment will not be regularly and comprehensively monitored by employees or agents of the District on a real-time basis.

As directed by the District Administrator or as determined by the Director of Buildings and Grounds in consultation with site administrators, notices may be placed at the main entrances to buildings and facilities that are regularly using video surveillance/electronic monitoring equipment and at other locations to notify people that their actions/behavior may be monitored and/or recorded.

The video surveillance/electronic monitoring equipment that the District uses on an ongoing and regular basis will not be set to record or transmit audio. To the extent there is a request or proposal to record or transmit audio in connection with any special and limited security-related operation in the District, such use must be expressly approved in advance by the District Administrator, who shall first take steps to verify that the proposed audio-recording activity is consistent with applicable legal restrictions.

Subject to state and federal law and Board policy and regulations:

1. Information obtained from video surveillance/electronic monitoring equipment may be used to support the safe and orderly operation of the District's schools and facilities, including use for law enforcement purposes when appropriate; and
2. Recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in disciplinary proceedings, administrative proceedings, or other legal proceedings.

The District Administrator, buildings principals, and the District's Director of Technology shall be the primary individuals who have authority to access and view images or other media captured by the District's video surveillance/electronic monitoring equipment. These primary authorized individuals may approve other staff members or persons who are performing an institutional function on behalf of the District to access/view such media, with any restrictions/limitations that are appropriate to the specific circumstance. No person may access or view such media unless they have obtained express approval and have a legitimate purpose for doing so.

The District Administrator or his/her administrative designee shall establish protocols for the proper retention of media captured by or from District-controlled video surveillance/electronic monitoring equipment. The protocols shall be consistent with the District's records retention obligations and schedules. The protocols shall also differentiate between (1) recordings that are not accessed or reviewed for a specific purpose, which shall be retained for no less than 60 days prior to being deleted or purged; and (2) recordings that are accessed or reviewed for a specific purpose or that otherwise become subject to a litigation hold, specific records request, subpoena, or similar situation. Until such recorded media is deleted or purged at an appropriate time, the District shall maintain at least one copy of the media that remains unaltered and unedited.

All third-party requests to view, access, or obtain copies of images or other media captured by video surveillance/electronic monitoring equipment, including requests from law enforcement personnel, shall be handled via established procedures for responding to requests for access to District records, including (but not limited to) procedures for requests related to personally-identifiable pupil records, personnel records, and general public records.

Any student who takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment (including altering its viewing angle or changing its field of view) shall be subject to possible disciplinary action up to and including expulsion.

A District employee shall be subject to possible disciplinary action, up to and including termination, if he/she (1) without express administrative authorization, takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment, or (2) uses video surveillance/electronic monitoring equipment or recordings without authorization or in a manner that is inconsistent with applicable law or this or any other Board policy or regulation.

This policy does not address or cover instances where school officials or designee record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where, with appropriate authorization, a classroom or school activity is videotaped for educational, instructional, or research purposes.

Video surveillance may be granted to law enforcement in the case of immediate emergency situations as authorized by the Superintendent or designee.

Weed Control/Pest Control/Asbestos:

Weed/Pest Control:

On August 31, 2001, the State of Wisconsin enacted a new law pertaining to pesticide use on school property. The law essentially required schools to use certified applicators and post signs for 72 hours following each pesticide application.

The school district has opted to prepare and implement a much broader plan called Integrated Pest Management or IPM. An IPM plan is a process that uses all available strategies to reduce risks to building occupants while still effectively managing harmful pests.

The school district has established a school IPM manager to oversee the plan. Preventative measures to exclude pests and non-chemical options are used prior to any chemical application. The IPM plan includes site-specific measures to reduce pests. When it is determined the chemical use is necessary, the District IPM Manager has consulted with professional to develop an application strategy that is least toxic and intrusive yet still is effective in managing harmful pests.

Asbestos:

As a result of the Asbestos Hazard Emergency Response Act, (AHERA), every school was required to complete a comprehensive asbestos inspection and develop a management plan for all asbestos-containing building materials, (ACBM) present within the school district. In an effort to comply with this regulation, the school district had all buildings initially

inspected by an Environmental Protection Agency (EPA), accredited inspector and any samples taken analyzed by an independent laboratory. This information was then utilized to develop a comprehensive asbestos management plan.

A comprehensive re-inspection by an accredited inspector of all ACBM is required every three years, while the period six-month surveillance is an additional requirement. The school district contracted with Environmental Management Consulting, Inc. (EMC), to perform the latest three-year re-inspection. This report is available for your review during normal business hour in the school office. Copies of this report are also available to you for the cost of copying.

All ACBM found within the school district has been identified, with location and condition assessed. Any areas noted as being in moderate to poor condition will be repaired or removed by the school district. To the best of our knowledge, no asbestos building materials (ACBM) were either specified or used as a building material in the North Shore Middle School, and that we are in compliance with the United States Environmental Protection Agency regulations concerning ACBM at the time of construction for this project. A long-range plan for the management of all ACBM has been developed.

Any questions related to the ACBM present or regarding the school district's on-going operations and maintenance program should be directed to the Buildings & Maintenance Office, Attn: Steve Hogan, shogan@hartlake.org.