



**2019– 2020**

**STUDENT & PARENT HANDBOOK**

**Holy Hill Area School District**

**Ms. Tara Villalobos - District Administrator**

**HHASD.org**



**Friess Lake Elementary  
1750 WI-164  
Hubertus, WI 53033**

**Mr. Ryley Laird - Principal**



**Richfield Middle School  
3117 WI-167  
Richfield WI 53076**

**Mr. Jeff Carron - Principal**



**Holy Hill Area School District**

Dear Parent/Guardian:

Please review the 2019-2020 Student & Parent Handbook with your child(ren). All students and a parent/guardian must sign and date below. This form must be returned or completed in the Skyward Parent Portal by Monday, September 30, 2019.

I have reviewed, and will comply with, the Holy Hill Area School District Student & Parent Handbook.

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PLEASE PRINT STUDENT LAST NAME

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Parent/Guardian Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

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Student Signature

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Date

August 2019

Dear Parents and Students:

On behalf of the School Board and staff, welcome to the 2019-2020 school year. It is going to be another outstanding year for our entire learning community, and we encourage all of you to work with us to continue enjoying the successes of the Holy Hill Area School District.

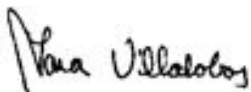
Our mission at Holy Hill Area School District is to provide a safe, challenging, student-centered learning environment focused on preparing students for their future through supportive parent, staff, and community partnerships.

Basic to a productive learning environment is an understanding of school policies and procedures. Those policies, procedures, and other essential school information are contained in this **STUDENT & PARENT HANDBOOK**. There have been important changes in preparation of the 2019-2020 school year due to our focus on continuous improvement. The changes relate to updated programming, facility improvements, a focus on safety, and an academic program that is personalized and with increased rigor and opportunity. Please read and discuss this handbook together, and note that there is a page for you and your child(ren) to sign that indicates you have reviewed the handbook. *This may be done electronically through Skyward Family Access, or via paper copy enclosed at the front of this handbook.*

If you have any questions or concerns regarding school at any time, please feel free to contact us at your convenience. I can be contacted at 262-628-1032 ext. 1400 or at [Villalobos@hhasd.org](mailto:Villalobos@hhasd.org). We will be happy to address your needs in the timeliest manner possible. The school district staff and School Board have worked hard to set the stage for an outstanding school year in 2019-2020. Both the returning staff and new staff to the school district bring impressive talents, credentials and experience in creating a positive learning environment that works.

Once again, welcome to the new school year and a year full of opportunity and *Community*: Together We Can! #TeamHHASD

Yours in Education,



Mrs. Tara Villalobos  
District Administrator

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**2018-2019 SCHOOL YEAR**

**SCHOOL BOARD MEMBERS**

Chad Gartzke  
President  
1876 Woodsfield Drive, Richfield  
Phone: 414 659 2986  
[Gartzke@hhasd.org](mailto:Gartzke@hhasd.org)

Stephanie Bunton  
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4636 Sonseeahray Dr, Hubertus  
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[Bunton@hhasd.org](mailto:Bunton@hhasd.org)

Paul Bernard  
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2040 State Road 175, Richfield  
262-628-7734  
[Bernard@hhasd.org](mailto:Bernard@hhasd.org)

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4690 Partridge Circle, Colgate  
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Vicky Lear  
Member  
1333 Windy Knoll Dr, Hubertus  
Phone: 414 315 2486  
[Lear@hhasd.org](mailto:Lear@hhasd.org)

Mr. Paul Propst  
Member  
647 Moraine Court Colgate WI 53017  
(262)-689-6454  
[propst@hhasd.org](mailto:propst@hhasd.org)

### Administration

Ms. Tara Villalobos - District Administrator  
262-628-1032, ext. 1400  
villalobos@hhasd.org

Mr. Jeff Carron - Principal, Richfield Middle School  
262-628-1032, ext. 1201  
carron@hhasd.org

Mr. Ryley Laird - Principal, Friess Lake Elementary School  
262-628-2380, ext. 2103  
laird@hhasd.org

### School Board Meetings

The School Board of Holy Hill Area School District is comprised of six at large members. The school board generally meets twice monthly, once for a work session and once on the third Monday of the month, at 5:30 p.m., in the library of Richfield Middle School, 3117 Highway 167, Richfield, WI 53076. Special meetings are scheduled and posted as necessary. All residents of the Holy Hill Area School District are encouraged to attend these regularly scheduled meetings as well as the special meetings called by the School Board.

### About Our District

The Holy Hill Area School District is a 4K-8 district. Early Childhood through fourth grade students attend Friess Lake Elementary School, and grades five through eight are at Richfield Middle School. On July 1, 2018 the Richfield Joint School District No. 1 and Friess Lake School District came together as one and became the Holy Hill Area School District. Prior to the summer of 2018 Friess Lake School District and Richfield Joint District No. 1 were separate K-8 school districts. Prior to 1987 the Richfield Joint District No. 2 was comprised of Richfield Elementary as its only building. In 1987, Richfield Joint School District No. 2 consolidated with Plat School (District No. 7) and became known as Richfield Joint School District No. 1. Mrs. Tara Villalobos is the District Administrator of the Holy Hill Area School District. Our graduates attend Hartford Union High School. In a union high school district, each K-8 has its own school board with taxing authority, while grades 9-12 are governed by a separate school board. This affords our School Board and staff to focus on elementary and middle school issues.

#### **Benefits of the K-8/UHS model**

Many K-8/UHS districts have unique defining characteristics. They also offer their students, families and communities many key benefits due to greater local control and smaller sizes. These benefits include:

- **Higher academic achievement:** Students in K-8/UHS districts often benefit from higher achievement levels. This is often attributed to the increased focus each K-8 and UHS district can place on their particular grade levels, allowing them to truly meet students' needs. Research supports higher test scores in smaller districts, placing K-8/UHS districts among the top-performing schools in the state.
- **Increased accountability:** K-8/UHS districts each have locally elected school boards, which provide communities served by these districts double the accountability of a K-12 district.
- **Faster innovation and change:** These districts are able to adjust to change more quickly due to their direct local control, keeping instructors and students at the forefront of educational innovation.
- **Cost savings:** Although some argue that consolidating K-8 and UHS districts results in savings for taxpayers, this is not always the case. In fact, consolidation may actually result in higher taxes in the long term. Many K-8 and UHS districts avoid duplicate services by working together and sharing services in many ways, helping keep costs low for their communities.



## **Holy Hill Area School District**

### **Mission Statement**

To ensure student growth and achievement through supportive learning environments, while cultivating challenging educational opportunities through parent, staff and community partnerships.

### **Vision Statement**

To inspire all students to continuously persevere and grow through a variety of academic, social, and community experiences

### **Slogan**

Inspire. Persevere. Grow

## **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The 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. This policy is intended to support and promote nondiscriminatory practices in all District and school activities.

### **Nondiscrimination Complaint Contact**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Denise Howe  
Business Manager  
1750 Hwy 164  
Hubertus, WI 53033  
262-628-2380  
[howe@hhasd.org](mailto:howe@hhasd.org)

Kieth Kriewaldt  
District Administrator, Erin School  
6901 Highway O  
Hartford, WI 53027  
262 673-3720  
[kriewaldt@erinschool.org](mailto:kriewaldt@erinschool.org)

## **4122 - Nondiscrimination And Equal Employment Opportunity**

The Board of Education does not discriminate in the employment of support staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity) pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

## **Attendance and Enrollment**

### **Arrival and Dismissal Time**

Friess Lake Elementary School begins at 8:10 AM and dismisses at 3:15 PM. To ensure proper supervision, students may begin entering the building for class at 8:00AM; students eating breakfast may enter the building at 7:45. Parents are encouraged to follow the school's pick-up and drop-off routines to keep traffic patterns moving. Friess Lake staff members will provide supervision beginning at 8:00AM. Students not picked up at dismissal time will report to the office until parents or guardians arrive.

Friess Lake Elementary 4K students begin class at 8:10 AM and dismisses at 11:00 AM.

Richfield Middle School begins at 8:00 AM and dismisses at 3:25 PM. Student may begin entering the building at 7:45 AM. Parents are encouraged to follow the designated pick-up and drop-off routines to keep traffic patterns moving. Richfield Middle School staff will provide supervision beginning at 7:45 AM. Students not picked up at dismissal will report to the office until parents or guardians arrive.

Students attending after-school events at school must be accompanied by an adult.

### **Attendance and Absences**

The state school attendance law states that all students are expected to attend school regularly when school is in session. Students are expected to attend school every day, except for illness or a family emergency. If a physician predicts an absence from school of two or more weeks, please contact the school to inquire about instructional assistance. Children may be kept home because of weather conditions parents feel are inappropriate for school attendance. Students are not to be pulled out of school to attend club, athletic or other extra-curricular activities they are not enrolled or participate in.

When a child is absent, Holy Hill Area School requires that a parent or guardian call the school to report the absence. If a child is absent for 3 or more days, a doctor's excuse is required to return to school. Students are responsible for all assigned work during an absence; students should discuss any learning missed with their teacher(s).

[5200 - Attendance](#)

[5215 - Missing And Absent Children](#)

[5223 - Absences For Religious Instruction](#)

### **Tardiness**

If a child is late to school, for any reason, the child must bring a note from the parent/guardian stating the reason for their tardiness. The child and adult must first check into the office and sign in.

### **Reporting an Absence**

To report an absent students, parents or guardians must call school before 8:00 a.m. When leaving a message, please remember to give the child's full name, grade, teacher and reason for the absence. Parents requesting assignments may be gathered upon parent request. If the absence is not reported by 8:30 a.m., attempts to contact parent or guardian will be made.

### **5112 - ENTRANCE AGE**

The Board of Education shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

#### **A. Kindergarten**

A child is eligible for entrance into four (4) year old kindergarten if s/he attains the age of four (4)

on or before September 1st of the year in which s/he applies for entrance and meets the residency requirement.

- B. A child is eligible for five(5) year old kindergarten when s/he attains the age of five(5) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

**C. First Grade**

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his or her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The school psychologist shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides explanation as to the decision.

**D. Appeal of Denial of Waiver**

The parents of any student denied a waiver under this section may appeal that decision for reconsideration to the District Administrator by submitting a written request to the Administrator within ten (10) days of notification of the waiver denial.

The decision of the District Administrator is final.

**E. Initial Entry**

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

Each child who is entitled to admittance into a public school in the district must have a school-entry health examination. The school health services plan shall contain provisions to assist students in obtaining health examinations. Such examinations shall be conducted consistent with Policy 5310 - Health Services

A child may be exempt from the required health examination and/or immunization upon written request of the parent of such child stating the objection to the examination and/or immunization on religious grounds, personal conviction or for medical reasons certified by a competent medical authority.

Any student and/or his/her parent(s) who enters the District for the first time must disclose the following information at the time of enrollment:

Prior school expulsions;



Arrests resulting in a charge;  
Juvenile justice actions; and  
Referrals to mental health services.

Any student who discloses any of the above referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.

**F. Verification of Residence**

Verification of a parent’s residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

**G. Early Admission**

The District shall prescribe procedures, conditions, and standards for early admission to four (4) year old kindergarten and five (5) year old kindergarten

The District does not allow early entrance to four (4) year old kindergarten and first grade.

**HHASD Enrollment Policies**

- [5111 - Eligibility Of Resident/Nonresident Students](#)
- [5111.01 - Homeless Students](#)
- [5111.02 - Educational Opportunity For Military Children](#)
- [5111.03 - Children And Youth In Foster Care](#)
- [5113 - Open Enrollment Program \(Inter-District\)](#)
- [5130 - Withdrawal/Dropout From School](#)
- [5113.01 - Part-time Open Enrollment](#)
- [5120 - Assignment Within District](#)
- [5200.01 - Full-time Student](#)

**Inclement Weather / Emergency Dismissal / School Closing Procedures**

Students will remain inside for recess if the temperature is below 8 degrees or with windchill below -8 degrees. If the temperature outside is at least 8 degrees students will go outside for recess. Please dress accordingly. Students will be allowed to stay indoors with a written notice from their physician.

School closing announcements will be made over television/radio stations WTMJ-620 a.m., Lake FM 94.5, WTMJ – TV4 and WTKM-1540 AM & 104.9 FM. Closing/delay announcements will also be posted on the district’s website at [www.hhasd.org](http://www.hhasd.org). Skylert and or an e-mail will be sent to all parents for a delay or closure. The closing will be listed under Hartford Area Schools unless Holy Hill Area School District closes individually. In such cases, HHASD will be listed separately.

In the event of a delayed start, buses will pick up children one or two hours later than their normal pick up time. (Example of a two-hour delay: 7:45 pick up would now become a 9:45 pick up) The Holy Hill Area School District works cooperatively with the other Hartford area school districts in making delay and/or closing decisions.

Parents are asked to make arrangements for the care of their children in the event that school is closed at a time other than the normal dismissal hour due to an emergency.

**Communication and Involvement**

**Teacher Contact Times**

If parents wish to call a particular teacher, the preferred time to call is before or after the school day. If the instructor is not available at that time, a voicemail message may be left, or an attempt to contact a teacher by e-mail or through the school's website may be made.

### **Visitor and Volunteer Sign-In Procedures**

In order to provide for the safety of the children, faculty, and staff, all visitors are required to present a driver's license or state identification card for scan in the district's Raptor visitor system. With the Raptor Visitor Management system, every visitor is instantly screened against the registered sex offender databases in all 50 states. Raptor also checks visitors against custom school or district databases, which can contain custody alerts and/or banned visitors. The Raptor Visitor Management system ensures that accurate and reliable records are kept for every visitor who enters your school, every day.. All volunteers must complete and have an approved Volunteer Application on file prior to volunteering.

Parents are always welcome to visit the school; however, for security reasons all doors are kept locked during the school day. Parents needing to drop off a forgotten item for a child should use the main entrance, ring the doorbell, and report to the office. The child will be called to the office to pick up the item. When planning to speak to a particular teacher, it is important to call first to arrange for a time. Students are not permitted to have friends or relatives attend class with them.

### **8120 - Volunteers**

#### **Holy Hill Organization of Parents and Staff**

Holy Hill Organization of Parents and Staff (HHOPS) sponsors many activities for the school community including fundraising. More information about HHOPS can be found on our district website at <https://www.hhasd.org/families/hhops.cfm>.

Our district is very honored to have the valuable resource of volunteers in our community. Parties interested in volunteering for specific activities, should contact each school's office.

#### **Use of Facilities**

A number of groups and organizations regularly use the schools for a variety of activities during post-school hours. Groups interested in holding a meeting at school or using the school during post-school hours, must fill out a "building use form" form which can be obtained online or in the office. The completed form is to be turned in to the respective building's main office. This form must be turned in for approval at least 48 hours prior to the date you're requesting use. Please contact each buildings main office for building use arrangements.

#### **School Newsletter**

The School Newsletter for each building will be distributed electronically on the last day of each week. Families wishing to receive the School Newsletter in paper format should notify the office. Families are encouraged to read this weekly, as it includes all the upcoming activities, such as conference times/ dates, special programs, field trips, sports activity schedules, volunteer needs and opportunities, etc. The School Newsletter can be accessed on the district website as well. Once a month the hot lunch menu will be included electronically and will be sent home.

#### **Annual District Report**

Improved public relations between our school and community is the purpose of the district newsletter as the district's sole newspaper. It is mailed to all district residents. The following guidelines have been developed to encourage this important form of communication:

- This annual report will be published once during the year.
- Clubs and other school groups are encouraged to submit articles for publication.

- Articles should be proofread and accurate before submitting them for publication.

### **Report Cards / Conferences**

Report cards for all students are sent home at the end of each trimester with each child. Parent/teacher conferences are set-up at two designated times during the school year; however, parents are encouraged to consult with their child's teacher(s) regarding their progress at any time. Parental attendance at parent/teacher conferences is encouraged. The last report card of the school year will be mailed home. Student progress can be monitored by students and parents on Skyward. Please contact the school office to reset passwords or recall usernames.

### **Programming**

#### **Dolphin Kids Kids4K Extended day 4K Extended Day Program**

Friess Lake Elementary hosts Dolphin Kids extended learning for 4K students to extend their learning beyond the school day. This optional program from 11:00 am - 3:15 pm daily provides students with extended learning and provides families with a safe and nurturing place for their child to be once the 4K school day ends. Lunch may be purchased; rest-time offered.

Participation in the Dolphin Kids learning opportunities is at a cost to the families. A \$25 daily participation rate will be charged. Scheduling for the Dolphin Kids program is flexible, but a consistent schedule of days is recommended. To learn more about the Dolphin Kids program please feel free to contact:

Ryley Laird	262-628-2380 x2103	Laird@hhasd.org
Jodie Dietrich	262-628-2380 x2100	Dietrich@hhasd.org

### **Y-Care Program Offerings**

The Holy Hill Area School District is contracted with the Kettle Moraine YMCA to provide before and after school care for students in our district as well as kids day out on non school days. All YMCA School Age Staff are trained/certified in CPR, AED and First Aid. The programs are hosted at Friess Lake Elementary.

Before School Care: The optional morning program runs from 6:30 a.m. until the school day starts. There is a morning snack provided. The cost of before school care is \$7 per day.

After School Care: The optional after school program runs from after school until 6:00 p.m. The program includes: a snack, homework time, physical activity time, crafts, structured activities and free choice time. The cost for after school care is \$11 per day.

Kids Day Out: On days when school is not in session, the YMCA will offer a Kids Day Out program for \$35 per day. The program runs from 6:30 a.m. to 6 p.m. at Friess Lake Elementary. Snacks are provided. Participants should bring a swimsuit, towel and a bag lunch daily, unless otherwise noted. Some field trips will be offered at no additional cost. Students will be divided into groups by grade levels. Ten (10) days notice is required to participate. Registration and additional information can be found at [kmymca.org](http://kmymca.org).

To learn more about the Y-Care programs, please feel free to contact:

### **Library Usage**

Students may check out materials from the library for three weeks. Materials may be renewed unless they are on hold for another patron. Students with overdue materials may not be allowed to check out more materials until all overdue materials are returned. Students will be charged for any lost or damaged items. The charge will be the amount that it will cost to replace the item. If payment is made and the item is found, reimbursement will be made to the student or parent.

The district uses the Destiny Library Management System in order to improve access to the library collections. This is the same library management system used at the Hartford Union High School. Destiny is accessed through a web browser providing parents, students and staff with the ability to search the library's collection for information anytime from anywhere.

### **Co-curricular Activities**

Any and all students staying after school to watch an activity must be accompanied by a parent or guardian. Students participating in co-curricular activities are not covered under the district's insurance policy for injuries and illnesses while participating in sports. Student Activity Optional Insurance Coverage information has been made available to parents in the Back-to-School packet

### **Co-curricular Information For 2019-20**

The School Board believes in offering and maintaining a co-curricular activities program that sufficiently meets the wide range of vocational, recreational, social, and cultural needs and interests of students. As such, all students are urged to join at least one club or activity. Fees range in price according to activity or athletic requirements, resources, facility rentals, competition entries, and transportation. Notification about co-curricular fees will be sent to parents prior to the co-curricular activity commencing. A maximum of \$130.00 per student will be charged. Qualifying families may be eligible for financial assistance. Families can contact the District Office, for further details,

### **Co-curricular Activity Code**

The Holy Hill Area School District expects that students involved in co-curricular activities will be leaders in our school. These students should conduct themselves in such a way as to assure respect for themselves, for the co-curricular program, and for our school. Organizational rules for particular activities shall be communicated to participants and parents/guardians by the respective coaches/advisors.

As a member of a co-curricular group, the following rules will be enforced:

#### **Scholastic**

Students must sit out one contest per D earned on the end-of-trimester report card. Students must sit out the next immediate contest(s).

Students earning a grade of F on the end-of-trimester report card will become ineligible for a three week period. Students may participate in practices during this time. At the end of the three week period, the student's grade will be reviewed. After the three week period, students who are able to earn and maintain a grade of C or better will be fully reinstated; those who are unable to earn and maintain a grade of C or better will be removed from all team activities for the remainder of the season.

#### **School Attendance**

A student must be in regular attendance for the entire day on the day of a contest or activity.

### Co-Curricular Attendance

An unexcused absence is one that the coach/advisor is not informed of the reason a student is not at a practice, meeting, or contest. Where applicable, after two unexcused absences the student has to sit out one contest. After three unexcused absences the student is dismissed from the group.

No student who has been absent for a school day may participate in an extra-curricular activity scheduled for that afternoon or evening of that school day without the approval of the principal.

If a student misses four contests because of unexcused absences or school conduct he/she will be dismissed from all co-curricular activities for the remainder of that season (fall, winter, or spring).

### Conduct

For the second, and each subsequent major behavioral infraction, students will be required to sit out a single contest per infraction. Students must sit out the next immediate contest(s).

Students receiving an in-school suspension will be ineligible to participate in the next two contests for the first offense and the remainder of the academic year for additional suspensions. Students receiving an out-of school suspension will be ineligible to participate in the next three contests for the first offense and the remainder of the academic year for additional suspensions. If a student uses, or is in possession of tobacco, alcohol, or any other illegal substance, he/she will be dismissed from the current season's group/team and will be ineligible to participate in any group/team for a period of one calendar month; repeat infractions will result in ineligibility from any group/team for the remainder of the school year.

### Extenuating Circumstances

Under certain circumstances the student may work out a contract with the parent, coach, athletic director, and administrator to become eligible or remain eligible for the current season of activity.

### Participation Fees

Students are required to pay a participation fee for certain activities, unless they are exempt.

## **Health/Safety**

### **Safe Schools**

The Holy Hill Area School Board and staff provide a safe and healthy learning environment. This means that the school district reserves the right and obligation to provide a drug and violence free environment through various options such as supervision, transportation rules, canine searches or other appropriate means.

### **Emergency Data Sheets**

Emergency data sheets for all pupils must be on file in the school office. These sheets are mailed to your home in August. Parents are asked to record the required information for each child in their family and return the sheet(s) promptly. Please make sure the sheet is signed and both sides are completed. The school secretary must be notified any time there is a change in the information recorded on these sheets, such as a change in your work number, or emergency contact person/number.

### **Health Information**

A physical examination is requested for each kindergartner beginning school in Holy Hill Area School District. In order for your child to register and attend school, an immunization form must be completed, signed and returned to the school.

### **Immunization Law**

Every student must provide evidence of complete immunization or submit a signed waiver claiming health, religious or personal conviction reasons for not being immunized. The school the student is

attending must receive this information within 30 days of admission. The state immunization requirements are as follows:

Pre-K (ages 2 through 4 years): 4 DTP/DTaP/DT, 3 Polio, 3 Hepatitis B, 1 MMR, 1 Varicella

Grades K through 5: 4 DTP/DTaP/DT/Td, 4 Polio, 3 Hepatitis B, 2 MMR, 2 Varicella

Grades 6 through 8: 4 DTP/DTaP/DT/Td, 1 Tdap, 4 Polio, 3 Hepatitis B, 2 MMR, 2 Varicella

Parents of students who are not immunized and do not have a signed waiver on file will be notified by the school, within 30 days after admitting that student, about the consequences of failure to comply with the law.

Consequences include notifying the local district attorney of students who are non-compliant. The district attorney may seek legal action against the parents resulting in a fine of up to \$25.00 per day for every day the student remains non-compliant and an order for the child to be immunized.

If an outbreak of any vaccine-preventable disease occurs, those students who are not completely immunized against that disease may be kept out of school by the Department of Health and Social Services until the outbreak ends.

Parents of children who are not immunized are urged to contact the Washington County Community Health Nursing Services at 262-335-4462 immediately for immunizations and further information.

### **School Nurse**

The Holy Hill Area School District employs a school nurse to serve both Friess Lake Elementary and Richfield Middle School. Any questions for the school nurse should be directed to Cyndi Tomich at the Richfield Middle School Office at 262-628-1032 x1027.

### **Accidents And Injuries**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to school personnel and to the school office via the online accident report form, which can be found at: [www.hhasd.org](http://www.hhasd.org)

In the event of injury requiring a doctor's attention, every effort will be made to contact the parents. In cases of extreme emergency, or when parents cannot be reached, the Washington County Sheriff's Department or the Richfield Fire Department will be called for assistance.

The safety and welfare of students is of great importance to parents and the district. If a child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of the child:

- A. If a child has a minor accident, the following action will be taken:
  1. First aid will be administered, following standard Red Cross or school approved procedures.
  2. The child will be returned to class.
  
- B. If a child is unable to go back to class because of illness or minor injury, the following steps will be taken:
  1. Parents, guardians or emergency contacts will be called to transport the child home.
  2. If the district is unable to reach any of the above, the child will be kept in school and continued attempts will be made. If the district is unable to contact anyone by the end of the school day, the child will be sent to his/her regular after school place, i.e. home, sitter, etc.
  
- C. If a child is in need of immediate medical attention, the following steps will be taken:
  1. First aid will be rendered immediately, according to standard Red Cross or school approved procedure.
  2. Parents, guardians or emergency contacts will be called.

3. When necessary, the student will be taken to his/her physician's office or to the nearest medical facility.
4. Transportation to a medical facility will be arranged for the student through the parent, by ambulance, or by school personnel, when deemed necessary.
5. School district physician and/or the family physician may be contacted.

#### HHASD Health And Safety Policies

[5310 - Health Services](#)

[5310.01 - Emergency Nursing Services](#)

[5320 - Immunization](#)

[5330 - Administration Of Medication/Emergency Care](#)

[5335 - Care Of Students With Chronic Health Conditions](#)

[5340 - Student Accidents/Illness/Concussion](#)

[5341 - Emergency Medical Authorization](#)

[5350 - Student Suicide](#)

[5540.01 - Investigations Involving Suspected Child Abuse](#)

[8451 - Pediculosis \(Head Lice\)](#)

### **24 Hour Guideline For Illness**

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

- A temperature of 100 degrees or more (without treatment with pain/fever reliever),
- A productive cough
- Purulent (green, yellow, thick, or otherwise unusual) nasal or eye drainage
- Diarrhea (liquid, colored stools)
- Skin rashes/eruptions
- Red throat, swollen glands around the jaws, ears, or neck
- Complaints of severe ear ache, stomach ache, sore throat, headache
- Nausea or vomiting
- Lethargy, general complaints of muscular aches and pains
- Head or body lice

Students presenting any of the signs or symptoms mentioned above should **remain at home until they are symptom free for 24 hours**. Our purpose is not only to protect all students, but also prevent students from returning to school with a decreased resistance to infections.

### **Student Nutrition Services: Food and Beverages Served and Sold During the School Day**

#### General Guidelines

- Classroom snacks should reinforce the importance of healthy choices. The schools shall provide suggestions of healthy choices for parents and families
- Classroom celebrations should encourage healthy choices and portion control. Staff should receive guidance from the school on foods that are appropriate for such celebrations (i.e. classroom parties, birthday parties, etc.)
- Food and beverages sold as part of a fundraiser shall not be sold during the school day. Order forms for fundraising are allowed in accordance with school rules.
- Reevaluate merit party rewards for middle school. The use of food as a reward (such as candy) should not be a common practice.
- School stores shall not sell food items and beverages other than water.
- Encourage staff and students to utilize healthy, nutritious food choices or non-food items for class or student incentives.

#### Concession Stands

- Concession stands operated by school-sponsored groups shall include healthy food and beverage choices.

#### Vending

- All vending machines, accessible to students, shall have healthy choices, increasing the number of healthy choices offered each year for the next three years.

### Lunch

- Food and beverages available offered over the course of a school week should be nutrient-dense, including whole grain products and fiber-rich fruits and vegetables to provide students a variety of choices to maintain a balanced diet.
- Foods and beverages during the school day should include a variety of healthy choices that are of excellent quality, appealing to students, and served at the proper temperature.
- Foods and beverages available during the school day should minimize the use of trans and saturated fats, sodium, and sugar and meet or exceed the Dietary Guidelines for Americans.

### Water Consumption

- Building principals shall encourage the consumption of water throughout the school day. In the content area classes where water consumption poses a safety concern (i.e. science, computer lab, etc.) teachers shall use their own discretion.

### Community Awareness

- Fitness and nutrition education will be provided to parents/guardians beginning at the elementary level. The goal will be to continue to educate parents/guardians throughout the middle school level.
- Fitness and nutrition education may be provided in the form of handouts, postings on the District website, community activities or presentations.
- An annual school-wide health promotion event that focuses on nutrition value and healthy lifestyles will be held each year.

[Wellness Policy 8510](#): Review of this policy shall occur every three (3) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with review of the performance of the programs and any recommended changes to this policy.

## 8330 - STUDENT RECORDS

### Child Find

#### Confidentiality of personally identifiable information obtained through child find activities

Holy Hill Area School District is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. Holy Hill Area School District conducts the following child find activities each year, Developmental Screening. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

#### The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil



records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

**The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:**

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Holy Hill Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the 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.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or

assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

#### Controversial Topics and Religious Exemptions -2240

At times, controversial issues may arise in classroom discussions or as part of the district curriculum. The following policies are designed to permit parents to review classroom materials used with their students and make reasonable requests to exempt their child from parts of the curriculum that are not in alignment with their moral or religious beliefs. All requests must be submitted, in writing, to the building principals. Students will not be excused from participating in courses or activities mandated by the State.

[2240 - Controversial Issues In The Classroom](#)

[2270 - Religion In The Curriculum](#)

[2416 - Student Privacy And Parental Access To Information](#)

[9130 - Public Requests, Suggestions, Or Complaints](#)

## **Behavior**

### **Money, Valuables, Cell Phones, and Electronics**

Students should leave money and valuable items at home. Cell phones or electronic devices may be brought to school but must be kept in locker and/or backpack and used only before or after school hours as a family communication/emergency device. Electronic devices are to be kept in lockers or kept in the school office with special permission. Confiscated personal electronic devices are returned at the discretion of the building principal based upon repeated offenses, the level of disruption caused by the use of a cell phone and/or the reaction of the student to the confiscation. Cell phones and electronic devices are only to be used at designated times at movie nights, dances or at graduation. The building principal has the authority to ban an individual student from having a cell phone on school property or in their locker.

#### Personal Communication Devices - 5136

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is prohibited on school grounds during school hours.

Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

Students may use PCDs during after-school activities (e.g., extra-curricular activities) or at school-related functions, as long as they do not create a distraction, disruption or otherwise interfere with the activity or environment.

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 or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. 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 may have their PCD confiscated and held until the end of the school day. The confiscated PCD may be retrieved earlier if prearranged and approved by administration. 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. Members of the Administration 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 and Other Forms of Aggressive Behavior. 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 ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. 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 office until it is retrieved 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.

With permission, students may use school phones to contact parents during the school day.

### **Dress and Grooming - 5511**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

#### [Search And Seizure - 5771](#)

Lockers, desks and storage areas used by students are school property under the control of the school district. These areas are subject to random searches.

#### [Bullying - 5517.01](#)

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

#### **Definitions**

##### **"Bullying"**

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the Building Principal. The student may also report concerns to a teacher or counselor who will be

responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the District Administrator.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the Building Principal or District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the Building Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the Principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the Principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

**Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

**Records and Reports**

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

An annual 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. The annual report will be available to the public.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and any accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines on bullying will be age and content appropriate.

**Tobacco, Alcohol, and Other Drugs**

All tobacco and alcohol products are banned from the school district's property per state law and school board policy. Additionally, the district provides training for staff members on drug prevention. Student drug prevention is a topic covered in the health curriculum and through the D.A.R.E program at Richfield Middle School. D.A.R.E., led by the Washington County Sheriff’s Department and provides students with tools and supports to stay drug and alcohol free.

**Weapons - 5772 & 7217**

Under no circumstances are weapons of any kind allowed on school grounds. Students with weapons found on school grounds are subject to appropriate disciplinary procedures..

Code of Conduct Violations		Definition
Classroom/School	Attendance	Failure to report to class, or leaving class without



Environment		permission. Failure to serve a detention.
	Disruptive Behavior	Repeated or excessive violations of classroom rules or norms that cause disruptions to learning.
	Dress Code and Grooming	Dressing or grooming in a manner that disrupts the teaching and learning of others and is in violation of the district grooming/dress code.
	Gang Activity	Disruption and intimidation caused by gang or group symbols or gestures.  Gang or group posturing to provoke altercations or confrontations.
	Insubordination/Disrespectful Behavior	Insubordinate or disrespectful behavior directed towards district staff.
	Plagiarism/Cheating/Forgery	Using the ideas or work of another person as if they were one's own without proper credit.  Aiding or receiving aid from another for school work in a dishonest or deceptive manner.
Property	Inappropriate Use of School Property	Intentional misuse of school equipment or materials. Restricting another person's freedom to properly utilize classroom facilities or equipment.
	Inappropriate Use of Technology	Behavior in violation of the student acceptable use of information technology and communications resources policy. Inappropriate use of personal electronic devices.
	Personal Property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
	Theft	Taking of property belonging to another individual or group without prior permission and

		with specific intent to permanently deprive; or the possession of property without permission of the owner.
	Vandalism	Intentional damage to school property or the property of others.
Controlled Substances	Possession of Controlled Substances	Possessing, possessing with intent to distribute, selling, giving away, transferring, or having under one's control, alcohol, tobacco, or other controlled substances or intoxicants.
	Use of Controlled Substances	Using, or being under the influence of alcohol, tobacco, or other controlled substances.
Physical Safety/Mental Well-Being	Bullying	Behavior in violation of the district's <i>Anti-Bullying Policy 443.71</i>
	Fighting	Physical confrontation, including but not limited to pushing, striking, and/or the exchange of physical blows.
	Threatening/ Harassing Behavior	Use of language, either written or spoken, or conduct or gestures, which are obscene, lewd, vulgar, threatening or sexually suggestive that are directed at district staff, students, and/or visitors during the school day or at school events.
	Weapons	Possession or use of weapons or other materials/items that are a threat to the physical health of staff, students, and/or visitors.
Other	Other	Any misconduct not otherwise addressed within code that requires intervention from district staff.

**HHASD Student Conduct Policies**

[5500 - Student Code Of Classroom Conduct](#)

[5511 - Dress And Grooming](#)

[5512 - Use Of Tobacco By Students](#)

[5513 - Care Of District Property](#)

[5516 - Student Hazing](#)

[5520 - Disorderly Conduct](#)

- [5530 - Drug Prevention](#)
- [5600 - Student Discipline](#)
- [5605 - Suspension/Expulsion Of Students With Disabilities](#)
- [5610 - Suspension And Expulsion](#)
- [5610.02 - In-school Suspension](#)
- [5611 - Due Process Rights](#)
- [5630 - Corporal Punishment](#)
- [5630.01 - Use Of Seclusion And Restraint With Students](#)
- [5710 - Student Complaints](#)
- [5720 - Student Activism](#)
- [5722 - School-sponsored Publications And Productions](#)
- [5730 - Equal Access For Nondistrict-sponsored, Student Clubs And Activities](#)
  
- [5780 - Student/Parent Rights](#)
- [5830 - Student Fundraising](#)
- [5840 - Student Groups](#)
- [5870 - Student Production Of Goods And Services](#)

## **Additional Services**

### **Food Service Program**

The Holy Hill Area School District offers a daily hot lunch program and breakfast program that will begin on the first day of school and will continue through the last day of school. The school district lunch and breakfast programs will be computerized. Families will be able to deposit money into their family account, and access their child's lunch and breakfast accounts through Skyward Family Access.

Please refer to the Food Service Brochure that was mailed in the back-to-school packet to your home for more detailed information regarding the computerized lunch and breakfast program and food service procedures.

The cost of breakfast, with milk will be \$1.85, the cost of lunch will be \$3.00 and the cost of milk a la carte will be \$0.30.

Middle school students will have the option to purchase either breakfast before school or participate in grab-and-go breakfast which occurs at approximately 10:00 a.m. Students may not participate in both.

Students may bring a cold lunch to eat during the lunch period. Students will not be allowed to have individuals other than parents/guardians bring them food for the lunch period. Any food items being brought into the school, other than packed cold lunches, may need to be cleared with building staff before being brought into the school. Students are not allowed to bring any soda or energy drinks to school.

Families in need of financial assistance should return the free/reduced application, which was also included in the registration packet to the district office. Qualifying families may have fees waived or modified.

Students whose lunch accounts that reach a negative balance will be allowed to eat lunch; the lunch account will continue to be charged for the cost of these items. Parents/guardians will need to pay the negative balance or make arrangements to do so.

The sharing of food is greatly discouraged due to various food allergies. Students may bring a cold lunch to eat during the lunch period, or may participate in the hot lunch program. Only a student's parent/guardian may bring them food for the lunch period.

Lunch will not be served on early dismissal days.

### **School Fees**

School fees for the 2019 - 2020 school year are as follows:

**4K** \$50.00

**Grades 5K-8** - \$65.00

Students in grades six through eight will be provided a lock and locker for physical education. If the lock is lost throughout the school year a charge of \$3.50 will be assessed to the student. Students will also be assigned a locker. Students are asked to keep their lockers clean both inside and out.

Please send a separate payment for each child. This fee includes payment for textbook usage, workbook purchase, and school supplies needed by each child. As grade level increases, additional fees are collected for individual use items such as science lab kits and specimens, Spanish materials and supplementary art project materials (i.e. ceramics materials, paper, weaving supplies). Families qualifying for free or reduced meals will have school fees automatically waived. (Applications for free/reduced meals are available on the district website).

### **Field Trips and Expenses Involved**

Field trips are opportunities to extend the school curricula and provide students with opportunities to interact with their peers, teachers, and the community, and broaden their understanding and perspective of the world around them. Field trips are scheduled by teachers in conjunction with their curricula. Costs will vary by trip. A student may attend a field trip only if the permission slip and fee are returned to school on or before the due date. Students unable to attend or participate in a school field-trip for any reason, may face forfeiture of fees already paid for that field-trip.

The District Administrator or Principal may remove a student from a field trip based upon the welfare and safety of the student, other students, or staff members.

### **School Pictures**

School pictures are taken twice during the school year. In the Fall, students will be given an order form ahead of time to choose a portrait package. A scheduled picture retake day will be available. The Fall picture is the picture that will appear in the yearbook. In the Spring, the class/grade level pictures are taken as well as individual pictures. A proof will be sent home with each child. Families have the choice to purchase all or a portion of a picture package..

### **Identification - Lost & Found**

Parents are asked to mark their children's lunches, books, backpacks, coats, etc., with suitable identification. Lost or misplaced items will be housed in one of two designated lost-and-found areas. At the end of each trimester, any unclaimed items will be donated. Both schools have designated lost and found areas.

## **Transportation**

### **Bicycle Riders & Walkers**

Richfield Middle School students interested in walking or riding their bike to school must have a parent permission slip on file in the school office stating your child has your permission to walk or ride their bike home. These forms are available in the and Richfield Middle School main office. Bicycle riders are to observe safety rules to and from school. Bikes are to be parked in the bike rack by the garage on the west side of the school. Please direct your child to keep his/her bike locked up when it is not in use. The school assumes no responsibility for stolen/damaged bicycles.

### **Bus Transportation**

Bus transportation is provided for pupils attending the Holy Hill Area School District. Routes have been planned to adequately cover all areas. No route, however, is permanent and is subject to change as conditions and population in a given area change. Each bus is under the direct supervision of a trained

driver. In the best interest of safety, parents are asked to help in instructing their children to follow the school bus rules and good habits of bus behavior. Actions such as assigned seats and reasonable rules such as no eating or drinking on the bus, hands and feet to self, remain seated and voices at a conversational level or lower are implemented to provide safe transportation for students. In order to avoid any lost, stolen or damaged items, students are not to bring and/or utilize any technology on the bus. Administrative approval may be granted on a case-by-case basis. Written consent from a parent or guardian is required when a pupil plans to deviate from the regular routine. The request must be presented to the bus driver upon boarding the bus. Buses cannot be "booked" beyond passenger capacity.

**Communicating of Student Progress and Promotion**

[5420 - Reporting Student Progress](#)

[5421 - Grading](#)

[5451 - Student Recognition](#)

[5410 - Promotion, Placement, And Retention](#)

**Honor Roll**

All students are encouraged to try their hardest in their academic pursuits. Students will have the opportunity to earn a place on the Honor Roll at the end of each trimester. Honor roll designations categories are below:

High Honor Roll	3.7 - 4.0
Honor Roll	3.0 - 3.69

**Course Offering/Sequence 2019/20**

	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Core Courses	English / Language Arts Math Science Social Studies	English / Language Arts Math Science Social Studies	English / Language Arts Math Science Social Studies
Concurrent Courses	Spanish Physical Education Health	Spanish Physical Education Health	Spanish Physical Education Health
Elective Courses	2D Art Band Health Tech Ed. 1 Team Sports Fundamentals of Coding	3D Art Band Health Tech Ed. 2 Fit for Life Fundamentals of Coding	Advanced Art Band Health Drafting and Design Student Designed Games Discovering Computer Science

**College & Career Readiness (CCR)**

Providing the best learning environment is important for all of our students, whether they are at, above or below grade level expectations. During the CCR period, students will follow expectations and guidelines in place to help them succeed and advance to the next level by providing them with opportunities for growth in all areas. This will lead to student success academically, socially and physically, thereby fulfilling the mission of the Richfield School District. Emphasis on prevention, intervention and enrichment will allow students to increase achievement and the district to maintain high standards of academic excellence.

Services during this period will be provided by the middle school staff as well as math and reading specialists, and will include academic, collaborative and service work and opportunities.

### **Band and Orchestra**

Students will not be allowed to quit band or orchestra once the school year begins unless permission is granted by the Principal for an extenuating circumstance. Middle school students may participate in band and orchestra. Performances for these courses are mandatory. For further information, please refer to the Band & Orchestra Handbook.

### **8<sup>th</sup> Grade Graduation**

The 8<sup>th</sup> grade graduation ceremony is a reward to 8<sup>th</sup> grade students and their parents in honor of 8<sup>th</sup> graders meeting all School Board and State of Wisconsin requirements for graduation from middle school and entry into high school. Participation in the 8<sup>th</sup> grade graduation ceremony is a privilege to be earned by 8<sup>th</sup> graders. The principal shall decide which 8<sup>th</sup> grade students are eligible for participation in the 8<sup>th</sup> grade graduation ceremony. The principal shall also certify which 8<sup>th</sup> graders are recommended for promotion to high school.

**Please address any questions to Ms. Tara Villalobos by phone at 262-628-1032 ext. 1400 or by email at [villalobos@hhasd.org](mailto:villalobos@hhasd.org).**